

Diocese of Quebec / Diocèse de Québec
ANGLICAN CHURCH OF CANADA ~ L'ÉGLISE ANGLICANE DU CANADA



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Constitution and Canons
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Constitution and Canons

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THE CONSTITUTION

1. The Diocese of Quebec was founded to, and continues to, uphold, support, and promote the doctrine, discipline, and sacraments of Christ as the Anglican Church of Canada has received them and as they are set forth in the Holy Scriptures and in the Book of Common Prayer of the Anglican Church of Canada.
2. Synod derives its power, purpose, and authority from Statute Law, namely Act 6 Victoria, Chapter 32 as amended from time to time, for the regulation of the affairs of this Diocese in matters relating to discipline and for the convenient and orderly management of the property, affairs, and interests of the Church as necessary to order and faithful witness.
3. The people of the Diocese of Quebec are grouped into Parishes for the administration of the sacraments and for fellowship and mission, but they remain one body. Synod is the governing body of the Diocese of Quebec and the forum for discussion and decision. Synod may deliberate, decide upon, and legislate in respect of all matters affecting the interests of the Church in this Diocese, but shall have no jurisdiction to deal with any matters affecting the doctrine of the Church, other than to make submission in regard to such matters for the consideration of the General Synod of the Anglican Church of Canada.
4. Synod shall meet on a summons from the Bishop, and at such time and place within the Diocese as the Diocesan Council shall direct, provided that in the case of a Session of Synod held for the purpose of electing a Bishop, the procedure shall be in accordance with those provided in the Canons.

The Bishop adjourns or prorogues Synod as may appear best for the welfare of the Diocese.

5. The Bishop is the president and chairperson of Synod. However, the Bishop may from time to time appoint a deputy pro tempore to act as president of Synod.
6. A quorum of Synod at its Ordinary meetings shall consist of not less than one-fourth (1/4) of the Clerical Delegates and one-fourth (1/4) of the Lay Delegates, respectively.
7. Synod shall consist of the Bishop, Officers of Synod, Clerics licensed by the Bishop and not under ecclesiastical censure, Lay Incumbents licensed by the Bishop, and Lay Delegates, all of whom must be communicants, with the exception of the Treasurer and the Chancellor.

Lay Delegates to Synod are elected by Deaneries or Regions according to procedures provided for in the Canons, and such Lay Delegates, duly qualified and elected, and registered at Synod, shall remain Members of Synod until the next Session.

All Clerics duly licensed by the Bishop to a definite sphere of work in the Diocese shall be qualified to sit and vote in Synod. The actual number of Clerics and the selection of Clerical Delegates to Synod will be as provided for in the Canons.

8. No act or resolution of Synod shall be valid unless it receives the concurrence of the Bishop and a majority of the members present and voting at the meeting. The votes of each order shall only be taken on a particular proposition when requested in writing by ten (10) members present and voting, provided that in the election of Clerical and Lay Delegates to the General and Provincial

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Synods it shall suffice that the elections be made by each order respectively, no concurrence of the Lay Delegates in the clerical choice, nor concurrence of the Clerics in the lay choice being necessary to the validity of such elections.

9. The Officers of Synod shall be: The Bishop, the Vicar General, the Chancellor, the Secretary, the Treasurer, and the Registrar. Officers who are communicant Anglicans have the right to vote at Synod.
10. The Bishop may appoint a Chancellor and a Vice-Chancellor whose terms of office shall be at the pleasure of the Bishop, and who shall give to the Bishop, Synod, and the Diocesan Council, legal advice and assistance in matters pertaining to the Church, or to the interpretation of Canon law, when called upon to do so.
11. The Secretary shall be elected by Synod and shall keep regular minutes of the proceedings of Synod; shall preserve all papers, Memorials and other documents; shall certify the Journal of Synod; and shall deliver all current records and documents to a successor.

The Assistant Secretary shall be elected by Synod and shall assist the Secretary or shall perform the duties of this office in the case of the absence or incapacity of the Secretary.

The Secretary and Assistant Secretary shall hold office until their successors are elected.

12. The Treasurer shall be elected by Synod and shall receive and disburse all monies collected and paid under its authority.

An Assistant Treasurer may also be elected by Synod and shall perform the duties of this office in the case of the absence or incapacity of the Treasurer.

Two auditors certified as accountants, or a firm of accountants, shall be appointed by Synod and shall inspect and report on the condition of the accounts at each meeting of Synod.

The Treasurer, the Assistant Treasurer, and the auditors shall hold office until their successors are elected or appointed.

13. The Registrar shall be elected by Synod and shall have custody of all the Diocesan Archives, documents, records and completed Parish registers; shall keep the Land Register and see that the various Parishes and missions keep their respective Parish registers written and up to date; shall report to each Session of Synod on the state of our records and make recommendations thereon.

The Registrar shall hold office until a successor is elected.

14. Synod shall elect a council to be known as the Diocesan Council; which Council shall meet at least twice in each calendar year. When Synod is not in Session the Diocesan Council shall have and exercise all the powers vested in Synod by statute law, save the election of the Bishop or the amendment of the Constitution and Canons. The Council may pass regulations, which are ancillary to and not inconsistent with the Canons of Synod for the purpose of furthering the witness of the Church and the management of the affairs of the Diocese. This Council shall function in accordance with the provisions of the Canon on the Diocesan Council.

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15. Any proposition for an alteration of the Constitution shall be introduced in writing and considered at the Session at which it is introduced; and, if approved, it shall lie over to the next meeting of Synod, but shall not be finally adopted unless approved by the Bishop and by a majority of the members of that second consecutive Synod.
16. For the purposes of the Constitution and the Canons of the Diocese of Quebec, the words “full legal age” shall mean a person of at least eighteen (18) years of age.

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CANON 1

DEFINITIONS AND INTERPRETATION

DEFINITIONS

(in alphabetical order)

The entire Diocese and its temporal elements are governed by the Acts Victoria, some of which date to the eighteenth and nineteenth centuries.

Current terminology used to identify some of the structures within the Diocese may not conform to those used in the past, although these structures remain governed by the Acts Victoria.

In addition, the Acts Victoria also use, in some instances, the same word to refer to more than one distinct concept, such as the word “church” to refer to a physical building, a local organization within the Diocese, or the Church as an institution as a whole.

Consequently, in these Canons, some of the definitions reflect modern terminology for structures governed by the Acts Victoria.

In this Constitution and Canons, unless the context otherwise requires, the following terms shall mean:

Acts Victoria: Legislation applicable to the Anglican Church in the Diocese of Quebec and identified in Appendix A as well as any additions, amendments, replacements, modifications, and restatement of such acts as may be adopted by the relevant legislative authority from time to time as reflected in periodic updates to Appendix A.

Annual Report: The annual statistical and financial report made by Parishes to Diocesan Synod.

Annual Vestry Meeting: A meeting of the Vestry of each Parish held each year.

Archdeacon: A priest appointed by the Bishop to exercise delegated episcopal authority either for the Diocese or within a designated geographical area of the Diocese.

Assessor: A lawyer appointed by the Bishop to attend all meetings of and to act as a legal advisor to the Board of Triers.

Assistant Secretary: The person appointed to assist the Secretary of Synod, or to act for the Secretary in case of absence or incapacity.

Assistant Treasurer: The person appointed to act for the Treasurer in case of absence or incapacity.

Bishop, Assistant: The title for a bishop who is licenced by the Diocesan Bishop to assist them in the performing of episcopal rites.

Bishop, Coadjutor: A bishop elected to assist a diocesan bishop with right of succession on the death or resignation of the diocesan bishop.

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The Bishop: The Diocesan Bishop, a Cleric of the episcopal order entrusted with the leadership and the administration of the Diocese of Quebec according to the Canons of the Diocese. In the case of the Diocese having more than one bishop, then the Diocesan Bishop shall have jurisdiction and pre-eminence in the Diocese.

Bishop, Suffragan: A bishop elected to assist the Diocesan Bishop with no right of succession.

Bishop's Commissary: An individual appointed by the Bishop to exercise their executive authority and powers, usually during the Bishop's absence, who shall perform duties assigned by the Bishop, act for the Bishop in the performance of such duties during the Bishop's absence, and hold all of the Bishop's executive powers while so acting.

Board of Triers: Diocesan ecclesiastical court constituted of five Clerics elected by Synod according to the procedures laid out in Canon 9.

Canon: A law or decree of the Church.

Cathedral: The church where the Diocesan Bishop has chosen his seat to be located.

Central Board: The board of the Church Society of the Diocese of Quebec.

Chancellor: The officer of Synod appointed to give legal advice and assistance to the Bishop, Synod, and the Diocesan Council.

Chaplain: A Cleric who exercises non-parochial duties within a particular sphere of ministry.

Church Advocate: The official appointed by the Bishop to prosecute cases before the Board of Triers.

Church Society: The Church Society of the Diocese of Quebec, a missionary society founded in 1884 to provide for the material support for the work of the Anglican Church within the Diocese of Quebec.

Church Temporalities Act: The statutes providing for the establishment of the Synod of the Diocese of Quebec. (See Acts Victoria.)

