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**DIOCESE OF MOOSONEE**

**CANONS**

**AS OF AUGUST 18<sup>TH</sup>, 2023**

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## **CANON 1**

### **Of the Jurisdiction of the Synod of the Diocese of Moosonee**

The Synod of the Diocese may deliberate and decide upon and legislate in respect of all matters affecting the interests of the Anglican Church of Canada in the Diocese of Moosonee, but shall have no authority or power to alter or change the doctrine, discipline, or worship of the said Church, other than to make submissions concerning such matters for the consideration of the Provincial and General Synods.

## **CANON 2**

### **Of the Composition of Synod and the Executive Council**

The members of Synod shall be composed of:

- 1) The Bishop of the Diocese of Moosonee who shall preside
- 2) All coadjutor, Suffragan, and Assistant/Assisting Bishops
- 3) The Dean and Executive Officer or their respective equivalents
- 4) The Chancellor of the Diocese
- 5) All active clergy (priests and deacons) within the Diocese
- 6) 2 Lay Delegates from each parish plus 2 Lay Delegates from each parish who will be alternates, elected by their Select Vestry and/or Parish Council.
- 7) Two youth delegates, who shall be between the ages of 15 and 25 years, to be appointed by the Diocesan Bishop.

#### **The Composition of the Executive Council**

Executive Council is a body elected by Synod.

The membership of the Executive Council will be the same as Synod, shown above, except that there will be only one delegate from each parish and/or congregation and such delegate or alternate to be so identified at the time of choosing set forth above in paragraph #6.

## **CANON 3**

### **A CANON TO PROVIDE FOR THE ADMINISTRATION OF THE DIOCESE OF MOOSONEE AS A MISSION AREA OF THE ECCLESIASTICAL PROVINCE OF ONTARIO**

- 1.1 In this Canon,
- “Diocese” means the Diocese of Moosonee;
- “Metropolitan” means the Metropolitan or Acting Metropolitan of the Ecclesiastical Province of Ontario;
- “Synod” means the Synod of the Diocese.
- 1.2 In the case of any conflict between this Canon and any other Canon of the Synod this Canon prevails.
- 2.1 The Diocese is a Mission Area of the Ecclesiastical Province of Ontario while this Canon is in force.
- 3.1 Notwithstanding anything in any other Canon of the Synod the Metropolitan shall be the Bishop of the Diocese from the date this Canon comes into force until the date it expires.
- 3.2 The Metropolitan shall exercise all spiritual, temporal, disciplinary and judicial authority of the Bishop of the Diocese.
- 3.3 The Metropolitan may authorize other bishops to perform episcopal liturgical functions in the Diocese including the ordination of deacons and priests, confirmation, the consecration of churches and church-yards and the blessing of oil.
- 3.4 The Metropolitan may appoint one or more Administrators for the Diocese or for areas of the Diocese and authorize them to act as deputies for the Metropolitan in temporal matters and to carry out episcopal duties and responsibilities in such matters. The Metropolitan may vary from time to time the terms of the powers delegated to the Administrator or Administrators.
- 3.5 Administrators are responsible to, and shall report to, the Metropolitan. Administrators serve at the pleasure of the Metropolitan.
- 4.1 This Canon comes into force on the date the office of Bishop of the Diocese becomes vacant by reason of the retirement, resignation or death of the ninth bishop of the Diocese, the Right Reverend Thomas A. Corston.
- 4.2 When the Metropolitan and the Executive Council of the Synod jointly determine that the Diocese should cease to be a Mission Area and be restored to its former status the Metropolitan shall call such meetings of the Executive Council and of the Synod, as are required by Canon 13, to elect a diocesan bishop in accordance with that Canon.
- 4.3 This Canon expires on the date the person elected by the Synod is installed as Bishop of the Diocese.

## **CANON 4**

### **The Meetings of Synod**

#### **1. Regularity of Meetings of Synod**

The Synod shall meet every three years in the year when there is neither General Synod nor Provincial Synod scheduled. If necessary the Bishop may, with the concurrence of the Executive Council, convene Synod more frequently. Synod shall be convened at a time and place named by the Bishop with the concurrence of the Executive Council.

#### **2. Preparations for Synod**

One month before the Synod is scheduled to meet the Administrative Assistant or other person appointed by the Bishop with the concurrence of the Executive Council shall send to each Clerical and Lay Delegate to Synod:

- a) a copy of the Convening Circular which shall state the time and place of the Synod and shall contain the reports of the Executive Council, the Regional Deans, and Committees and task groups of Synod and Executive Council;
- b) notices of motion (if any), summaries of such part of the Bishop's Charge to Synod as the Bishop may choose to be included and other business to be considered by Synod; and
- c) any other material which the Bishop or the Executive Council may determine.

#### **3. Committees Appointed by the Bishop**

The Bishop shall appoint:

- a) a Credentials Committee which shall consist of two Lay Members and one Clergy Member which shall register the Delegates before the opening Service and report to Synod;
- b) a Resolutions Committee consisting of the Chancellor, one Lay Member and one Clergy Member which shall review all resolutions to be presented to Synod for clarity and purpose;
- c) a Bishop's Charge Committee consisting of two Lay Members and two Clergy Members which shall present a response to the Bishop's Charge, including resolutions, as appropriate.

#### **4. The Eucharist**

The Eucharist shall be celebrated on each full day of Synod.

#### **5. The Order of Business at Synod**

The order of business at Synod shall be at the discretion of the Bishop but shall include, although not necessarily in this order:

- a) opening prayers;
- b) election of two secretaries, one clerical and one lay, to take minutes of the Synod;
- c) the report of the Credentials Committee, provided that, if there be any Delegates present whose qualifications or credentials are in doubt, the matter shall be referred to the Chancellor whose decision shall be final;
- d) adoption of minutes of the previous Synod;
- e) approval of the appointment of the Auditor;
- f) the appointment by the Bishop of Scrutineers;
- g) the receiving of notices of motion, petitions, memorials and other communications;
- h) the Bishop's Charge and the response to the Bishop's Charge;
- i) the nomination and appointment of Regional Deans;
- j) the election of delegates to General and Provincial Synods;
- k) the reception of reports;
- l) the consideration of motions, of which notice has been duly given; and
- m) any other unfinished business.

## **CANON 5**

### **Of the Rules of Order at Synod**

1. A quorum of the Synod shall consist of not less than one-fourth of the clerical and lay members, respectively.
2. When the Bishop or other person presiding has taken the chair, no member shall remain standing.
3. Any member who is about to speak shall rise and address the chair.
4. No motion or amendment shall be considered by the Synod unless seconded and reduced to writing.
5. No member shall speak more than once on the same motion without permission from the chair, except the mover, who shall have the right to reply.
6. When a question is under consideration, no other motion shall be received except to adjourn, to move that the question be now put, to postpone it indefinitely, to refer it to Committee or to amend it; and motions for any of these purposes shall have precedence in the order here named.
7. When a motion has been read to the Synod by the Secretary, it may not be withdrawn by the mover without the consent of the seconder and the chair.
8. Any member may require, at any period of the debate, that the motion under discussion be read for his or her information.
9. A member called to order while speaking, shall relinquish the floor, unless permitted to explain.
10. All questions of order shall be decided by the chair.
11. An amendment to an original motion shall, in discussion, take precedence; an amendment to an amendment shall be first considered, then the amendment to the motion, and lastly the motion itself.
12. No more than one amendment to a proposed amendment to a motion shall be in order; yet a substitute for the whole matter may be proposed and received, provided that it deals directly with the subject in hand.

13. While any question is being put from the Chair, the members shall continue in their seats, and shall not hold any private discourse, and when a motion is so put, no member shall retire until such motion is disposed of.
14. All members of Synod shall vote on any motion before it, except for those who declare an abstention beforehand for reasons of conflict of interest. Those who so abstain shall not be included in the numbers of those who determine a decision on a motion, unless the number of abstentions leaves less than a quorum of voting members on any motion under consideration. In voting, those who vote in the affirmative shall rise first, and then those voting in the negative shall rise.
15. A question which is once determined shall not again be brought into the discussion in the same session without the consent of a two-thirds majority of each Order, voting separately.
16. When required by three members of Synod, the number of affirmative and negative votes on any motion shall be recorded in the Minutes of the proceedings
17. No act or resolution of the Synod shall be deemed valid without:
  - a) the concurrence of the Bishop, except in the case of the election of a Bishop; and
  - b) either the concurrence of a simple majority of the members present, or the concurrence of the required majority stipulated elsewhere in these Canons
18. The votes of the clergy and laity shall be taken collectively, except:
  - a) where voting by Orders is required elsewhere in these Canons, or
  - b) when a vote by Orders is demanded by two members of the Synod before the question is put from the Chair, in which case the concurrence of a simple majority of the members of each Order present shall be necessary to affirm the resolution. If, in such a vote the Clerical Members affirm the resolution and the Lay Members negate the same, or vice versa, the motion shall be considered defeated. The vote shall be taken in the order of, first Clerical Members, with both votes recorded.
19. If the Bishop dissents from any act or resolution which has received the required majority in the Synod vote, the matter shall stand over until the next regular Meeting of Synod. At that time, if the said act or resolution again receives the required majority of votes, and the Bishop still dissents, appeal shall be made to the Court of Appeal of the Metropolitan at the request of at least two members of Synod, the said appeal to be made through the Chairman of the Investigating Committee of the Bishop's Court



- a) In the case of a tie vote of the Synod, or of either Order when voting is by Orders, the motion shall be deemed to be lost.
- b) The Synod may resolve itself by motion into a Committee of the Whole. The whole Synod then becomes a Committee whose decision or recommendations, while not binding Synod, may after the Committee of the Whole has resolved itself again into Synod, be presented to the latter as motions, in accordance with the Rules of Order.
- c) The Rules of Order under this Canon shall be in force, as far as applicable, in proceedings in Committee of the Whole, with the exception of the provision in Section 5.
- d) When the Synod is about to adjourn, every member shall remain standing until the Bishop or other person presiding has left the Chair.

## **CANON 6**

### **The Officers of Synod**

#### **1. The President and Vice-President of Synod**

- a) The Bishop shall be the President of Synod, *or the Metropolitan when there is no diocesan Bishop currently in Office. An Administrator appointed by the Metropolitan shall preside in the absence of the Metropolitan.*
- b) The Coadjutor Bishop, the Suffragan Bishop and the Dean shall be Vice-Presidents of Synod, in that order, and may preside at the invitation of the Bishop.

#### **2. The Auditor**

- a) The Executive Council shall be responsible for the appointment of the Auditor, who shall be a Chartered Accountant, or a Certified Public Accountant, whose appointment shall be subject to the approval of the Synod at each of its regular sessions.
- b) The Auditor shall act under the direction and according to the regulations and requirements of the Executive Council.
- c) An inspection of the diocesan accounts is to be made annually and a report shall be submitted annually to the Executive Council and to the Synod at each of its regular sessions.

#### **3. Other Officers**

Other positions having the rank of Officers of Synod may be determined from time to time by the Executive Council, and are to be ratified by the Synod of the Diocese at its first regular session subsequent to the creation or determination of need of such appointment. No ratification shall be made without the duties and responsibilities of the position and procedures of appointment being clearly determined. These determinations shall be part of such ratification.

## **CANON 7**

### **Certain Elections at Synod**

1. The following elections shall be held in this order:
  - a) the election of Delegates to General Synod; and
  - b) the election of Delegates to Provincial Synod.
2. No person shall serve in the same elected position for more than six (6) successive years. If a person is chosen to finish a term of election for an individual who has vacated that position, the partial term shall not count as a term served.
3. Conduct of elections under Section 1
  - a) In the elections, the Lay Members of Synod and the Clergy Members of Synod shall vote collectively, by ballot, and a simple majority of votes shall be required for an election.
  - b) The name of elected Delegates to General Synod shall be announced before voting takes place for the election of Delegates to Provincial Synod.
4. Terms of Office
  - a) Members of Executive Council shall serve a three-year term from the time of their election or until such earlier time as they die, become incapacitated, resign or permanently leave the Diocese.
  - b) Those elected as Delegates to either General or Provincial Synod shall begin their term of office upon registration at the next regular session of that Synod and shall remain in office until immediately before the start of the next regularly scheduled session of that Synod or until their successors have been appointed or elected.
5. Alternates to an Elected Position
  - a) When elected Members or their Alternates are no longer able to continue in their position they shall be replaced by those nominated who received the next highest number of votes.

- b) When there are no further Alternates the Bishop in consultation with the respective Regional Dean may nominate to the Executive Council for its concurrence the name of a suitable individual to fill the position. It is not essential that the nominated individual be a member of the Synod at which the election was held.

## **CANON 8**

### **The Executive Council**

There shall be an Executive Council which shall be mandated to exercise the powers and functions of the Synod between sessions of the Synod. The elected members of the Executive Council shall serve for a term of three years dating from the time of their election.

#### **Part I – Rules concerning the Executive Council**

1. The membership of Executive Council shall be as set forth in Canon 2.
2. A quorum shall consist of a simple majority of the Members of the Executive Council, Lay and Clergy Members counted together.
3. The Bishop may preside at meetings or may designate another to preside at any or all meetings or can ask that a presider be chosen from amongst the members of the Executive Council. An elected presider shall hold that office until the end of mandate of the Executive Council unless he/she resigns.
4. Vacancies among the appointed Members shall be filled by the Bishop.
5. Membership shall be considered vacated if a Member moves permanently from the Diocese.
6. Notices of meetings shall be sent to the members of the Executive Council at least three (3) weeks prior to the scheduled meeting except where other provisions are made in the Canons.
7. The Executive Council shall meet at least two (2) times each year at the call of the Bishop. At the discretion of the Bishop of Moosonee an Executive Council meeting may be held using teleconference or video conference facilities in lieu of face-to-face meeting, with at least one Executive Council meeting per year being a face-to-face meeting.

At the discretion of the Bishop of Moosonee a decision may be made by the Executive Council between scheduled Executive Council meetings by polling of the members individually. The Bishop or his/her designate shall carry out the poll as follows:

- i) The Bishop of Moosonee or his/her designate shall attempt to reach all members using all reasonable means available.
- ii) At least a quorum of members must vote.
- iii) Decisions shall be structured so as to require an answer of "yes" or "no".
- iv) All members shall be given exactly the same information and be required to respond to exactly the same question.
- v) Responses to any questions raised by members and subsequently answered as part of the polling process are to be shared with all members polled and no vote is considered final unless all members voting have been given the same information and been informed of all responses to questions.

## **Part II – The duties and powers of the Executive Council**

### **1. The Executive Council shall:**

- a)** manage all funds held or controlled by Synod;
- b)** assess Parishes and Congregations for support of the ministry of the Diocese;
- c)** submit to Synod a summary of its proceedings since the last session of Synod, with a copy of the most recent audited financial statement;
- d)** determine the boundaries and numbers of the Regional Deaneries and Parishes;
- e)** appoint officials, committees and task groups which may be necessary to implement the business of the Diocese;
- f)** receive reports from task groups and Standing Committees of the Executive Council and Synod and act upon these reports as it deems appropriate
- g)** perform other duties as defined in the Canons or as found necessary to the ongoing business of Synod during the term of Executive Council.

### **Part III – Task Groups**

1. Task Groups may be appointed to consider and make recommendations to the Executive Council concerning any matter to further the ongoing work of the Diocese. At least one member of each Task Group shall be a member of Executive Council and will normally report to the Executive Council concerning the work of the Task Group.
2. The Chair or Co-ordinator of each Task Group may be appointed by the Executive Council or if no one is so appointed, may be chosen by the members of the Task Group from among the members of the Task Group.
3. The work of any Task Group shall be completed upon acceptance by the Executive Council of its final report, unless such Task Group is disbanded by the Executive Council at an earlier date.
4. No Task Group may expend funds in the name of the Diocese without the consent and authorization of the Executive Council.

### **Part IV – The Finance and Property Committee**

- (i) There shall be a Standing Committee of the Executive Council which shall be called the Finance and Property Committee.
- (ii) The membership of the Committee shall be:
  - a) the Bishop;
  - b) the Secretary Treasurer or equivalent position;
  - c) three members having appropriate financial expertise appointed by the Executive Council, representative of the two deaneries of the Diocese, at least one of whom shall be a member of the Executive Council; and
  - d) other members with appropriate financial expertise may be co-opted by the Chair and approved by the Executive Council.
3. The Chair shall be appointed by the Executive Council.
4. The Committee shall meet at least twice a year and meetings may, with the consent of all members, be held by conference telephone or other electronic means.
5. The Committee shall:
  - a) recommend and review policies and procedures for the effective management of diocesan finances;
  - b) review and monitor financial and accounting controls and procedures;

- c) establish a Budget Subcommittee for the preparation of the annual Diocesan budget;
  - d) review and recommend to the Executive Council the annual budget;
  - e) undertake an annual review of the diocesan insurance policy and insurance coverages;
  - f) advise the Bishop and the Executive Council on all matters related to diocesan property; and
  - g) undertake other tasks referred by the Bishop, the Synod or the Executive Council.
6. The Committee shall be accountable to the Executive Council and the Synod and shall report through the Chair.