Churchwarden: Either of two Parishioners elected or appointed at an Annual Vestry Meeting who, together with the Incumbent, form the Corporation of a Parish.

Cleric: A person ordained in the Diocese according to the Rites of the Anglican Church of Canada or who has had episcopal consecration or ordination and has been transferred to the Diocese under the provisions of the Canons of General Synod.

Clerical Delegate: A Cleric (a deacon, priest, or bishop) who has been elected to sit as a Member of Synod.

Commissioner: An official appointed by the Bishop to hear testimony in a case brought to the Board of Triers, as outlined in Canon 9.

Congregation: An assembly of persons who meet for worship and are recognized by the Bishop.

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Constitution: One of the foundational documents establishing the principles on which the Diocese of Quebec is governed.

Corporation: The governing body of a Parish consisting of the Incumbent and the Churchwardens.

Dean: A title that the Bishop may choose to give to the Incumbent of the Cathedral church.

Deanery: A subdivision of the Diocese, consisting of one or more Parishes.

Deanery Council: A council formed by Clerics, Synod delegates, and parochial members within a Deanery convened to provide Deanery-level administration.

Decree of Removal: A decree by the Bishop removing an Incumbent from office.

Deputy Churchwarden: Deputies elected at Annual Vestry Meetings to assist Churchwardens in their duties.

Diocesan Archives: Official repository of records pertaining to the history and functioning of the Diocese, its Parishes, Synod, Church Society, and individuals connected with the Church.

Diocesan Archivist: Official appointed by the Bishop to organize and oversee the day-to-day operations of the Diocesan Archives.

Diocesan Council: A body elected by Synod and convened to transact the business of Synod between Sessions.

Diocesan Historian: The official historian of the Diocese of Quebec as appointed by the Bishop.

Diocesan Synod: The governing body of the Diocese, made up of representatives from the Parishes, Congregations, Deaneries, and Region(s).

Diocese of Quebec: The ecclesiastical entity established by Act 6 Victoria, Chapter 32, Section 19.

Ecclesiastical Province of Canada: One of the Ecclesiastical Provinces within the Anglican Church of Canada, in which the Diocese of Quebec is located.

Episcopal Act: An official act of the Bishop made through the authority of their office.

Fair Share: That percentage of a Parish's income that is to be contributed to meet the diocesan budget as adopted by Synod or the Diocesan Council.

General Synod: The governing body of the Anglican Church of Canada.

General Synod Archivist: The archivist of General Synod, having charge of the national archives of the Anglican Church of Canada.

Honorary Canon: An honorary title that may be given to an individual by the Bishop. The title may also be given to an individual with a particular sphere of responsibility for the whole Diocese.

House of Bishops: The meeting of the bishops of the Anglican Church of Canada. The House of Bishops of the Anglican Church of Canada, including the Primate, the National Indigenous Anglican Archbishop, and bishops with jurisdiction in the Anglican Church of Canada.

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Incumbent: The Cleric appointed and licensed by the Bishop to have pastoral and administrative responsibility for a Parish and to sit as a member of the Parish Corporation.

Journal of Synod: A publication of the day-by-day decisions and activities of a Session of the Diocesan Synod together with reports and other related material.

Land Register: Register of all real property owned by the Bishop, Synod, Church Society, Parishes, or Congregations within the Diocese.

Lay Delegate: A member of the Anglican Church of Canada, of at least sixteen (16) years of age, elected to represent a Parish at Synod according to Statute Law as amended, and set out in the Constitution and Canons.

Lay Incumbent: The layperson appointed and licensed by the Bishop to have pastoral and administrative responsibility for a Parish and who sits as a member of the Parish Corporation.

Letter Dimissory: Letter, sometimes called Letters *Bene Decessit*, issued by ecclesiastical authority, generally the Bishop, testifying to the character of a Cleric seeking to transfer canonical residence to another Diocese.

Lord Bishop: The Lord Bishop of Quebec Corporation Sole, the legal incorporation of the Bishop of the Diocese of Quebec.

Member of Synod: A Clerical Delegate or Lay Delegate who has taken his or her seat at Synod. The member retains this status until the opening Holy Eucharist of the next Ordinary or Electoral Synod.

Memorial: A document presented to Synod related to issues of broad interest to the Church, not necessarily within the purview of Synod, generally meant to be informative and factual, and to aid in the discernment and formation of the Synod's opinion on such matters.

Metropolitan: The Diocesan Bishop elected within an Ecclesiastical Province to exercise jurisdictional authority within it. They hold the title of Archbishop.

Nominating Committee: A committee of Diocesan Synod, appointed by the Diocesan Council to receive nominations for elections.

Officers of Synod: The Bishop, the Vicar General, the Chancellor, the Secretary, the Treasurer, and the Registrar.

Ordinary Session: The entire time that a regular meeting of Synod occurs.

Orphaned Cemetery: An Anglican cemetery within the geographical boundaries of the Diocese of Quebec for which there is no longer a responsible Parish.

Parish: An incorporated entity of the Diocese that consists of one or more Congregations.

Parishioner: A person of full legal age who belongs to a Parish and is not the Incumbent of that Parish.

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Pooled Funds: Funds invested by the Church Society on behalf of Parishes, Congregations, cemeteries, associated persons, Corporations, and groups.

Priest-in-Charge: A Cleric appointed and licensed by the Bishop to have pastoral and administrative responsibility for a Parish.

Primate: The president of the General Synod, chairperson of the House of Bishops, and senior Metropolitan of the Anglican Church of Canada, with the title of Archbishop, elected by the General Synod.

Region: A subdivision of the Diocese consisting of a one or more Parishes and/or Congregations where the Bishop has chosen either not to form Deaneries or has dissolved existing ones.

Registrar: The officer of Synod, elected by Synod to have custody of the Diocesan Archives, documents, and completed Parish registers, and to record land transactions.

Rites of the Anglican Church of Canada: The sacraments and worship of the church conducted through episcopally authorised liturgies.

Rural Dean: A member of the Deanery Council nominated by the Deanery Council and appointed by the Bishop to chair its meetings.

Secretary of Synod: An officer of Synod who takes minutes at meetings of Synod and certifies the Journal of Synod.

Session of Synod or Session: The entire time the Synod meets.

Special Session of Synod: A Session of Synod called at the behest of the Bishop or of at least 25% of the members of Synod in between regular Sessions of Synod.

Special Vestry Meeting: A meeting of a Vestry called between Annual Vestry Meetings.

Summons to Synod: Official notice issued by the Bishop calling the elected members of Synod to gather at an appointed time and place.

Synod, Electoral: A meeting of the Diocesan Synod called to elect a Diocesan Bishop, a Coadjutor Bishop or a Suffragan Bishop.

Synod Resolutions Committee: Committee appointed by the Bishop to receive and prepare for the distribution of motions to be considered by Synod.

Treasurer: The Officer of Synod, with charge over the financial assets of the Diocese.

Vestry: A body constituted of all those Parishioners who declare themselves to be regular attendants of the services of the Parish, amongst whom they claim the right to vote.

Vestry Book: A record book kept in each Parish or Congregation for the purpose of tracking services, baptisms, weddings, funerals, burials, and other activities that take place in the church.

Vestry Meeting Minute Book: A book kept in each Parish or Congregation for the purpose of taking minutes at Annual and Special Vestry Meetings.

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Vestry Secretary: The person that takes the minutes at Annual and Special Vestry Meetings.

Vicar General: A priest or bishop who is the principal deputy of the Diocesan Bishop and who exercises executive and administrative authority on their behalf.

Vice-Chancellor: Official appointed by the Bishop to give legal advice to the Bishop, Synod, and Diocesan Council.

INTERPRETATION

In the case of ambiguity or conflict, the Constitution shall take precedence over the Canons.

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CANON 2

THE BISHOP

1. Nothing contained in this Canon shall limit or affect or be deemed to limit or affect the powers, jurisdiction, and authority, spiritual and temporal, inherent in the office of Bishop.
2. AUTHORITY AND JURISDICTION
 - A. The inherent authority and jurisdiction possessed by the Bishop within the Diocese are recognized by Synod:
 - i. as being exercised under the Constitution and Canons of the Diocese, of the Ecclesiastical Province of Canada and the General Synod of the Anglican Church of Canada; and
 - ii. as being shared with Clerics and laity elected to Synod and elected or appointed to its committees and boards; and
 - iii. in the obligation to consult with the Metropolitan and fellow bishops in the Ecclesiastical Province of Canada, and with the Primate and the House of Bishops, on important matters of faith, worship, order, and the mission of the Church.
 - B. The Bishop is steward of all the ministries in the Diocese and, by the Bishop's authority and license, deacons and priests receive their mandates. Within the Diocese and to the Bishop belongs the right:
 - i. to ordain, confirm, and receive individuals into the Anglican Communion;
 - ii. to consecrate church buildings, chapels, and burial grounds;
 - iii. to appoint and institute Clerics to their charges;
 - iv. to hold visitations to discover the state, sufficiency, and ability of the clerics and other persons holding positions or responsibility for the affairs of the Diocese;
 - v. to summon all Synod and diocesan conferences and to preside thereat either in person or by such deputy as the Bishop may canonically appoint.
 - C. The Bishop either in person or acting through a deputy duly appointed and authorized shall preside at all meetings of Synod and the Diocesan Council.
 - D. The Bishop, as chief minister of the Diocese, has general pastoral responsibility for the people of the Diocese, which may, from time to time, be shared with the Archdeacon(s) and Rural Deans, at the Bishop's discretion.
 - E. The Bishop shall serve as both leader and teacher of the clerics and the laity of the Diocese, and shall
 - i. guard the faith, unity, and discipline of the Church;
 - ii. be the chief liturgical officer in the sacramental life of the Church in the Diocese;
 - iii. encourage and promote the work of evangelism in the Diocese;