## **CANON 9**

### **Of Rules Concerning Committees of Synod**

- a) Any Committee, designated as such and provided for in the Canons of the Diocese, other than the Executive Council and the Investigating Committee of the Bishop's Court, may, if it deems it desirable, and with the consent of the Bishop, ask to act with the Committee, other Anglicans who have special knowledge of the matters with which the Committee has to deal, and they shall have the power to vote.
- b) A quorum of a Committee, other than the Executive Council and the Investigating Committee of the Bishop's Court, shall consist of a clear majority of its members, unless the Synod otherwise directs.
- c) It shall be imperative for all Committees appointed at any session of the Synod, except the Investigating Committee of the Bishop's Court, to report at the next session, and not later, unless by consent of the Synod a longer time to do so be granted.
- d) The reports of Committees, other than the Investigating Committee of the Bishop's Court, shall be in writing signed by the Chair, and shall be received in due course by the Synod.
- e) The Chair of the Committee, or some other deputed person shall explain to the Synod the content or meaning of any portion of the report, if such be requested by any member of Synod.
- f) All reports of Committees recommending any action or expression of opinion shall be accompanied by a resolution for the action therein.

## **CANON 10**

### **VOTING**

Notwithstanding anything set forth in the Canons any vote that may be taken may be conducted by email, telephone or by other generally accepted technology. All necessary adjustments to the Canons to allow the vote to be so taken are hereby authorized. This Canon is to have retroactive effect.

## **CANON 11**

### **The Bishop of Moosonee**

#### **1. The Ministry of the Bishop of Moosonee**

- a) Oversight
  - i) Maintains an awareness of the mission and needs of each Parish and Congregation within the Diocese;
  - ii) Encourages a vision for the Diocese through consultation and establishes the diocesan priorities necessary for its achievement; and
  - iii) Represents the Diocese by attendance at Anglican, ecumenical and community meetings, conferences and activities.
- b) Pastor
  - i) Encourages and supports all persons in the Diocese in fulfilling their Baptismal ministry in their community, their parish and in their personal spiritual growth;
  - ii) Functions as pastor and guide, by both word and example, in living the Christian life as outlined in the Baptismal Covenant of *The Book of Alternative Services*;
  - iii) Develops and promotes collegiality among all clergy and others responsible for the ministry of the Diocese; and
  - iv) Ensures that the faith of the Church speaks to the needs of the present times and in the diversity of theology and culture in accordance with that which has been received by the Anglican Church.
- c) Administrator
  - i) Maintains a sense of order and dignity within the Diocese;
  - ii) Is responsible for the recruitment, appointment and termination of appointment of all clergy and lay ministers in the Diocese;
  - iii) Promotes and encourages the ongoing stewardship development of the Diocese; and

- iv) Is responsible, through individuals and duly appointed committees, for all financial and administrative matters of the Diocese.

## **2. The Authority, Duties and Responsibilities of the Bishop**

- a) The Bishop is due obedience by both clergy and laity in all matters governed by church law and covenantal obligations.
- b) The Bishop shall maintain a record of all official acts undertaken during his/her tenure.
- c) The Bishop shall enjoy all the rights and privileges conferred, and be subject to the responsibilities contained in *The Book of Common Prayer*, *The Book of Alternative Services*, and the applicable provisions of canon law.
- d) The Bishop shall be elected in accordance with Canon 13 of the Diocese and in compliance with the Canons of the Ecclesiastical Province of Ontario and the General Synod of the Anglican Church of Canada.
- e) The Bishop shall serve as Diocesan until resignation, retirement, death or removal from office by proper authority.

**CANON 12**

RESERVED

## **CANON 13**

### **The Election of a Bishop**

#### **PART I – PRELIMINARY**

Whenever there is a vacancy in the See or an event has occurred that will result in such a vacancy, the Synod shall proceed to an election of a Diocesan or a Coadjutor Bishop in accordance with the provisions of this Canon.

##### **(i) Notice of Resignation or Retirement**

The Diocesan Bishop, shall, if possible, give at least six months notice to the Metropolitan and to the Administrator of the Diocese of his/her intent to retire or resign.

##### **(ii) Process and Timetable of Electoral Synod**

Upon the death or receipt of notice of retirement or resignation of the Bishop:

- (i) the Administrator shall contact the Metropolitan as soon as possible and the Metropolitan or his/her representative shall be requested to chair that portion of the Executive Council meeting dealing with the election of a Diocesan Bishop or Coadjutor Bishop;
- (ii) within seven (7) days thereafter the Administrator shall call a meeting of the Executive Council;
- (iii) the Metropolitan or his/her representative shall be the Chair of that portion of the meeting of the Executive Council dealing with the election of a Diocesan or Coadjutor Bishop;
- (iv) The Executive Council shall set the date and place of the Electoral Synod which may be held in conjunction with a regularly scheduled Synod;
- (v) the Metropolitan or his/her representative shall be Chair of the Synod to elect a Diocesan or Coadjutor Bishop unless he/she is a candidate in that election in which case the Provincial House of Bishops shall be requested to name another Chair;
- (vi) the Executive Council shall appoint, at the meeting dealing with the election of a Diocesan or Coadjutor Bishop, three (3) Laity and three (3) Clergy who shall be the Episcopal Search Committee (hereafter the "Search Committee");

- (vii) any member of the Search Committee who later accepts nomination for election as Diocesan or Coadjutor Bishop shall be deemed to have resigned from the Search Committee and his/her replacement shall be chosen by the remaining members of the Search Committee;
- (viii) the Search Committee shall choose a Chair from among its members;
- (ix) the Chair of the Search Committee shall be responsible for all matters concerning the Electoral Synod including:
  - i) calling for nominations for Diocesan or Coadjutor Bishop;
  - ii) preparing a Diocesan Profile for distribution to all nominees;
  - iii) preparing a position description of the Diocesan or Coadjutor Bishop for distribution to all nominees;
  - iv) ensuring that all nominees have accepted nomination;
  - v) ensuring that two (2) ballot boxes are prepared for the election;
  - vi) notifying all Delegates to the Electoral Synod of the date and place of the election; such notice to be sent to Delegates within two (2) weeks of the time and place having been set;
  - vii) arranging for accommodation and meals for all Delegates to the Electoral Synod;
  - viii) communicating to all Delegates to the Electoral Synod the date(s) and time period(s) allowed for registration and ensuring that all Delegates are aware that they must register within this/these time period(s); and
  - ix) receiving biographical material from each nominee and preparing candidate profiles according to a set form previously decided by the Search Committee.
- j) the Electoral Synod shall be convened within six (6) months of notification given to the Metropolitan or at such other earlier date as may be agreed upon by the Metropolitan.

## **1. Electoral Synod Membership**

Members of the Electoral Synod shall be the members of the Synod of the Diocese in conformity with the provisions of Canon 2 (Of the Composition of Synod).

## **2. Nomination of Candidates as Diocesan or Coadjutor Bishop**

- a) No clergy shall be nominated or elected as Bishop or Coadjutor Bishop who is less than thirty (30) years of age and has been a priest for less than seven (7) years.
- b) Any Member of or Delegate to Synod may nominate a person for election as Diocesan or Coadjutor Bishop.
- c) The Chair of the Search Committee shall contact each nominee to ascertain his/her willingness to stand for election.
- d) Written nominations must be received by the Chair of the Search Committee not less than sixty (60) days prior to the Electoral Synod.
- e) The Chair of the Search Committee shall forward to all Delegates to the Electoral Synod the names of nominees for election, such names to be received by Delegates no later than fifty (50) days prior to the start of the Electoral Synod at which time nominations are closed.
- f) Biographical material for each candidate will be sent to all Delegates to the Electoral Synod to be received no less than twenty-five (25) days prior to the Electoral Synod.
- g) The House of Bishops of the Ecclesiastical Province of Ontario may nominate up to three (3) persons to be elected Diocesan or Coadjutor Bishop.
  - c) These nominations shall be done in accord with the above regulations.
  - d) It is the responsibility of the Metropolitan or his/her representative to the Executive Council Meeting dealing with the Electoral Synod to secure these nominations unless he/she is nominated in which case the Provincial House of Bishops shall be requested to appoint another Bishop to fulfill this duty.
- h) There shall be no nominations made from the floor of the electoral Synod.



## **PART II – PROCEDURE AT THE ELECTORAL SYNOD**

The Electoral Synod shall commence with a Celebration of the Eucharist. When the Chair of Synod calls the Synod to Order, declares a quorum and declares that the election is to begin all those who are not registered members of Synod shall leave the part of the meeting room where the election is to take place and be seated in a separate visitors" gallery.

### **1. Quorum at Electoral Synod**

- a) The Chair of the Search Committee or his/her appointee shall register delegates to the Electoral Synod. Upon registering, all Delegates shall be required to sign a registration sheet, with Lay and Clergy Delegates signing on separate sheets.
- b) The Chair of the Search Committee or his/her appointee shall determine whether or not there is a quorum and report to the Chair of the Electoral Synod.
- c) The quorum for an Electoral Synod shall be one-half of the eligible members.
- d) Once a quorum has been established and declared:
  - h) it shall be accepted for the duration of the Electoral Synod; and
  - i) all delegates registered shall be deemed to be Members of the Electoral Synod and eligible to vote.