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- iv. encourage and assist clerics and laity to grow in the Christian faith and to communicate this faith to the world;
 - v. promote the unity of the Church within the Diocese and act as its official representative and spokesperson.
 - F. The Bishop shall have the right to housing benefits as outlined in Synod policy statements concerning remuneration. All necessary travelling expenses incurred by the Bishop in the performance of official duties while on Diocesan business shall be paid out of Synod funds.
3. Synod recognizes the authority of the Bishop to discipline, admonish, and teach the clerics and laity of the Diocese as chief pastor. It further recognizes the right of the Bishop to:
 - A. attend, or send a delegate to attend, all Corporation or Parish meetings, and to chair such meetings;
 - B. be present at, and to preside over, all liturgical events within the Diocese;
 - C. require that any communication from the Bishop be read at any service in the Diocese.
4. Synod recognizes that the Bishop has the right to appoint:
 - the Bishop's Commissary
 - the Vicar General
 - the Dean
 - Archdeacons
 - Rural Deans
 - Honorary Canons
 - The Chancellor and Vice-Chancellor
 - the Diocesan Archivist
 - a Diocesan Historian
 - Diocesan missioner(s)
 - personal Chaplains
 - Assistant Bishop(s)

CANON 3

THE ELECTION, APPOINTMENT, CONSECRATION, AND RESIGNATION OF BISHOPS

1. The Diocese of Quebec accepts the whole Canon of the Ecclesiastical Province of Canada on the Election, Appointment, Consecration, and Resignation of Bishops as currently in force or as it shall be modified by the Provincial Synod from time to time.
2. As permitted by Provincial Canon, the quorum of the Electoral Synod shall be two-thirds (2/3) of the Clerical Delegates of Synod and two-thirds (2/3) of the Lay Delegates of Synod. If a quorum should not assemble at the opening of Synod, the members shall adjourn to any day within one month, and thereafter at least every month until a quorum shall be obtained. It shall not be necessary that any further summons be sent to the members of Synod for such an election.
3. During an episcopal vacancy, if there be no coadjutor bishop, the Vicar General shall be the administrator of the Diocese. If there be no Vicar General, or if the Vicar General be unable to act, the Dean followed by the Archdeacon senior by appointment as an Archdeacon shall act as administrator. The administrator shall be the convening authority authorized to call an Electoral Synod.

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CANON 4

SUMMONING SYNOD

1. Synod shall be summoned by the Bishop.
2. In the case of a Session of Synod held for the purpose of electing a Bishop, the procedure shall be in accordance with Canon 3.
3. In summoning Synod, the Bishop shall transmit to the Secretary
 - A. a declaration of intent to hold a Session of Synod, specifying where and when that Session will be held;
 - B. the names of all Parishes, Regions, and Deaneries entitled to send delegates;
 - C. the names of all Clerics entitled to sit and vote in Synod and shall instruct the Secretary so to inform the Clerical Delegates and Lay Delegates. The declaration shall be signed by the Bishop and bear the Bishop's seal.
 - D. The Secretary shall then advise the delegates of Synod.
4. NOTICE OF SYNOD
 - A. Notice in writing of every Session of Synod shall be signed by the Secretary of Synod and shall be sent by mail or electronic means to the Clerical and the Lay Delegates, at least ninety (90) days before the date set for such Session, which shall be sufficient notice.
 - B. Its non-receipt by any Cleric or Lay Delegate for any reason shall not invalidate the proceedings of Synod.
 - C. The notice in writing shall (a) request notice of any business to come before the next Session, and (b) call for nominations for canonically required elections from the Rural Deans, Members of Synod and from all diocesan boards; such nominations shall be submitted to the Nominating Committee.
5. The Incumbent of each Parish shall read the notice summoning Synod at the first principal liturgy of the week after receiving it and shall give further notice on one other principal liturgy before the Session.
6. Every year the chairperson of each Annual Vestry Meeting shall send to the Secretary of Synod as well as the diocesan office the names of the candidates for all lay and youth delegates from their Parish.
7. The information contemplated in sub-paragraph B) and C) of Article 3 shall be presented during the first sitting of Synod; any objection to these lists shall be decided by Synod.
8. At any time not less than six (6) months after the previous Session of Synod, the Bishop shall convene a Special Session of Synod on the written demand of not less than twenty-five percent (25%) of the existing Members of Synod.
9. In the event of the summoning of a Special Session of Synod, the delay specified in Article 4 shall not apply. The notice of the Special Session shall specify the business to be considered.

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CANON 5

PROCEDURES FOR THE ELECTION OF CLERICAL AND LAY DELEGATES TO DIOCESAN SYNOD

1. The Diocesan Synod will have a membership of the five (5) officers of Synod, Lay Incumbents licensed by the Bishop, thirty (30) elected lay members and ten (10) elected clerical members.
2. ELECTION OF CLERICAL DELEGATES TO DIOCESAN SYNOD
 - A. All full-time stipendiary Clerics will be Clerical Delegates to Diocesan Synod.
 - B. All Clerics duly licensed by the Bishop to a definite sphere of work in the Diocese are eligible for election to Synod.
 - C. The Secretary of Synod will conduct an election among the Clerics eligible to attend under the Constitution to bring the number of Clerical Delegates to Synod to ten (10).
 - D. Should the number of full-time stipendiary Clerics exceed 10, then the number of Clerical Delegates will increase accordingly. The number of Lay Delegates will also increase, proportionately to the number of additional Clerical Delegates.
 - E. The election procedures for Clerical Delegates will, when possible, ensure a minimum of one Clerical representative from each Region and Deanery.
3. NOMINATION OF LAY DELEGATES TO DIOCESAN SYNOD
 - A. Lay Delegates shall be communicants of at least one year's standing, of full legal age and shall be nominated annually by each Parish at their annual Vestry Meeting.
 - B. Each Region or Deanery can nominate one Youth Delegate for election to Diocesan Synod. These youth members must be at least sixteen (16) years of age but not older than twenty-six (26) at the time of election.
4. ELECTION OF LAY DELEGATES TO DIOCESAN SYNOD
 - A. All Lay incumbents licensed by the Bishop will be Lay Delegates to Diocesan Synod.
 - B. Electors, being all Parishioners within the Parishes in the Region or Deanery, of full legal age who shall have declared themselves in writing at the Parish's Annual Vestry Meeting, to be "members of the Anglican Church of Canada," shall have the right of voting at the election for the Lay Delegates.
 - C. Each Region and Deanery will elect, from among the lay persons nominated, two (2) Lay Delegates from each Region and Deanery to Diocesan Synod.
 - D. There will be one youth Lay Delegate elected to Diocesan Synod from those nominated.
 - E. The remaining Lay Delegate positions will be divided among the Regions and Deaneries based on the percentage each Region and Deanery has of the total Diocesan average attendance.

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- F. The words “average attendance,” as used in this section, shall mean the total accumulated attendance on Sundays, plus Christmas, of the Region or Deanery in a given year divided by fifty-two (52).
5. The election for all delegates will be conducted by the Secretary of Synod in a manner approved by the Diocesan Council.
 6. The election procedures for Lay Delegates will ensure, when possible, that as many different Parishes as possible are represented.
 7. The Secretary of Synod will record the number of votes cast for each person in the delegate elections.
 8. If an elected Lay or Clerical Delegate should be unable to attend Synod, the Secretary of Synod will advise the subsequent alternate, as per voting results, to serve as delegate.

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CANON 6

MOTIONS TO BE BROUGHT BEFORE SYNOD

1. Motions may be received from:
 - A. Committees, working groups or other bodies reporting to Synod whose motions form part of their report;
 - B. Members of Synod;
 - C. Deanery Councils and Regions
2. SUBMITTING MOTIONS
 - A. All motions or notices of motion shall be submitted to the Secretary of Synod for consideration by the Synod Resolutions Committee not less than forty-five (45) days before the date set for the opening of Synod at which it is intended to present them.
 - B. The Secretary of Synod shall send copies of the motions or notices of motion received together with all other necessary material to all delegates and Members of Synod at least thirty (30) days before the date set for the opening of Synod.
 - C. The procedure governing motions which intend to amend the Canons of the Diocese is stipulated under Canon 18.
 - D. Motions submitted less than forty-five (45) days before the opening of Synod may still be presented to the Secretary of Synod for consideration by the Synod Resolutions Committee, provided that it can be shown why the requirement in Section 2A) above was not met. If satisfied that the cause justifies an exception being made, the Secretary of Synod shall have the text of any such motion distributed to every delegate of Synod, prior to the presentation of such motions.
 - E. Motions from the floor related to the business of Synod may be brought before Synod, provided they are first reduced to writing and regularly moved and seconded, and reviewed by the Synod Resolutions Committee. Procedural motions from the floor do not require to be reduced to writing or presented to the Synod Resolutions Committee.
 - F. Motions shall be presented in an order appropriate to the agenda. If time for debate is limited, Synod shall decide by simple majority vote, which motions will be debated and in what order, and which motions will be referred to the Diocesan Council.
 - G. If a motion has financial implications, the mover and seconder of said motion must first consult with the Treasurer of Synod and attach a cost estimate and identify a proposed source of funding.
 - H. Motions shall not have preambles, but may be accompanied by brief notes of explanation justifying them.
 - I. Notwithstanding the above, the motion to adjourn does not have to be submitted in writing or seconded.

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3. SYNOD RESOLUTIONS COMMITTEE

A. A Synod Resolutions Committee shall be appointed by the Bishop at such time as the Summons to Synod is issued, and shall consist of:

- i. the Chancellor or Vice-Chancellor;
- ii. two licensed Clerics;
- iii. two Lay Delegates.

Quorum shall comprise one person from each of the three categories listed above.

B. The Synod Resolutions Committee shall

- i. receive and prepare for distribution, motions proposed for consideration by Synod;
- ii. without pronouncing upon their merits, ensure that motions are clearly and concisely presented and rephrase them, if necessary, to that end, in consultation with their movers and seconders;
- iii. consolidate motions which deal with the same subject;
- iv. ensure that motions comply with correct form.

C. The Synod Resolutions Committee shall meet:

- i. after their appointment, to elect a chairperson and prepare for debate those motions already received, to prepare them for submission to the Secretary of Synod,
- ii. during Synod, to prepare motions received and provide for their orderly presentation.

D. The Synod Resolutions Committee may return for revision to any movers and seconders or reject any motion it considers to be:

- i. in need of an explanatory note;
- ii. outside the jurisdiction of Synod;
- iii. unclear or ambiguous;
- iv. inaccurate;
- v. impossible to perform; or
- vi. contrary to the Constitution and Canons of the Diocese.

4. NUMBERING OF MOTIONS

A. Upon receipt of a motion, it shall be numbered by the Secretary of Synod for identification.

B. Revised versions of the same motion which has already been printed and distributed shall bear the same number with a letter indicating the sequence of revision: e.g., 33, 33A, 33B.

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5. APPEALING THE RESOLUTIONS COMMITTEE'S RULING

- A. Decisions of the Synod Resolutions Committee may be appealed to the meeting of Synod at which the ruling on a particular motion was made.
- B. Any such appeal shall be made by a motion in accordance with this Canon. Such a motion shall be heard by Synod and put to a vote.

6. SCHEDULE OF ENACTMENTS

- A. Before the prorogation of each Session of a Synod, a Schedule of all Enactments which have been adopted and sanctioned at such Session shall be signed by the Bishop, and an entry thereof made in the Journal of Synod.
- B. All motions must have the assent of the Bishop before coming into effect, the Bishop's signature being evidence of his assent.

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CANON 7

THE DIOCESAN COUNCIL

1. MEMBERSHIP

- A. The Diocesan Council shall be composed of two categories of members:
 - i. Members ex-officio: the Officers of Synod;
 - ii. Elected members: two representatives and one substitute representative from each Region or Deanery who shall be elected during Synod from among its members. One of the elected members of each Region or Deanery shall be a Cleric. The substitute representative would attend a Diocesan Council meeting with full voting rights only if one of the two elected members from the Region or Deanery was unable to participate.
- B. The Bishop shall be the chairperson of the Diocesan Council. The Bishop can appoint a vice-chairperson from, and with the consent of, the Diocesan Council.
- C. Vacancies
 - i. Vacancies of ex-officio members between Sessions of Synod or Diocesan Council shall be appointed by the Bishop.
 - ii. Vacancies among elected members shall be filled from among the Members of Synod of the affected Region or Deanery, by the Diocesan Council.

2. RESPONSIBILITIES

The Diocesan Council shall be responsible for:

- A. transacting the business of Synod between Sessions;
- B. calculating the Fair Share that each Parish shall contribute to Synod funds;
- C. planning for the business of Synod;
- D. forming a Nominating Committee for Synod;
- E. defining terms of reference for Diocesan Council subcommittees;
- F. determining the conditions and terms of appointment and remuneration, if need be, of the Officers and staff of Synod, and nominating suitable persons to fill these positions;
- G. receiving and acting on reports and recommendations from the Diocesan Council subcommittees;
- H. advising the Bishop on any matter referred to it;
- I. reporting on its actions to the subsequent Synod;
- J. undertaking any specific tasks assigned to it by Synod;
- K. making recommendations to the Bishop regarding the appointment of Clerics and Lay Incumbents;

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- L. making recommendations to the Bishop regarding the appointment of the editor of the Diocesan Gazette;
- M. and the creation as needed of a Diocesan Council Sub-committee to receive applications and distribute funds for missions.
- N. In the case of Orphaned Cemeteries, the Diocesan Council shall serve as the administrator. All monies received for these Orphaned Cemeteries shall be deposited in Church Society Pooled Funds and, under the direction of the Diocesan Council, used for the care and upkeep of such cemeteries.

3. MEETINGS

- A. Regular meetings of the Diocesan Council shall be held at least two (2) times a year, at such time and place as the Bishop shall determine.
- B. At the written request of at least twenty-five percent (25%) of the voting members of the Diocesan Council, the Bishop shall call a special meeting of the Diocesan Council. The agenda of that special meeting shall be restricted to the issues specified in the request.
- C. Meetings can be held by any means that the Bishop deems appropriate.
- D. Before the meeting of Synod is prorogued, members of the newly elected Diocesan Council shall meet.
- E. The Secretary of Synod shall keep accurate minutes of the proceedings of the Diocesan Council.

4. QUORUM

The quorum of the Diocesan Council shall be fifty percent (50%) of the members, which must include either the Bishop or the vice-chairperson.

5. MOTIONS

- A. Motions shall be decided by a simple majority vote of those present and voting.
- B. All motions passed by a simple majority shall have the assent of the Bishop before coming into force.
 - i. Assent shall be implied unless the Bishop voices his or her dissent before the end of the meeting; or,
 - ii. If the Bishop is not present at the meeting, they shall file written notice of its disallowance with the Secretary of Synod within thirty (30) days following the meeting.

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CANON 8

PARISH OBLIGATIONS

1. A Parish shall:
 - A. offer regular worship including the Holy Eucharist;
 - B. financially provide for its ministry including, where applicable, a stipend and travel expenses in a manner acceptable to the Parish and the Incumbent in accordance to Diocesan standards as set from time to time by the Diocesan Council;
 - C. make monthly Fair Share payments to the Synod in accordance with the contribution calculated by the Diocesan Council;
 - D. hold an Annual Vestry Meeting as required by Canon 12;
 - E. submit to Synod, through the diocesan office, the Annual Reports as outlined in Section 2 below;
 - F. maintain records and statistics related to the Parish, as outlined in Section 2 below;
 - G. maintain any buildings and cemeteries so as to provide a safe and secure environment for the worship, work, and mission of the congregation.
2. PARISH RECORDS AND STATISTICS
 - A. Each Parish shall maintain a register, in a format approved by the Registrar, for baptisms, marriages, funerals, and burials. Completed registers are to be deposited in the Diocesan Archives.
 - B. The Incumbent shall, with the assistance of the Churchwardens, maintain in the Vestry Book a list of the particulars of all services held in the Parish; a list of the names of any persons received into the Church and the date of his or her reception; a list of those confirmed. Vestry Books once filled and no longer used on a regular basis, shall be deposited for safe keeping in the Diocesan Archives.
 - C. The Incumbent shall maintain a current list of communicants.
 - D. Not later than April 15th of every year, and not later than September 15th of every year for summer congregations, the Corporation of each Parish shall submit to Synod, through the diocesan office, a report on the full operation of the Parish and the election of Parish officers. This report shall contain a full financial statement, balance sheet, and the budget adopted by the Annual Vestry Meeting and all other pertinent information and statistics in accordance with the requirements of the Diocesan Synod.
 - E. Not later than July 1st of each year, where applicable, the Corporation of each Parish shall deposit a copy of the duly completed federal charitable returns with the Synod Office.
 - F. No Cleric may be transferred from one ministry to another, nor may a Cleric wishing to leave the Diocese receive their Letter Dimissory until the Bishop is satisfied that the duties referred to in this Canon have been fulfilled.

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3. DEFAULT

- A. Should any payment of the stipend or travel expenses or the payment of Fair Share to Synod, or insurance, or any other remittances due to Synod or to the Church Society be in arrears, the Treasurer shall inform the Parish immediately, and make arrangements with the Parish to clear its arrears within a reasonable timeframe. Likewise, if the Vicar General determines that the Parish is not meeting the obligations listed in Article 1 above a letter will be sent to the Parish requiring a commitment to the obligations.
- B. If the Parish is unable to meet its obligations, and the Treasurer determines they cannot make viable arrangements to meet the financial obligations within a reasonable timeframe, or if the Parish fails to respond positively to the Vicar General's letter referred to in article 2A above, the Bishop shall direct the Diocesan Council to take the necessary actions to determine whether the Parish is viable. If the Diocesan Council determines that the Parish is not viable, it shall make a recommendation to the Bishop as to whether it should be closed.
- C. Upon receipt of the Diocesan Council's recommendation, the Bishop shall determine what action(s) to take with regard to the Parish, and shall make their decision known to the Parish and its Incumbent.
- D. No Incumbent may be appointed to a Parish that is in default or that has not met the obligations set out in this Canon.