### **2. Distribution and Counting of Ballots**

- a) The Chair of the Electoral Synod or his/her representative shall designate three (3) Lay Members to Synod and three (3) Clergy Members of Synod to be the Elections Committee. Two members of the Elections Committee should be competent in reading and speaking Cree.
- b) The Chair of the Electoral Synod or his/her appointee shall designate one member of the Elections Committee to be the Chair of the Elections Committee.
- c) The Elections Committee shall be responsible, under the direction of the Chair of the Search Committee or his/her appointee, for preparing, checking, distributing, collecting and counting the ballots of each House of Synod.

d) Ballots shall be:

- b) printed clearly and shall contain, in alphabetical order, the names of all candidates in both Cree and English;
- c) different colors for the Lay and Clergy Houses;
- d) clearly marked with the number of the round of balloting;
- e) provided with space to mark the choice of the voter; and
- f) placed in a sealed envelope after being counted in each round of balloting and the envelope shall be clearly marked with the number of the round of balloting and signed by the Chair of the Elections Committee;

- a) The Chair of the Elections Committee shall be responsible for ensuring that the results of each ballot are posted so that they can be viewed by all Members of the Electoral Synod.
- b) The Chair of the Elections Committee shall record the results of each round of balloting in a book to be kept for that purpose.

### **3. Voting at Electoral Synod**

1. Lay Members of Synod (The Lay House of Synod) and Clergy Members of Synod (The Clergy House of Synod) shall vote separately.
  2. The votes of each House shall be deposited in separate sealed Ballot Boxes which will be opened in private by the members of the Elections Committee of the Electoral Synod.
  3. The ballot boxes and ballots for each House of Synod shall be on opposite sides of the meeting hall.
  4. Clergy members of synod and lay members of Synod shall be seated separately.
  5. There shall be two Lay Members and one Clergy Member of the Elections Committee at the table where the members of the Clergy House receive their ballots and vote and two Clergy Members and one Lay Member of the Elections Committee at the table where the members of the Lay House receive their ballots and vote.
  6. No member of the Electoral Synod may abstain from voting in any ballot at the Electoral Synod.
- (b) At the conclusion of each round of voting the Chair of Synod shall ensure that all members of Synod have voted and shall then declare that round of balloting closed.
  - (c) Members of Synod may leave the meeting room between ballots but shall be available to return immediately to the meeting hall to vote in the next round of the election at the call of the Chair of Synod.

#### **4. The Counting of Ballots**

- (i ) Ballots of each House shall be counted separately by the members of the Elections Committee who were responsible for distribution of ballots to the respective Houses.
- (i i ) Ballots shall be counted in a closed room with no one other than members of the Elections Committee, the Chair of Synod when appropriate, and the Chair of the Search Committee present.
- (i i i ) In order to be deemed valid, ballots must be clearly marked in the space provided beside the name of one candidate only.
- (i v ) A ballot is deemed to be spoiled if:
  - 1. the name of more than one candidate is marked;
  - 2. there is any indication of the name of the voter;
  - 3. the name of no candidate is marked; or
  - 4. it is not an official ballot of the round of balloting.

#### **5. Elimination of Candidates after First Ballot**

- a) If no candidate receives the required majority (as referred to in Section 6 (a)) in any ballot, the following candidates shall be eliminated:
  - 1. any candidate who receives no votes in both the Lay House and Clergy House of Synod;
  - 2. any candidate who receives the lowest number of votes in both the Lay House and Clergy House of Synod. If no candidate receives the lowest number of votes in both Houses, no one is eliminated;
  - 3. any candidate who wishes to withdraw.
- b) Following each ballot the Chair of the Search Committee or his/her appointee shall, if possible, contact all absent candidates to determine whether they wish to continue in the election.

## **6. Determination of the Election of a Diocesan or a Coadjutor Bishop**

- a) To be elected a candidate must receive a majority of votes in each House of those members who are present and voting, and this double majority must be in the same round of voting.
- b) If after twelve (12) successive ballots there is no election, a further ballot shall be taken and the percentage of the votes received by each candidate in each of the Lay and Clergy Houses shall be added together and the candidate with the greatest total of percentages shall be declared elected.
- c) If at a point in the election there is only one name remaining on the ballot and there has not been a vote after the last candidate on the previous ballot withdrew from the election there shall be one more round of voting with that one name alone on the ballot.
- d) When there is an election the Chair of the Electoral Synod shall inform the bishop-elect of the election and request consent to the election and to the formal submission of his/her name to the Metropolitan.
- e) If such consent is given, the Chair of Synod shall:
  - (a) declare an election and name the person elected to be Bishop Elect;
  - (b) order the destruction of all ballots; and
  - (c) adjourn the Electoral Synod.
- f) If such consent is not given the election shall continue and the candidate who did not give consent to the election shall be dropped from the next ballot along with such others as set out elsewhere in this Canon.
- g) If such consent is not given those candidates who chose to withdraw from the election at an earlier point shall, if possible, be contacted by the Chair of the Search Committee and provided opportunity to have their name reinstated on the next ballot.

## **PART III – AFTER THE ELECTION**

- a) The result of the election shall immediately be reported to the Metropolitan in accordance with the Canons of the Ecclesiastical Province of Ontario. The Metropolitan shall be requested to obtain the concurrence of the Bishops of the Province to the election and, if such concurrence is given, make arrangements for the ordination (if necessary) of the Diocesan or Coadjutor Bishop.

- b) If such concurrence is not received from the House of Bishops within thirty (30) days of the election, the election shall be declared null and void and the Synod shall be reconvened under the procedures as outlined in this Canon.
- c) Upon the Vacancy of the See, the Coadjutor Bishop, if there is one, shall become the Diocesan Bishop.

## **PART IV – OTHER EPISCOPAL ELECTIONS**

### **1. Election of the Indigenous Suffragan Bishop**

The Suffragan Bishop shall be elected as provided in this Canon and according to the terms of the Canons of the Ecclesiastical Province of Ontario, except that:

- a) the Administrator shall chair the Meeting or portion of the Meeting of the Executive Council dealing with the election of a Bishop;
- b) the Diocesan Bishop shall normally be Chair of the Electoral Synod;
- c) the Diocesan Bishop shall be a member of the Electoral Synod and shall have a vote in all ballots.
- d) Election of the Suffragan Bishop  
DCIP will provide the name(s) of the candidate(s) who will stand for election.

## **CANON 14**

### **Of Regional Deaneries**

1. There are two Deaneries in The Diocese of Moosonee. They are James Bay and Watershed.
2. The boundaries, divisions, and names of Regional Deaneries may be changed at any time by the Executive Council, after consultation with all parishes or missions concerned in accordance with Canon 8, Part II, Section 1(d) and with the approval of the Bishop.

## **CANON 15**

### **Of Dignitaries and Officials of the Diocese**

#### **1. THE CHAPTER OF ST. MATTHEW'S CATHEDRAL IN TIMMINS:**

- a) The Chapter shall consist of the Dean and four Canons, to be from time to time appointed by the Bishop.
- a) The duties of the Chapter shall be to advise the Bishop, upon request, in matters pertaining to the welfare of the Diocese which shall not fall within the scope of Synod, and to assist in sustaining the unity of the Diocese.
- a) The members of the Chapter shall hold office during their active ministry or residency in the Diocese. They shall have a stall in the Cathedral and may be invited to preach at the Cathedral once in the year.
- b) Upon retirement they shall retain their honorary titles but shall cease to be members of the Chapter and shall deliver up their stalls to their successors.

#### **2. REGIONAL DEANS:**

- 1. Regional Deans shall be appointed by the Bishop upon their nomination by the Clergy and Lay Delegates of the Great Chapter Meeting from among the clergy of the Deanery.
- 2. The Regional Deans shall assist the Bishop in the administration of the Diocese and in any way requested within the boundaries of the Regional Deaneries.
- 3. They shall at all times watch, inquire into and report whatever may need the consideration and control of the Bishop.
- 4. They shall visit from time to time the Clergy and Parishes of their Regional Deaneries.
- 5. They shall counsel the Clergy and assist them in meeting their problems, both parochial and personal.
- 6. They shall examine all Parish and congregational registers, records, and books in order to see that they are legibly, properly and neatly kept and to report therein to the Bishop and the Diocesan Synod.
- 7. They shall inspect all church properties at least once in every two years, to see they are kept in good repair and sufficiently insured in sound, well

established companies. They shall report therein to the Bishop and Diocesan Synod.

- a) They shall convene the Clergy and their Regional Deanery at least once a year for the promotion of closer fellowship, group study and welfare of the Church.
- b) They shall convene the Great Chapter of the Regional Deanery.
- c) They shall hold office for three years and shall be nominated at the Great Chapter Meetings of each Deanery by the Clergy and Lay Delegates of the respective Deaneries.
- d) When a vacancy in the office of Regional Dean occurs between meetings of Great Chapter, the Bishop after consultation with the Clergy and Lay Delegates of the Regional Deanery, may appoint a successor for the balance of the present term of office.

### **3. EXAMINING CHAPLAINS:**

- a) The Bishop shall appoint one or more Examining Chaplain(s).
- b) The Examining Chaplain, or Chaplains, shall test the proficiency of all candidates for Holy Orders and shall report to the Bishop.
- c) They shall examine all candidates for Holy Orders before they are ordained Priest with respect to their application of their theological knowledge and training to the practice of their ministry.

### **4. DOMESTIC CHAPLAINS:**

The Bishop may appoint a Domestic Chaplain, or Chaplains, for duties at Divine Service and at other official functions.

### **5. THE CHANCELLOR AND VICE-CHANCELLOR:**

- a) There shall be a Chancellor of the Diocese who shall be appointed by the Bishop, and shall hold office at the Bishop's pleasure.

**The Chancellor shall:**

- a) be a Member of the Bar or of the Judiciary of the Province of Ontario or of



the Province of Quebec, of at least five years standing, and also a communicant member of the Church,

- (ii) be an ex-officio member of the Synod and of the Executive Council,
- (iii) be President and Chief Judge of the Bishop's Court.
- (iv) advise and assist the Bishop, or in the Bishop's absence, the Administrator in all pertinent matters,
- (v) approve all deeds and legal documents before they are signed by the Bishop,
- (vi) perform such other duties as are required by the Bishop and by the Canons of the Diocese, and
- (vii) swear, before entering upon the office, that to the utmost understanding, he or she shall deal uprightly and justly in the office without expectation of favour or reward.
- (viii) If the Bishop deems it advisable, there may be appointed a Vice-Chancellor who shall be a Member of the Bar or of the Judiciary of the Province of Ontario or of the Province of Quebec of at least five years standing, a communicant member of the Church and who shall act for and on behalf of the Chancellor during absence or inability to attend appointed duties.

## **6. THE DEAN OF THE DIOCESE:**

- a) The Bishop shall appoint a Priest to be the Dean of the Diocese.

### **The Priest appointed shall:**

- 1. be the Chairman of the Cathedral Chapter,
- 2. be a member of the Diocesan Executive Council, and shall, when called upon act as Vice-President of the Executive Council, and of the Diocesan Synod,
- 3. act to encourage fellowship among the clergy of the Diocese and, if called upon, make representation to the Bishop on their behalf.

## **CANON 16**

### **Of the Great Chapters of the Regional Deaneries**

1. The Great Chapter of the Regional Deanery shall be composed of the Clergy, Lay Delegates to Great Chapters, Lay Readers, Churchwardens, Treasurers, and Vestry Clerks of the Parishes of the Regional Deanery.
2. The Great Chapters shall be convened at least once each year by their respective Regional Deans.
3. The Great Chapters shall be concerned with the training of the various officers of the Church in their respective duties, and shall seek to promote the welfare of the Church in the Deanery at every level.
4. It shall discuss the payments of each parish in the Deanery to Stipend, Diocesan Support Fund and other Diocesan Assessments for the coming year.
5. It may meet before Synod in order to discuss the contents of the Convening Circular of Synod.
6. The Regional Dean shall report to the Bishop or Administrator the result of the elections for Executive Council/Synod.
7. (a) Each parish or congregation within the Diocese which has a Vestry as defined in Canon 23 shall be entitled to representation at the Deanery Great Chapter meetings.
  - a) Parish or congregational representatives to the Great Chapter shall be called Lay Delegates to the Great Chapter until they have registered. After registration they become Lay Members of the Great Chapter.
  - b) Lay Delegates to Great Chapter shall:
    - i) be individuals who do not hold a Bishop's license in this or any other diocese as bishop, priest or deacon;
    - ii) meet the qualifications of Section 1 of Canon 23; and
    - iii) be members of the parish or congregation which they represent and no other parish or congregation.
  - d) The number of Lay Delegates to which a parish or congregation having a Vestry is entitled shall be based on the average Sunday attendance of the parish or congregation as reported on the most recent Annual Return of the parish or congregation on file in the Synod Office at the time that the notice of the Synod is given.

The following formula shall be used:

Average Sunday attendance:

- |    |               |                 |
|----|---------------|-----------------|
| d) | from 5 to 25  | 1 Lay Delegate  |
| e) | from 26 to 60 | 2 Lay Delegates |
| f) | over 60       | 3 Lay Delegates |

- e) Where regular weekly worship is mid-week worship, such worship shall be deemed to be Sunday worship for the purpose of determining the number of Lay Delegates to which a parish is entitled. A parish may elect a youth delegate in addition to the parish quota of delegates to Great Chapter.
- f) Lay Delegates shall be elected at the Annual Vestry Meeting of the parish or congregation of which they are a member.
- g) If Lay Delegates decline to serve, are unable to attend the Great Chapter or move from the parish or congregation which they represent prior to Great Chapter they shall be replaced by the Alternate Lay Delegates having the next greatest number of votes in the election at the Annual Vestry Meeting.
- h) If there is no Alternate Lay Delegate to replace an elected Lay Delegate the Select Vestry shall have the right and power to appoint from among the qualified members of the Vestry a replacement Lay Delegate to Great Chapter. The name of the replacement Lay Delegate shall be relayed immediately to the Synod Office.
- i) A Lay Member who no longer qualifies according to Section 1 of this Canon shall cease to be a Member of Great Chapter and shall relinquish any office or position held by virtue of being a Lay Member, and shall be replaced in the same manner as a Lay Delegate according to Sections (h) and (i) of this Canon.

**CANON 17 - RESERVED**

**CANON 17 - RESERVED**



## **CANON 18**

### **Of Ministers Exercising Their Ministry**

- a) Upon appointing a Minister to the Cure of Souls in any Parish, or to any ecclesiastical office within the Diocese, the Bishop shall confer authority to officiate by giving a license under ecclesiastical hand and seal.
- b) No Minister shall exercise ministry in such Parish, or ecclesiastical office, except first having the Bishop's license to do so.
- c) No Minister licensed by the Bishop shall exercise ministry in any place within the Diocese not having the Cure of Souls, without the permission of the Minister having such Cure.
- d) Notwithstanding anything set down in the previous sections of this Canon, any Minister may exercise Ministry anywhere in the Diocese in respect of any person who is in danger of death.

## **CANON 19**

### **Of the Appointment of Incumbents**

- a) In accordance with Section 1(c)(ii) of Canon 11, the appointment of Incumbents to Parishes shall be made by the Bishop of the Diocese.
- b) In the case of all parishes, the Bishop shall meet with a Committee composed of its Wardens and not more than five other persons consisting of the Lay Delegates to Great Chapter, and/or other persons appointed by the Select Vestry to represent the parish in the selection of an incumbent.
- c) The Bishop shall convene this Committee when and where and as often as deemed necessary, and after such consultation shall proceed to appoint an Incumbent to the vacancy.
- d) During an interregnum and after consultation with the Committee, the Bishop may appoint a locum tenens Incumbent of the Parish for a period of up to one year. If, at the end of that period, an appointment of Incumbent has still not been finalized, after consultation with the Committee, the Bishop may extend the locum tenens appointment for a further period. Except under exceptional circumstances, and with the consent of the Bishop, a locum tenens appointee to a Parish will not be considered for appointment as Incumbent of the parish in which the locum tenens appointment was made.
- e) Where applicable, all clergy coming into the Diocese shall become members of the Medical, Hospitalization, and Group Life Insurance Plans of the Diocese.
- f) Any clergy entering upon an incumbency in that part of the Diocese in the Province of Quebec shall be responsible for keeping the Registers of Civil Status for the Parish, and shall do so in accordance with the Civil Law of that Province.
- g) Any clergy person entering upon an incumbency in that part of the Diocese in the Province of Quebec for the first time, shall send a copy of their License to the Provincial Secretary requesting to be registered as persons authorized to solemnize marriages.
- h) A Lay Minister appointed to a full-time pastoral ministry in any place in the Diocese shall enjoy the stipend and benefits appropriate to a Priest appointed to that place.
- i) Notice of retirement or resignation from a parish appointment shall be received by the Bishop at least thirty (30) days in advance of the intended date of retirement or resignation.



**CANON 20 - RESERVED**

## **CANON 21**

### **Of The Devotional Life of Ministers**

All Priests and Deacons of the Diocese of Moosonee are under obligation to say daily Morning and Evening Prayer, or a daily spiritual discipline as best nurtures their soul and aids in the fulfillment of their office, either privately, or openly in the Parish Church, or in one of the Churches, not being prevented by sickness or some other urgent cause.