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CANON 9

THE BOARD OF TRIERS

The Synod of the Diocese of Quebec accepts the Canons of the General Synod of the Anglican Church of Canada and the Provincial Synod of Canada concerning Discipline of the bishops, Clerics, and laity, and the disciplinary rubrics of the Book of Common Prayer (Canada, 1962) saving the rights of this Synod to make such regulations as established by Act 19-20 Victoria, chapter 141, paragraph 1, and by this Canon establishes procedures for their implementation with respect to the Clerics of this Diocese.

1. THE BOARD OF TRIERS

The Board of Triers is the Diocesan court, with responsibility for hearing all disciplinary trials. The Board of Triers is made up of three (3) licensed Clerics of at least two (2) years' standing, selected by the accused following the procedure outlined in section 4A below from a list of five (5) Clerics elected at each Ordinary Meeting of Synod by ballot of the clerical members of Synod. Should the five Clerics be reduced in numbers, additional Clerics shall be appointed by the Diocesan Council and accepted by the Bishop.

2. ADVOCATES

- A. The Bishop appoints a Church Advocate to conduct all prosecutions. The Church Advocate is a priest attached to the Diocese, or a lawyer of not less than seven (7) year's standing at a recognized law society in Canada, who is also a member of the Church.
- B. The accused is entitled to be represented by counsel of their own choice.

3. ASSESSMENT

- A. The Bishop summons a Cleric if:
 - i. they believe there may have been an offence which requires investigation by trial; or
 - ii. they receive, from a member of the Church, a complaint which they consider well founded; or
 - iii. a charge has been made under the General Synod Canon on discipline.
- B. If the Bishop believes that there are not sufficient grounds for trial, they reject the charge.
- C. If the Cleric admits guilt, the Bishop pronounces an appropriate canonical sentence. The admission and the sentence are set forth in writing and signed by the guilty person.
- D. If the accused person does not admit guilt, but the Bishop, after inquiry, determines that sufficient grounds exist to warrant further action, the Bishop has the charge set forth clearly in writing by the Church Advocate, and a copy of it served on the accused, together with a notice announcing the time and place of trial.
- E. The Bishop determines when and where the trial will be held.
- F. The Bishop may inhibit the accused as defined in the Canons of General Synod.

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4. TRIAL

- A. The notice of the time and place of the trial served by the Bishop on the accused shall also contain the names of the five Clerics elected at Synod to sit on the Board of Triers. Within thirty (30) days of receiving the names of the Clerics, the accused may select three Clerics to form the Board of Triers and inform the Bishop as to their choice. Upon such selection of the three Clerics by the accused, the Bishop shall then form the Board of Triers. If the accused does not so inform the Bishop of their choice, the Bishop shall select the three Clerics.
- B. Notwithstanding the foregoing, if the Bishop determines that any of the three Clerics selected to form the Board of Triers is in a conflict of interest, the accused shall be invited to select one of the remaining two Clerics. If the accused does not select either of the two remaining Clerics, the Registrar shall hold an election for an alternate Cleric from the eligible licensed Clerics by the Clerical members of Synod.
- C. All members of the Board of Triers must be present to conduct a trial.
- D. The Bishop appoints a lawyer as an Assessor to attend all meetings of the Board of Triers who acts as a legal advisor to the Board of Triers. In matters of doctrine, the Bishop shall appoint a theologian, who acts as a theological advisor to the Board of Triers.
- E. The Board of Triers appoints its own president and its own secretary. The secretary keeps an accurate record of all proceedings held before the Board of Triers. All members shall sign the record of proceeding.
- F. If, on the day fixed for trial, the accused appears, a plea of guilty or not guilty is entered. If the accused does not appear, or refuses or neglects to plead, a plea of not guilty is entered and the trial proceeds.
- G. The Board of Triers receives all witness statements filed. These witness statements must be submitted in writing and signed by the witnesses submitting it.
- H. If it is made evident to the Bishop that a material witness cannot attend the trial, the Bishop, upon application by the Church Advocate or the accused, appoints a Commissioner to hear the testimony of that witness as follows:
 - i. the Commissioner may be a priest or a lay person;
 - ii. the applicant advises the other party at least six days before the testimony is heard;
 - iii. both parties may attend, and may examine the witness;
 - iv. the questions and answers are set forth in a statement signed by the witness;
 - v. the statement is certified by the Commissioner over his or her signature and received by the Board of Triers as evidence.
- I. Every witness, before examination, must make a declaration in the following form, or in such other form as they consider or declare to be most binding on their conscience:

"I, A.B., a witness in the trial of C.D., solemnly promise and declare, in the presence of Almighty God, that the testimony that I am about to give is the truth, the whole truth, and nothing but the truth."

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- K. Any member of the Diocese may attend the proceedings, unless a majority of the court decides that the trial should be private.
- L. The accused is entitled to be heard in their own defence but is not required to give evidence in the proceedings.
- M. After the Board of Triers considers the evidence, it sets forth its decision in writing, signed by every member in attendance, clearly stating whether or not the accused is guilty, and recommending a sentence if found guilty.
- N. All matters are decided by a majority of the Board of Triers.
- O. Before its decision is made public, the Board of Triers shall transmit its findings, and all proceedings, to the Bishop.
- P. If the accused is found guilty, the Bishop pronounces an appropriate sentence, in accordance with the Canons of the General Synod, which must not be more than that recommended by the Board of Triers.

5. FAILURE TO ANSWER

- A. If the accused Cleric fails to answer the summons after due notice, unless for a good reason, the Bishop is advised of the failure and the Bishop then pronounces the Cleric to be in contumacy and suspends him or her from ministry.
- B. If, within three (3) months after the suspension has been imposed, the Cleric agrees to stand trial, the suspension may be revoked.
- C. If within that period the Cleric does not agree to stand trial, the Bishop removes them from office.

6. NEW EVIDENCE

- A. If it is shown after the trial that new important evidence has been developed, the Bishop may order a new trial if the accused so requests.
- B. If a new trial is ordered, the Bishop may require the original Board of Triers be re-appointed or a new Board of Triers may be appointed.
- C. The new trial is conducted in the same manner as the first.

7. RECORDS

The proceedings of the court, and the sentence rendered, are kept on record in the office of the Registrar.

8. COSTS

All necessary expenses incurred in proceedings under this Canon, authorised by the Board of Triers, shall be paid out of Synod Funds.

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9. SERVING OF NOTICE

Service of any document under this Canon is made in person, or by leaving a copy of the document at the last known address of the person for whom it is intended, or by a registered letter sent to that address.

10. RIGHT OF APPEAL

- A. Any Cleric found guilty under the provisions of this Canon may, within thirty (30) days, make an Appeal on the merits to the Court of Appeal for the Ecclesiastical Province of Canada.
- B. The Cleric also has sixty (60) days to apply for leave to appeal on restricted grounds to the Supreme Court of the Anglican Church of Canada from either the decision of the Board of Triers or the decision of the Court of Appeal in the circumstances and pursuant to the procedures established by the Canons of General Synod.

CANON 10

PROCEDURES FOR THE APPOINTMENT OF CLERICS

1. APPOINTMENT

- A. When the position of an Incumbent or Cleric to a Parish, or a Chaplain to a Chaplaincy, falls vacant, any appointment shall be made by the Bishop through a letter of appointment. A vacancy shall be deemed to have occurred on the Bishop's acceptance of the current Incumbent or Cleric's or Chaplain's resignation. In a Parish the Bishop, or a deputy appointed by the Bishop, assumes the role of Incumbent until an appointment, either interim or other, is made.
- B. Clerics shall be appointed by the Bishop by letter of appointment, which letter shall include statements regarding:
- i. scope of responsibility;
 - ii. remuneration and benefits;
 - iii. term of appointment;
 - iv. exclusivity;
 - v. mobility;
 - vi. confidentiality.
- C. Appointments to Parishes shall be made by the Bishop following consultation with the Parish and the recommendation of the Diocesan Council.
- D. Summer Congregations
- Churchwardens for Congregations which exist during part of the year only shall make recommendations for the appointment of Clerics to minister to their Congregations. The Churchwardens shall consult annually with the Bishop, to recommend the appointments. If the recommended Clerics are deemed acceptable to the Bishop, the Bishop will issue the appropriate licenses or permissions.

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CANON 11

DEANERIES AND REGIONS

1. DEANERIES AND REGIONS

The Bishop at his or her discretion may alter the limits of any existing Deanery or Region, dissolve existing Deaneries or Regions, or create new Deaneries or Regions. Deanery Councils may recommend such modifications to the Bishop.