## **CANON 22**

### **Of the Parish**

#### **The Definition of a Parish:**

1. A Parish is an area within the Diocese which the Bishop has placed under the Cure of one Incumbent, having within its boundaries one or more Congregation(s), at least one of which shall have a regularly organized Vestry.
2. The Parish may be divided and its boundaries changed at any time by the Bishop, with the concurrence of the Executive Council, after consultation with the Select Vestry or Parish Council of the Parish concerned.
3. Each Congregation within the Parish, and having a regularly organized Vestry, shall have the right to elect its own officers and Lay Delegate or Delegates to the Great Chapter meeting.

#### **4. The Self-Supporting Parish:**

- a) A Self-Supporting Parish shall be one which has all of the following attributes:
  - i) It has a Church and Rectory in good repair or pays an adequate housing allowance.
  - ii) It pays a stipend to the Incumbent as set by the Council of the North.
  - iii) It provides a travel allowance not less than that of the Diocesan scale.
  - iv) It pays its Diocesan Support Fund assessment and the Parish portion of the Incumbent's Pension in full each year.
- b) A self-supporting parish shall have the right of conferring with the Bishop, through its Church Wardens and Lay Delegate(s) to the Great Chapter, in the matter of the appointment of its Incumbents.

#### **5. The Aided Parishes:**

- a) An Aided Parish shall be one whose Incumbent's stipend and travel allowance are paid in part by the parish and in part by the Diocese.
- b) The part of the Incumbent's stipend and travel allowance paid by the parish shall be according to its full capacity.
- c) The part paid by the Diocese shall be considered a grant in aid, given from year to year, only to the extent absolutely required, and shall cease as soon as possible.

## **6. The Financial Responsibility of the Parish:**

- a) Every Parish shall be under obligation to expend its income as follows and in this order:
  - i) The provision and maintenance of adequate living quarters for its incumbents, including a stove, refrigerator, washing machine, dryer and suitable window coverings.
  - ii) The expense of fuel, water, electricity, internet and telephone service.
  - iii) The payment of its Diocesan Support Fund Assessment.
  - iv) The payment of the Incumbents stipend and allowances, and other benefits, and vehicle allowances, or its portions thereof.
- b) If, in the opinion of the Select Vestry or the Parish Council, the Parish cannot meet either the financial obligations under Section 7(a) of this Canon or other financial commitments, then the Incumbent and the Church Wardens shall consult with the Bishop, either directly or through the Regional Dean having jurisdiction, giving a complete statement of receipts and expenditures, assets and liabilities, and other relevant information.
- c) After consultation the Bishop may agree to grant relief to the Parish concerned for one year only, but the agreement shall be subject to renewal at the end of that year if the Bishop deems it necessary.
- d) The Parish which has been granted such relief shall be under the financial direction of the Bishop until such time as it is able to meet the financial obligations under Section 6(a) of this Canon.
- e) In the event of a disagreement between the Bishop and the Parish which is under his financial direction, the Bishop shall, at the request of the Incumbent of the Parish, lay the matter before the Investigating Committee of the Bishop's Court in accordance with Canon 32.

## **7. Parochial Organizations:**

- a) Within a Parish, guilds, auxiliaries, clubs and other associations, may be formed with the approval of the Select Vestry and the Incumbent.
- b) All such organizations are accountable to the Select Vestry and the Incumbent for their ongoing work.
- c) All parochial organizations shall present annual reports of their finances and work to the Annual Meeting of the Vestry.

## **8. Parochial Records and Statistics:**

- a) Every Parish shall have the following Record Books or Registers:
  - i) A Vestry Book of a type approved by the Bishop, listing all Divine Services and the information relevant thereto.
  - ii) A Register or Registers of Baptisms, Confirmations, Marriages, and Burials.
  - iii) A Register or Index containing the names of all members of the Vestry of the Congregation, compiled from the list prepared for the annual Vestry Meeting.
  - iv) A Book or Books containing the Minutes and Resolutions of all Vestry and Select Vestry Meetings.
  - v) A Parish Roll containing the names of all members of the Congregation and the information relevant thereto.
  - vi) An Inventory of all Church property, on a form which shall be supplied by the Diocese to the Wardens with a copy being held at the Diocesan Synod Office and thereafter being replaced in the years ending with zero "0" and with five "5".
- b) The Record Books and Registers under Section 8(a) of this Canon shall, when filed, be kept in a safe place for future reference.
- c) Every Parish shall remit, through its Incumbent to the Administrative Assistant or other person appointed to receive said reports before the 15<sup>th</sup> day of March each year, the following reports:
  - i) The Statistical Report of his Parish for the preceding year, on a form or forms which shall be completed in full and returned.
  - ii) The Inventory of all Church property, on a form which shall be supplied to the Wardens by the Diocese in the years ending in zero "0" and in five "5" and in the other years the additions and subtractions of the Inventory.
  - iii) Any other Reports or forms which may be required by the office of the Diocese.

## **CANON 23**

### **The Composition of the Vestry**

1. The Vestry shall consist of all those members of a congregation who are:
  - c) baptized, and
  - d) recognized by the parish community as full participants in the worship and life of the community.
2. Before a Vestry can be constituted, there shall be in the Parish or Congregation at least five persons who possess the qualifications stated under Section 1 of this Canon.
3. A properly constituted and regularly organized Vestry shall have two Church Wardens.

## **CANON 24**

### **Of the Meetings of Vestry**

- a) The Annual Vestry Meeting shall be held in each year during the months of January and February.

- b) Preparations for the Annual Vestry Meeting:**

Notice of the Annual Vestry Meeting shall be given at Divine Service on the two Sundays preceding the date chosen for the Meeting.

- c) A special meeting of the Vestry may be called at any time by the Incumbent and Church Wardens, notice having been given according to Section 2 of this Canon, and by mail.
- d) Only those members of a Congregation within the Parish who possess the qualifications stated under Section 1 of Canon 23 shall have the right to vote at Meetings of the Vestry.
- e) At the Annual Meeting or at any special meeting, the Vestry may pass resolutions or make by-laws for the regulation of its own proceedings, or for the management of the temporalities of the Church, and may alter or repeal the same, proper notice having been given to all members, provided that the said resolutions, regulations and by-laws are not contrary to the Canons of the Diocese, or of the Provincial or General Synods.
- f) The Incumbent may preside at all meetings of the Vestry, or may designate or otherwise provide for the appointment of a Chair.
- g) Where applicable, the Rules of Order at Vestry Meetings shall be the same as Rules of Order under Canon 5, except Section 1 concerning a Quorum of which there must be 5 qualified members.
- h) The Order of Business at the Annual Vestry Meeting shall be at the discretion of the Incumbent, but shall include the following:
  - a) Opening Prayers
  - b) The reading aloud by the Chairman of Canons 23 and 24, except Section 8 of Canon 24.
  - c) The reading of the Minutes of the last Annual Vestry meeting, and of any subsequent special Vestry Meetings, and adoption of the same.
  - d) The reading of a synopsis of the Minutes of the meetings of the Select Vestry held throughout the year, together with the attendance record of each member, and the adoption of the same.

- e) The consideration of unfinished business, if any, carried over from the Minutes referred to under Section 8(c) and (d) of this Canon.
- f) the presentation of the Incumbent's Report on the spiritual state of the Congregation or Parish.
- g) The presentation of the Report of the Incumbent's Warden on the material state of the Congregation or Parish.
- h) The presentation of the audited Financial Statement together with any other Report from the Auditors.
- i) The presentation of the Reports of the Parochial Organizations.
- j) The appointment by the Incumbent of his Church warden.
- k) The election of the People's Church warden.
- l) The election, if necessary, of Lay Delegates to the Great Chapter meetings, and of their substitutes.
- m) The appointment and election of the members of the Select Vestry.
- n) The appointment of Auditors, Vestry Clerk, and, if necessary, the Treasurer and Sexton.
- o) The consideration of new business.
- p) Closing Prayers.



## CANON 25

### Of the Officers of the Vestry

#### 1. The Church Wardens:

##### a) Of the Selection of Church Wardens:

- i) At the Annual Vestry Meeting of each organized Congregation, two Church Wardens shall be selected from among the members of the Vestry, one to be elected by a simple majority of the members of the Vestry present, and one to be appointed by the Incumbent. A Parish may choose to elect one or more Deputy Wardens from among the members of the Vestry.
- ii) If the Vestry declines or neglects to elect a Church warden, then the Incumbent shall appoint one to fill the vacancy.
- iii) If the Incumbent declines or neglects to appoint a Church warden, then the Vestry shall elect one to fill the vacancy.
- iv) The Church Wardens shall hold office for one year, or until the selection of their successors.
- v) A vacancy caused by death, removal, or resignation shall be filled by calling a special Meeting of the Vestry for the election of a People's Church Warden, or by the Incumbent appointing an Incumbent's Church Warden at Divine Service on a Sunday, or other day when a regular service is held.

##### b) The Rights, Powers, and Duties of Church Wardens:

- i) As provided by the Church Temporalities Act (1841-3, Vic., Ch. 74) the Church Wardens shall be a Corporation with the perpetual succession under the name of "The Church Wardens of the Church of \_\_\_\_\_ in the \_\_\_\_\_"
- ii) For the purposes of *the Religious Institutions Act (Chapter 344, R.S.O., 1927)* the Church Wardens, with the Incumbent, shall be deemed to be trustees.

#### As a Corporation, the Church Wardens:

- iii) Cannot exercise their corporate powers separately; that is, one cannot act without the consent of the other, and

- iv) They shall represent the interests of the Church for which they were so elected and appointed and of the members thereof, and shall and may sue and be sued, answer and be answered unto in all manner of suits and actions whatsoever, and may prosecute indictments, presentments and other criminal proceedings for and in respect of the Church and members whom they represent, and all matters and things appertaining thereto.
- v) In all matters not lying solely in the right and power of the Church Wardens by virtue of Acts of Parliament, it shall be their duty to carry out all legitimate directions of the Diocesan Synod and of the Vestry which they represent.

Upon the assumption of office the Church Wardens shall:

- vi) Receive from their predecessors the form containing the inventory of all Church property. They shall check the accuracy thereof, and then retain the Inventory Form in their possession until such time as they pass same to their successors in office.
- vii) Have custody of all monies and goods belonging to the Parish or Congregation and shall be responsible
  - (a) for the entry of the amount of the offerings of the people in a book kept for that purpose, to include but not restricted to the entry of sums received each service in the vestry book, having been counted by two persons who have initialed such entry;
  - (b) for keeping of records with regard to each individual's donations and issuing of receipts for tax purposes as a function distinct and separate from that of the Treasurer; and
  - (c) for the safe custody of all parochial or congregational records and books.
- viii) Cause all Church buildings and property to be insured adequately by a reputable insurance company or companies,
- ix) Cause all Church buildings and property to be kept in good condition and shall ensure that necessary repairs to the same are made.
- x) Report, at the Annual Vestry Meeting, on the material state of the Church, the assets and liabilities, the receipts and expenditures, the condition of buildings and the amount of insurance carried.
- xi) Maintain good order and quiet in Church at the time of Divine Service, and shall prosecute all offenses against the same
- xii) Attend the visitations of the Bishop, and the Regional Dean whenever cited, and shall submit such lists, records, books, and registers as may be requested by the same.

xiii) Deliver all books, monies, property, and chattels to their successors in office, upon relinquishing their office, and

xiv) Perform their other duties as defined in the Canons of the Diocese.

## **2. The Vestry Clerk:**

- a) The Church Wardens, in consultation with the Incumbent and the Select Vestry shall appoint a Vestry Clerk, whose appointment shall be subject to the approval of the Vestry at each Annual Meeting.
- b) If necessary, the Select Vestry shall arrange for suitable remuneration for the Vestry Clerk.
- c) The Vestry Clerk, or in absence thereof, a secretary appointed by the Chair shall enter the minutes of all meetings of the Vestry and of the Select Vestry in a book or books kept for this purpose.
- d) The Vestry Clerk shall perform duties as defined by the Select Vestry.

## **3. The Auditor:**

- a) The Church Wardens, in consultation with the Incumbent and the Select Vestry shall appoint an Auditor, or Auditors, whose appointment shall be subject to the approval of the Vestry at each of its Annual Meetings.
- b) If necessary, the Select Vestry shall arrange for suitable remuneration for the Auditor.
- c) The Auditor shall inspect the parochial or congregational accounts annually, and shall submit a report therein to the Vestry at each of its Annual Meetings.
- d) The Auditor shall act under the direction of the Select Vestry.

## **4. The Treasurer:**

- a) If necessary, the Church Wardens, in consultation with the Incumbent and the Select Vestry, shall appoint a Treasurer, whose appointment shall be subject to the approval of the Vestry at each of its Annual Meetings.
- b) If necessary, the Select Vestry shall arrange for suitable remuneration for the Treasurer.
- c) The Treasurer shall perform all duties as defined by the Select Vestry.

**5. The Sexton:**

- a) If necessary, the Church Wardens, in consultation with the Incumbent and the Select Vestry, shall appoint a Sexton, whose appointment shall be subject to the approval of the Vestry at each of its Annual Meetings.
- b) If necessary, the Select Vestry shall arrange for suitable remuneration for the Sexton.
- c) The Sexton shall perform all duties as defined by the Church Wardens

## **CANON 26**

### **Of The Select Vestry**

#### **1. The Composition of the Select Vestry:**

**The Select Vestry shall be composed of:**

- i) The Incumbent
- ii) The Church Wardens
- iii) The Vestry Clerk
- iv) The Treasurer, if any
- v) The Lay Delegates to the Great Chapter
- vi) Not more than six members of the Vestry, who shall be elected at the Annual Vestry Meeting and
- vii) An equal number of members of the Vestry, who shall be appointed by the Incumbent.

#### **2. Of Meetings of the Select Vestry:**

- (i) The Select Vestry shall hold regular meetings at least four times each year, at which the Incumbent shall preside, or in the absence thereof, either the Incumbent's Warden or the People's Warden, in that order, or shall designate or otherwise provide for the appointment of a Chairperson.
- (ii) A quorum of the Select Vestry shall consist of a clear majority of its members, of which majority the Chairperson shall be one.

#### **3. The Duties of the Select Vestry:**

**It shall:**

- a) collect and count, or cause to be collected and counted, the offerings of the people received at Divine Service,
- b) raise the funds required for the purpose of the Congregation or Parish,
- c) inform the Congregation fully of the plans, activities, and needs of the Church,
- d) make recommendations concerning the maintenance and insurance of Church property,
- e) co-ordinate the activities of the several parochial organizations,
- f) organize the Congregation or Parish for the making of canvasses and surveys,
- g) prepare a yearly budget to be presented at the Annual Vestry Meeting, and
- h) form its own Committees to deal with finance, property, and other temporalities of the Church.

## **CANON 27**

### **Of the Parish Council**

#### **1. The Composition of the Parish Council:**

In every Parish where there is more than one Congregation there shall be a Parish Council which shall consist of:

- a) The Incumbent
- b) The Church Wardens of each Congregation
- c) The Lay Delegates to the Great Chapter meetings from each Congregation

#### **2. Of Meetings of the Parish Council:**

- a) The Incumbent shall preside at all meetings of the Parish Council
- b) The Parish Council shall meet at least once in each year at the call of its President
- c) At such meetings the Parish Council shall consider the following:
  - i) The proportion of the Incumbent's stipend and of the cost of the upkeep of the Incumbent's living quarters to be borne by each Congregation within the Parish.
  - ii) The share of the missionary apportionment and of the Diocesan assessment to be borne by each Congregation within the Parish.
  - iii) Any matters pertaining to the welfare of the whole Parish.

- 3. The recommendations of resolutions of the Parish Council shall be made known to the Select Vestry of each Congregation within the Parish, and, if necessary, the said recommendations of the resolutions shall be presented at the several Annual Vestry Meetings for further consideration.

## **CANON 28**

### **Baptismal Ministry**

1. All Christians are called to ministry by virtue of their baptism. Each person must understand their own ministry as one among many ministries which enable the Church to be the Body of Christ. Baptismal ministry is, therefore, any deed or act which results from being a member of the Body of Christ. It can be as simple as a visit to a member of the Church in hospital, sharing of faith, or a more formal activity such as reading the lessons at Services of Worship, officiating at Morning or Evening Prayer or officiating at a funeral.
2. Baptismal ministry in its most simple form in our daily life does not require any license or formal permission.
3. More formal acts of ministry may require permission from the Parish and/or the Diocese.
4. It shall be the responsibility of the Incumbent and the Vestry of any parish or congregation to provide the necessary education and training for any formal ministry to be conducted in the parish. Specific requirements for education and training shall be listed in the Policy Manual of the Diocese of Moosonee, and shall be reviewed annually and, if necessary, updated.
5. Any further civil or institutional requirements must also be met before engaging in ministry.

## **CANON 29**

### **Of the Ministrations of the Church in those areas of the Diocese**

#### **Which Are Not Organized as Parishes**

1. The Bishop of Moosonee is responsible to maintain ministry to all members of the Anglican Church of Canada who reside within the boundaries of the Diocese.
2. The Bishop shall ensure that Anglicans living in those areas of the Diocese which are not organized as Parishes shall receive the ministrations of the Church according to the doctrine, discipline and worship of the Anglican Church of Canada as set forth in the Book of Common Prayer, Book of Alternative Services, the Ordinal, and Canon Law.
3. No group of Anglicans shall enter into an agreement which is contrary to the doctrine, discipline, and worship of the Anglican Church of Canada as set forth in the Book of Common Prayer, Book of Alternative Services, the Ordinal, and Canon Law, with any other religious body, or its local representatives.
4. Of the Use of Buildings for Worship:
  1. No building shall be used by a group of Anglicans jointly with any other religious body without the prior consent of the Bishop.
  2. Where such consent has been granted, the Bishop shall appoint a Committee of at least three from the Anglican group to meet with representatives of the other religious body in order to form a joint board for the administration of matters affecting the use of any such building.
5. In all matters affecting doctrine, discipline, and worship, members of the Anglican Church of Canada residing within the Diocese shall be subject to the Bishop, and shall make or accept no local agreements with any other religious body which infringe on the Sections of this Canon.