2. DEANERY COUNCILS

A. Where the Bishop has decided to have a Deanery, it shall have a Deanery Council.

B. Deanery Councils shall include members of three kinds:

- i. Ex-officio: the Officers of Synod;
 - ii. The lay and clerical members of Synod of the said Deanery;
- and
- iii. Parochial:

The parochial members shall consist of the following:

- a) the Incumbent of each Parish of the Deanery who are not already members of Synod;
 - b) an elected lay person from each Parish not already represented by a lay Member of Synod;
 - c) an elected lay person from a Parish where the person who attended Synod as the Lay Delegate from that Parish has resigned, has died, has formally become a member of another Vestry within the Diocese or has moved their permanent residence outside the boundaries of the Diocese of Quebec.
- C. Parochial members for category b) and c) in article 2 B iii above shall be elected at a Vestry meeting of the said Parish and shall serve until a new Deanery Council is formed following an Ordinary Session of Synod.
- D. The Deanery Council shall be chaired by the Rural Dean. Should the Rural Dean be absent or unable to act at a meeting of the Deanery Council, the members present shall elect a chairperson pro tempore from among its members.
- E. The Deanery Council shall meet at least once in each calendar year. Its meetings may be carried out in person, or, if needed, by means of teleconference or other technological means, provided that members are able to participate and communicate with each other, and that proper minutes thereof are kept and signed.
- F. In the event that the decisions of the Deanery Council are at variance with those of Synod or the Diocesan Council, those of Synod and the Diocesan Council shall take precedence.

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- G. The mandate of Deanery Councils shall be to:
- i. foster a sense of community and interdependence among Parishes;
 - ii. discuss common issues and formulate policy on them;
 - iii. consider matters of religious or public interest as they relate to the Deanery;
 - iv. coordinate events locally to promote ministry through educational activities, symposia and gatherings where ideas and experiences may be shared;
 - v. publicize to the Parishes within the Deanery the decisions taken at Synod and at Diocesan Council meetings, and facilitate the implementation of such decisions;
 - vi. request applications for financial aid from Parishes within the Deanery, evaluate them, advise the Treasurer of Synod of the amounts granted thereby from the monies provided from the Diocesan budget, the names of the recipients, together with a detailed report on the evaluation process;
 - vii. Deanery Council may itself initiate or promote projects for ministry and mission in the Deanery, or entertain requests for financial aid from other Anglican bodies for such projects, to be evaluated and ranked along with the aforementioned requests.
- H. Quorum of the Deanery Councils shall be 40% + 1 of the current lay and clerical members of Synod of the Deanery together with the parochial members of the Deanery Council as elected in 2 B iii above.
- I. TASK FORCES
- i. Deanery Councils shall have the power to create, subject to budgetary limitations, task forces to deal with specific areas of its mandate;
 - ii. each task force shall be limited in size, lifespan, and scope by the motion creating it;
 - iii. the chairperson of each task force shall be a member of Deanery Council;
 - iv. in order to obtain the needed expertise, any or all of the members of a task force may be appointed by the Deanery Council from the general membership of the Parishes in the Deanery;
 - v. The chairperson of the task force shall submit a written report to every Deanery Council meeting.

3. RURAL DEANS

- A. The office
- i. The Rural Dean shall be the chairperson of the Deanery Council;
 - ii. the nomination of the Rural Dean shall take place at the first Deanery Council meeting following each Ordinary Synod;
 - iii. all members, lay or clerical, who are members of the last Ordinary Synod shall be eligible for nomination;
 - iv. on nomination, the Rural Dean will immediately assume the chair;

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- v. after being appointed by the Bishop, the Rural Dean takes full office.
 - vi. Rural Deans may be re-nominated;
 - vii. a Rural Dean may resign, or may be removed from office by resolution of the Deanery Council prior to the completion of his or her term of office.
- B. Rural Deans shall
- i. call and chair the meetings of the Deanery Council;
 - ii. promote the welfare of the Deanery and encourage its Deanery Council to fulfil its responsibilities;
 - iii. present a written report to each Ordinary Synod on the state and progress of the Church in the Deanery, the acts of the Deanery Council, and any other matters of particular concern to the Region;
 - iv. ensure that minutes of meetings are transmitted to the Synod Office.

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CANON 12

VESTRY MEETINGS, CHURCHWARDENS, AND CORPORATIONS

ANNUAL VESTRY MEETING

1. The date of the Annual Vestry Meeting shall be determined by the Corporation of each Parish, after notice is given during divine service or given in writing by printed or electronic means, both at least eight (8) days prior to the meeting, for the purpose of:
 - A. appointing/electing Churchwardens and, if applicable, Deputy Churchwardens for the ensuing year;
 - B. receiving the annual financial statement from the Corporation, approving a budget and transacting other business connected with church property and other matters relating to the life of the Church;
 - C. nominating Lay Delegates to Synod according to Canon 5;
 - D. appointing one or more financial verifiers and
 - E. confirm adequate insurance is in place.
2. The Incumbent will chair the meeting and, if absent, the Incumbent will appoint a replacement as chairperson.
3. A Vestry Secretary will be appointed to record the meeting.
4. A record of the meeting will be kept in the Vestry Minute Book.

SPECIAL VESTRY MEETINGS

5. The Incumbent or the Churchwardens may call a Special Vestry meeting whenever they consider it necessary. Notice, including the purpose of the meeting, must be given in writing by printed or electronic means at least eight (8) days prior to the meeting, as well as, if possible, during divine service on the previous Sunday.
6. An application may be made to the Incumbent or Churchwardens to hold a Special Vestry meeting. This application, signed by at least six (6) members of the Vestry, must include the purpose of the meeting. If this application is accepted, notice is given as in A) above. If the Incumbent or Churchwardens refuse to call a meeting, then, one week after the application, six (6) of the members who signed the application may proceed to call a Special Vestry meeting.
7. The Incumbent will chair the meeting and, if absent, the Incumbent will appoint a replacement. If they fail to name a replacement, the chairperson will be the person named by the majority of Vestry present.
8. The Vestry secretary will be appointed to record the meeting, and, if absent, the chairperson will appoint a secretary. A record of the meeting will be kept in the Vestry Minute Book.

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ELECTION/APPOINTMENT OF CHURCHWARDENS

9. At the Annual Vestry Meeting
 - A. one Churchwarden shall be elected by the majority of those present and entitled to vote at such Vestry Meeting;
 - B. the other Churchwarden shall be appointed by the Incumbent of the said Parish;
 - C. prior to the election or appointment of Churchwardens, the Chairperson of the Vestry Meeting shall ensure that the responsibility of the Churchwardens as described in this Canon are understood.
10. In the case of the members of the Vestry declining or neglecting to elect a Churchwarden, both Churchwardens for the current year shall be appointed by the Incumbent.
11. In the case of the Incumbent, if present, declining or neglecting to appoint a Churchwarden, or, being absent, neglecting to appoint in writing a Churchwarden, both Churchwardens for the current year shall be elected by the members of the Vestry present.
12. In the case of Parishes or Congregations which hold church services during a period of the year only:
 - A. a meeting shall be called after notice being given during divine service, or given in writing by printed or electronic means, both at least eight days prior to the meeting, on one Sunday during that period.
 - B. All who attend such meeting and declare themselves in writing to be regular attendants at the services in the Parish amongst whom they claim the right to vote shall have the right to elect two members to discharge the duties of Churchwardens.
13. In the case of the death or removal from the community of a Churchwarden, or the resignation of a Churchwarden tendered in writing to the Corporation, or the removal of the appointed Churchwarden by the Incumbent, provision for his or her replacement shall be made within two months.
14. To replace the elected Churchwarden, a Special Vestry Meeting shall be held to elect a replacement. To replace the appointed Churchwarden, the Incumbent shall appoint another and inform the Parish at divine service immediately following the date of the appointment, and in writing by printed or electronic means.
15. Churchwardens must be a minimum of eighteen (18) years of age, members of the Parish for which they are elected or appointed.
16. Churchwardens shall hold office for one year or until their successors are either elected or appointed. Their terms of office may be renewed.
17. In those cases of Parishes that provide church services during a period of the year only, and which have been recognized by the Bishop as such, Churchwardens for such Parish Congregations can serve another Parish concurrently, as long as there is not a conflict of interest.

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CHURCHWARDENS' DUTIES

18. In addition to their duties as members of the Corporation, Churchwardens shall:
- A. inspect all property belonging to the Parish, and note any repairs required, and ensure that the repairs are carried out;
 - B. exercise financial oversight of the Parish including fundraising, and direct the work of any treasurer, which may be appointed by the Corporation;
 - C. see that Parish property is insured at the expense of the Parish in accordance with the wishes of the Vestry Meeting and Diocesan Synod requirements;
 - D. see that a Vestry Book is kept in the vestry where, immediately after divine service, pertinent information regarding services held is recorded;
 - E. see that records are kept of all titles and deeds under which land in the Parish is held;
 - F. see that all things necessary for the services and ministry of the Parish are supplied;
 - G. see that the church is warm, clean, and well ventilated prior to and during divine service;
 - H. maintain good order in and about the church during divine service;
 - I. preserve, safeguard, and hand over to their successors in office all material in their possession related to the office;
 - J. present a report to the Annual Vestry Meeting.