## **CANON 30**

### **Of Church Property**

2. The Title to all real property in the Diocese and used for Church purposes, whether it be acquired by purchase, gift, bequest, or otherwise, for the use of the Church or for any Parish in the Diocese, shall be vested in the name of "The Bishop of Moosonee, a Corporation Sole", and any Titles, Deeds, Mortgages, Agreements, or other document affecting such real property shall be sent to the Administrative Assistant or other person appointed who shall be responsible for the safe-keeping of such documents.
3. Before the purchasing of any land, or the erection or purchase of any Church building, Rectory, or Parish Hall, or any major alteration or addition made to existing buildings, or the contract let, or fund raising has begun, the plans and specifications, together with an estimate of the cost, a statement of the financial condition of the Parish or Congregation concerned, and the method of raising the required funds, shall be submitted to the Executive Council whose sanction for such project shall first be obtained before it can begin. The Executive Council may reserve the right to require that 25% of the total funds required shall be on hand before the project begins, and that the fund raising programme of the Parish be adequate both to meet the need of repayment within a reasonable length of time and also to maintain its normal obligations. Where these conditions are met, the Executive Council may recommend that the Diocese of Moosonee back loans from the chartered Banks of Canada.
4. Before any Church is consecrated, the Title to the land and building shall be vested in the name of "The Bishop of Moosonee, a Corporation Sole", and such land and building shall be entirely free of debt. There shall be a dedication of the Church after construction is completed.
5. No memorials, ornament, fixture, article of furniture or furnishings, lights, windows, or anything of a like description, shall be erected, placed in, installed, or used in, or removed from any Church in the Diocese without informing the Bishop. The Bishop may request a meeting with the Select Vestry and the Incumbent of the Parish concerned to discuss the matter, should the Bishop consider it advisable to do so. If the Bishop continues to disagree with the Parish's proposed action, the Bishop may lay the matter before the Investigating Committee of the Bishop's Court according to the provisions under Canon 32.

## **CANON 31**

### **Of The Seal of Confession**

If any person confesses any secret or hidden sin to a Priest for the unburdening of conscience and in order to receive spiritual consolation and ease of mind and absolution, such Priest shall not either by word, writing, or sign, directly or indirectly, openly or covertly, or in any way whatsoever, at any time reveal and make known to any person whatsoever, any sin, or crime, or offence so committed into trust and secrecy unless required by law; neither shall any Priest make use of knowledge gained in the exercise of such ministry to the offence or detriment of the person from whom it was received, even if there be no danger of betraying the identity of such person; neither shall any Priest, who is in a position of authority in any place, make use of any such knowledge in exercising authority.

## **CANON 32**

### **Of Discipline**

General Synod Canon XVIII shall serve as the Canon on Discipline for the Diocese of Moosonee along with Provincial Synod Canon V. See Appendix B and D to the Canons of the Diocese of Moosonee.

## **CANON 33**

### **Of the Alteration and Revision of the Canons of the Diocese**

1. The Synod shall have the sole right, authority, and power to make, alter, revise, amend, and repeal the Canons of the Diocese of Moosonee, as well as to add and adopt new Canons.
2. No Canon of the Diocese shall be altered, revised, amended, or repealed by Synod, nor shall any new Canon be added, or adopted, unless:
  5. The voting on the proposed alteration, revision, amendment, repeal or addition takes place by Orders.
  6. At least two-thirds of the members of each Order present when the vote is taken, concur with the proposed alteration, revision, amendment, repeal, or addition.
3. The Committee for the Revision of the Canons:
  - a) There shall be a Committee of the Synod to be known as "The Committee for the Revision of the Canons".
  - b) It shall consist of the Chancellor or Vice-Chancellor, and of at least two Clerical and two Lay Members of Synod who shall be appointed at each regular meeting of Synod by the Executive Council and shall hold office until the next meeting of Synod.
  - c) Membership shall be considered vacated if a member dies, is incapacitated, resigns, or ceases to be a member of Synod at which appointment was made. In the event of a vacancy occurring the Executive Council shall appoint a new member to fill the vacancy until the next regular meeting of Synod.
  - d) The duties of the Committee for the Revision of the Canons:
    - (i) It shall, if it deems it necessary, propose alterations, revisions, amendments, repeals, or additions to the Canons of the Diocese, and shall submit the same as Notices of Motion for inclusion in the Convening Circular to the person appointed to receive Notices of Motion, and then shall present the same, through its Chairperson, at the meeting of Synod.

- i) It shall consider, examine, and weigh the merits of all Notices of Motion submitted to it in accordance with the provisions under Section 4 of this Canon, and shall return the said Notices of Motion to the person appointed to receive aforesaid Notices of Motion for inclusion in the Convening Circular, and then shall present, through its Chairperson, its report therein at the meeting of Synod.
  - ii) It shall compile and present to the Synod at each regular meeting thereof, the Canons, if any, referred to under Section 2 of Canon 34.
- a) All proposed alterations, revisions, amendments, repeals or additions to the Canons of the Diocese, except those prepared by the Committee for the Revision of the Canons, shall be submitted, at least six months before the meeting of Synod, to the person appointed to receive Notices of Motion, in writing. Upon receipt of such Notices of Motion the person appointed to receive Notices of Motion will immediately submit the same to the Chairperson of the Committee for the Revision of the Canons.
  - b) No Canon of the Diocese shall be altered, revised, amended or repealed by Synod, nor shall any new Canon be added or adopted if the proposed alteration, revision, amendment, repeal or addition be contrary to any of the Canons of the Provincial or General Synods.
  - c) No motion regarding revision or addition to Canons that has been defeated at two consecutive meetings of Synod shall be re-introduced without the consent of three-quarters of the members present.

## **CANON 34**

### **Of the Canons of the Provincial and General Synods**

- a) The Diocese of Moosonee shall be bound by all Canons of the Provincial Synod and the General Synod.
- b) Any Canons which may from time to time be promulgated, repealed, or altered by the Provincial and General Synods, and which concern the Diocese of Moosonee, shall be compiled and presented at the next regular meeting of the Synod of the Diocese of Moosonee in accordance with Section 3 (d)(iii) of Canon 33.

## **CANON 35**

### **The Diocesan Council of Indigenous Peoples (DCIP)**

1. There shall be the Diocesan Council of Indigenous Peoples (DCIP). Former such councils are hereby disbanded, dissolved or otherwise terminated and replaced as follows.
2. DCIP shall be comprised of at least eleven indigenous persons to be selected as follows:
  - (i) six be selected by James Bay Deanery Great Chapter;
  - (ii) two to be selected by the Watershed Deanery Great Chapter;
  - (iii) any member of the Diocese of Moosonee who is a member of the national Anglican Council of Indigenous Peoples (ACIP). If in a given term of ACIP, there are no members of ACIP who are also members of the Diocese of Moosonee, then the Moosonee representatives of the Sacred Circle shall select one of their members to be a member of DCIP;
  - (iv) in each Deanery the representatives are to be selected by members of the Great Chapters only;
  - (v) in James Bay Deanery there shall be at least one of the DCIP members from the Ontario James Bay communities (Kashechewan, Moose Factory Moosonee), one from the Quebec east coast communities (Chisasibi, Wemindji, Eastmain, Waskaganish) and at least one from the inland Quebec communities (Mistissini, Waswanipi);
  - (vi) at least one of the James Bay representatives shall be a clergy person (priest or deacon) and at least one of the representatives shall be a lay person;
  - (vii) in Watershed Deanery at least one of the representatives shall be from Constance Lake;
  - (viii) at least two of the above representatives will be Elders;
  - (ix) in addition to the above, there will be two indigenous youth (aged 15 to 28). These may be selected by the James Bay Deanery Great Chapter;
  - (x) the process of selection other than with respect to (iii) above will be determined by each Deanery;
  - (xi) DCIP shall select their own chair (or co-chair) from amongst their membership at the first meeting. The process of such selection is to be determined by DCIP.

3. Responsibilities of DCIP:

- (i) consider with the Executive Council how the Sacred Circle Documents of February 2022, namely, The Covenant and Our Way of Life texts will influence the organization of the Church throughout the Diocese of Moosonee;
- (ii) carry out such work as may seem appropriate in its opinion and/or as it may be directed by Synod or the Executive Council including making submissions to Synod or to the Executive Council as it deems appropriate;
- (iii) provide Synod with a list of Indigenous nominees for the election of Suffragan Bishop;
- (iv) assist in defining the model of oversight to be employed by the Suffragan Bishop;