DEPUTY CHURCH WARDENS

19. A Parish with more than one church or congregation may, at their annual meeting, elect one or two Deputy Churchwardens for each church or congregation in the Parish.
20. The mandate of the position is to assist the Churchwardens in their duties.
21. Such Deputy Churchwardens must be 18 years of age and members of the Parish in which they are to serve.
22. Deputy Churchwardens are not members of the Corporation, do not automatically have the right of succession on the death or resignation of one of the elected Churchwardens nor do they have any of the legal responsibilities or duties of the duly elected Churchwardens as listed in this Canon.

PARISH CORPORATIONS

23. Except for those Congregations otherwise provided for by letters patent issued prior to 6th October 1843, the Incumbent and the two Churchwardens of every Parish in this Diocese shall constitute a Corporation.
24. Each Corporation so constituted shall use the name and style of "The Rector (or Incumbent) and Churchwardens of the Church (or Parish, etc.) of (designating the Church) of (name the place)."

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25. Each Corporation shall:
- A. meet its Fair Share contribution to Synod funds;
 - B. provide for the cost of ministry;
 - C. represent the interests of the Parish;
 - D. manage all property and money belonging to the Parish;
 - E. exercise all powers and duties vested in it by law or these Canons;
 - F. submit to the Annual Vestry Meeting a verified financial statement for the year ended the previous 31st December, and a draft budget for the current year;
 - G. submit a copy of the approved financial statement to the diocesan office;
 - H. complete any federal charitable returns and the Diocesan Annual Report and file by the deadlines as set out in Canon 16.
26. The books of accounts of the Corporation shall be the property of Vestry. The Corporation shall carefully preserve such books and shall permit any member of the Vestry to inspect them at any reasonable time.
27. Corporations can be dissolved by a request from the Corporation to the Bishop, following a successful resolution to that effect at a Vestry Meeting, and the Bishop's agreement by Episcopal Act with that request.

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CANON 13

CHURCH PROPERTY

1.
 - A. Church property in the Diocese, both lands and tenements, shall be vested in:
 - i. the Bishop; or
 - ii. the Lord Bishop Corporation Sole; or
 - iii. the Synod; or
 - iv. Church Society of the Diocese of Quebec; or
 - v. the Corporation of the Parish.
 - B. Parishes acquiring new property shall have the title deeds registered in the name of the Lord Bishop Corporation Sole.
2. Parishes shall maintain their property in good order. The cost of maintenance and repair of Parish property, regardless of who holds title, shall be defrayed by each Parish or Congregation individually.

3. BUILDINGS AND ALTERATIONS

- A. The Bishop's consent must be obtained for:
 - i. the construction of any new buildings on church property; or
 - ii. any alteration or additions to existing building on church property; or
 - iii. the acquisition (including a gift) or purchase of any church property.
- B. Before any church property is built or altered, the following must be submitted to the Bishop:
 - i. the plans for the work;
 - ii. an estimate of the costs; and
 - iii. a statement of how the work is to be financed.
- C. Within three months of the completion of construction or alterations on any church property a verified financial statement must be submitted to the Bishop.

4. DISPOSAL OF PROPERTY

The Corporation of any Parish may dispose of church property registered in their name or in the name of the Bishop in Trust for them, provided that:

- A. the parish expresses its consent at a Vestry Meeting, and
- B. the Corporation of the Parish submits the resolution of consent together with a submission of the details on the proposed sale to the Bishop; and

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- C. the submission indicates how the Corporation wishes to use the proceeds of the sale. These proceeds will, unless an exception is made by the Bishop, be deposited in Church Society Pooled Funds with the revenue being directed to the Parish; and
- D. the Bishop agrees with the uses of the proceeds as outlined in C. above and has given his written approval for the sale.

5. DISPOSAL OF PROPERTY WHEN A CHURCH OR PARISH CLOSES

In the case of the closure of a church or a Parish, the proceeds from the liquidation of its assets registered in their name or in the name of the Bishop (in trust) for them, shall be turned over to the Synod. After any arrears to the Synod and Church Society are paid, the remaining funds shall be invested in the Diocesan Pooled Funds, and that the income be allocated for use the ongoing ministry of the Diocese with a priority for ministry in the Parish or in the Deanery or Region.

CANON 14

AMALGAMATION OF PARISHES

1. The Diocesan Bishop has the right and power to amalgamate Parishes.
2. The Bishop may erect a new Parish out of part or all of one or more existing Parishes.
3. Parishes proposing to amalgamate must enter into a joint agreement for such an amalgamation, prescribing the terms and conditions thereof, and stating the name of the new Parish, financial considerations, and other details as may be necessary to complete the amalgamation and to provide for the subsequent management and working of the new Parish.
4. Each Parish must hold a Special Vestry Meeting to approve the amalgamation and the terms and conditions by at least two-thirds of the Parishioners present at the meeting.
5. The agreement shall be submitted to the Bishop and, upon the Bishop's concurrence, the adoption shall be certified and the Bishop shall issue an Episcopal Act of amalgamation.
6. All rights of creditors against the property, rights, and assets of a Parish amalgamated, and all liens upon its property, rights, and assets, shall be unimpaired by such amalgamation, and all debts, contracts, liabilities, and duties of such Parish shall thenceforth attach to the new Parish, and may be enforced against it to the same extent as if such debts, contracts, liabilities, and duties had been incurred or contracted by it.
7. Graveyards and cemeteries associated with the former Parishes become the responsibility of the new Parish.
8. The Incumbent of the amalgamated Parish will call a Special Vestry meeting of the members of the amalgamated Parish, which will serve as the first Annual Vestry meeting of the new Parish for the purpose of:
 - A. appointing/electing Churchwardens and, if applicable, Deputy Churchwardens;
 - B. receiving the final verified financial statement from the former Corporations, and approving a budget for the new Parish,
 - C. and for other business as required by Canon 12.

CANON 15

DELEGATES TO GENERAL AND PROVINCIAL SYNODS

1. At its last Session of Synod prior to each meeting of General Synod and Provincial Synod the Diocesan Synod shall elect the number of clerical and lay delegates and their alternates as determined by General and Provincial Synods.
2. Delegates to General Synod and Provincial Synod may be re-elected; no such delegates may attend more than three consecutive meetings of General Synod or Provincial Synod.
3. Delegates shall hold office until their successors are elected; or until they cease to be members of Diocesan Synod.
4. Any delegate unable to attend General Synod or Provincial Synod shall inform the Secretary of Synod as soon as possible prior to the meeting; the Secretary shall notify the alternate accordingly.
5. If there are not sufficient delegates to attend General Synod or Provincial Synod, the Bishop shall appoint additional delegates and shall issue a written notification of such to each additional delegate.

CANON 16

PARISH RECORDS AND STATISTICS

1. In every Parish the Incumbent shall be responsible for ensuring that a register is maintained, in which all details of baptisms, marriages, funerals, and burials are recorded. Separate registers may be used for baptisms, marriages, funerals and burials. When a register is full, it shall be deposited in the Diocesan Archives. Upon the deposit of the completed register in the Diocesan Archives, a new register will be acquired.
2. In every Parish the Incumbent shall be responsible for ensuring that a Vestry Book is maintained in which all details of services are recorded including the date, day of Christian Year, hour, type of service, officiant, preacher, number of congregants, number of communicants, open offering, envelope offering, special offering, total offering, initials and remarks. When a book is full, it shall be deposited in the Diocesan archive. Upon the deposit of the completed book in the Diocesan Archives, a new book shall be acquired.
3. The Incumbent shall moreover maintain:
 - A. a list of the names of any persons received into the Anglican Church of Canada and the date of his or her reception;
 - B. a list of confirmands and first communicants; and
 - C. a current list of the members of the Parish.
4. Vestry Meeting Minute books, in which the attendance and minutes of all Vestry Meetings are recorded, shall be the property of the Vestry. Once filled and no longer used on a regular basis, they shall be deposited for safe keeping in the Diocesan Archives.

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CANON 17

DIOCESAN ARCHIVES

1. The Diocese shall maintain an archive of records pertaining to its history, to the functioning of Synod, Church Society, Parishes and congregations, and to individuals connected with the Church.
2. The Diocesan Archivist shall be appointed by the Bishop.
3. The Diocesan Archivist shall:
 - A. Collect archival material pertaining to every level of diocesan activity;
 - B. Appraise and acquire for the purposes of preservation and research: manuscripts, private papers, printed documents, audio-visual materials, and other documentation relating to the history of the Diocese of Quebec;
 - C. Accession, arrange, and describe the holdings of the Archives according to archival principles;
 - D. Provide research and reference assistance for diocesan staff;
 - E. Answer enquiries relating to archival holdings and the history of the Diocese of Quebec;
 - F. Advise Parishes, organizations, and institutions within the Diocese concerning the collection and conservation of their records;
 - G. Advise on access to archival records, and implement such regulations relating to access as may be deemed appropriate;
 - H. Maintain liaison with the General Synod Archivist and with the provincial and national Anglican archivists' networks;
 - I. Report to Diocesan Council and to Synod on the services, acquisitions, and activities of the Archives.
4. Synod, diocesan boards and committees, Parishes, and Congregations shall deposit with the Archives all non-current material such as Vestry Meeting Minute books, Vestry Books, civil registers, correspondence, plans, and photographs. If the Diocesan Archivist deems the material not to be pertinent to the Diocesan archives, or to have no archival value, the Diocesan Archivist shall so advise the would-be depositor and shall return the material to them on request.
5. Funds for the maintenance and operation of the Archives shall be provided by Synod.
6. The Diocesan Archivist shall be authorised to make and sign applications to outside organisations for funding for the improvement of the archives.

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CANON 18

CANONICAL AMENDMENTS

1. Every proposed amendment to the Canons of the Diocese of Quebec shall be submitted in writing to the Secretary of Synod.
2. The proposed amendment shall be submitted to a Diocesan Council meeting by the Secretary, at least sixty (60) days before the Synod at which that amendment is to be debated.
3. If the proposed canonical amendment is approved by a majority of Synod, it becomes effective immediately.
4. Official copies of the Constitution and Canons of the Diocese shall be certified by the Bishop and by the Secretary.

APPENDIX A

LEGISLATION APPLICABLE TO THE ANGLICAN CHURCH IN THE PROVINCE OF QUEBEC

1. THE SYNOD OF THE DIOCESE OF QUEBEC (SYNODE DIOCÉSAN DE QUÉBEC)
 - A. An Act to make provision for the management of the temporalities of the United Church of England and Ireland, in the Diocese of Québec, in this province, and for other purposes, therein mentioned.

Acte pour pourvoir à l'administration du Temporel de l'Église-Unie d'Angleterre et d'Irlande, dans le Diocèse de Québec, en cette Province, et pour d'autres objets y mentionnés.

6 VICT. c. 32 (1843).
 - B. Concerning amendments to Canon XVII amending the lot 6 Vic. 32, October 29th, 1920. (The Church Temporalities act was amended by the Synod. The changes were approved by the Lieutenant Governor in Council, February 13th 1882 and according to a note in the canons again as amended in October 29th 1920)*
 - C. An Act to enable the members of the United Church of England and Ireland in Canada to meet in Synod.

Acte pour autoriser les membres de l'église unie d'Angleterre et d'Irlande en Canada à assembler en Synode.

19-20 VICT. c. 141 (1857).
 - D. An Act to explain and amend the act intituled, An Act to enable the Members of the United Church of England and Ireland in Canada, to meet in Synod.

Acte pour expliquer et amender l'acte intitulé, Acte pour autoriser les membres de l'église unie d'Angleterre et d'Irlande en Canada à assembler en Synode.

22 VICT. c. 139 (1858).
 - E. An Act to make further provision in relation to the Temporalities of the United Church of England and Ireland, in this Province.

29-30 VICT. c. 15 (1866).
 - F. An Act to remove doubts as to the legality of a Canon of the Synod of the Diocese of Québec, respecting the Parish and Chapelries of Québec.

Acte pour faire disparaître tous doutes sur la légalité d'un Canon du Synode du diocèse de Québec, relativement à la paroisse de Québec et à ses succursales.

*29-30 VICT. c. 148 (1866).
 - G. An Act to extend to the powers granted to the Provincial Synod of the Anglican Church by the Act of the late Province of Canada 29 85 30 VICT., c. 15, to the Diocese Synod of Québec, in so far as it relates to Church property in the said Diocese.

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Acte pour étendre les pouvoirs accordés au synode provincial de l'Église anglicane, par l'acte de la ci-devant province du Canada, 29 et 30 VICT., c. 15, au synode du diocèse de Québec, en autant qu'ils se rapportent aux propriétés de l'église dans le dit diocèse.

42-43 VICT. c. 69 (1879).

- H. An Act to incorporate the Synod of the Church of England in the Diocese of Québec and for other purposes connected with the Temporalities of the said Church.

Acte incorporant le synode de l'Église d'Angleterre dans le Diocèse de Québec, et pour autres fins en rapport avec les biens temporels de cette église.

48 VICT. c. 40 (1885).

2. CHURCH SOCIETY OF THE DIOCESE OF QUEBEC (SOCIÉTÉ D'ÉGLISE DU DIOCÈSE DE QUÉBEC)

- A. An act to incorporate the Church Societies of the United Church of England and Ireland in the Dioceses of Québec and Toronto.

Acte pour incorporer les Sociétés Religieuses de l'Église unie d'Angleterre et d'Irlande dans les Diocèses de Québec et de Toronto.

7 VICT. c. 68 (1843).

- B. An Act to provide for the establishment of a Church Society of the United Church of England and Ireland, in each Diocese of that Church in Lower Canada, and for other purposes connected with the recent division of the Diocese of Québec.

Acte pour pourvoir à l'établissement d'une société d'église de l'église unie d'Angleterre et d'Irlande, dans chaque diocèse de cette église, dans les Bas-Canada, et pour d'autres fins relatives à la subdivision récente du diocèse de Québec.

14 & 15 VICT. c. 171 (1851).

- C. An Act to authorize the Church Society of the Diocese of Québec to consolidate certain Endowment Funds.

Acte pour autoriser la société ecclésiastique du diocèse de Québec à consolider certains fonds de dotation.

*45 VICT. c. 88 (1882).

- D. An Act to authorize the Church Society of the Diocese of Québec to deal with certain funds in its hands in a certain way and for other purposes.

Loi autorisant la Church Society of the Diocese of Québec à administrer d'une façon spéciale certains fonds qu'elle a en mains et pour d'autres fins.

61 VICT. c. 86 (1898).

- E. An Act respecting The Church Society of the Diocese of Québec.

Loi concernant The Church Society of the Diocese of Québec.

24 Georges V, c. 117 (1934).

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F. An Act respecting The Church Society of the Diocese of Québec.

Loi concernant The Church Society of the Diocese of Québec.

15-16 ELIZ. c. 149 (1966-1967).

3. LETTERS PATENTS

A. Letters Patent erecting the Provinces of Lower and Upper Canada into a Bishop's See.

June 28th, 1793.

B. Mandamus to Lord Dorchester as Governor in Chief of Lower Canada granting the Bishop of Québec and his successor the name, state, degree, style, dignity, title and honour of Lord Bishop of Québec.

George III, July 17th, 1793.

C. Letters patent erecting the Cathedral Church of Québec (1804).

D. Letters patent erecting the Parish of Charleston Hatley (1822).

E. Letters patent to erect the Anglican Parish of Québec (1821).

F. Letters patent to erecting the Parish of Drummondville (1822).

G. Letters Patent erecting the Parish of Three Rivers (1823).

H. Order-in-council to correct the letters patent to add St-Francis into diocese of Québec (1853).

And, section 7 of the Act to provide for the establishment of a Church Society of the United Church of England and Ireland [14 & 15 VICT. c. 171 (1851), in each of the Diocese of that church in lower Canada, and for other purposes connected with the recent division of the Diocese of Québec (regarding the Diocese of St-Francis).

*14 & 15 VICT. c. 171 (1851).

I. An act respecting Rectories, 22 Victoria, c. 74, (1859)*.

4. TRINITY CHURCH STE-FOY (ÉGLISE DE LA TRINITÉ DE STE-FOY)

A. An Act to incorporate the Congregation of Trinity Church, Québec.

Acte pour incorporer l'Église de la Trinité, Québec.

44-45 VICT. c. 47 (1881).

B. An Act to legalize a certain register of civil status.

Loi légalisant un certain registre de l'état civil.

7 ED. VII c. 56 (1907).

C. An Act respecting Trinity Church-Québec.

Loi concernant Trinity Church-Québec

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4-5 ELIZ. II c. 151 (1955-1956).

5. GENERAL

- A. An Act to establish the validity of acts performed in Canada by certain Clergymen ordained in Foreign Parts and for other purposes.

Acte pour établir la validité des actes exécutés en Canada par certains membres du clergé, ordonnés en pays étranger, et pour d'autres fins.

*28 VICT. c. 7 (1865).

- B. An Act to enable the Metropolitan Bishop of the Church of England, in the ecclesiastical Province of Canada, to confer certain degrees in Divinity in the Province of Québec.

Loi autorisant l'évêque métropolitain de l'Église d'Angleterre, de la province ecclésiastique du Canada, à conférer certains degrés en théologie dans la province de Québec.

*53 VICT. c. 112 (1890).

- C. An Act respecting lands of religious congregations.

Loi sur les terrains de congrégations religieuses.

R.S.Q. c. T-7

L.R.Q. c. T-7

- D. Freedom of worship Act.

Loi sur la liberté des cultes

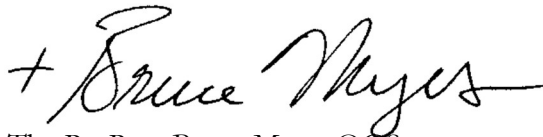
R.S.Q. c. L-2

L.R.Q. c. L-2

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END NOTE

As per Canon 18 we certify that this is the official copy of the Constitution and Canons as duly amended by The Synod of the Diocese of Quebec.



The Rt. Rev. Bruce Myers OGS
Bishop of Quebec



Canon Stephen Kohner
Secretary of Synod