



Annual Vestry Meeting Notes & Reminders

2022

Constitution & Canons

Clergy and Churchwardens are required to be familiar with the approved Constitution & Canons regarding the annual Vestry Meeting. These are available on the website: “Resources” – “Diocesan” – Constitution & Canons” – “Canons 18 & 19”.

Please refer to Canon 18 for direction for the following:

- Proper notice of the Annual Vestry Meeting
- Determining Eligible Vestry Members
- Responsibilities of the Churchwardens, Chair and Secretary of Vestry Meetings
- Nominating Committees
- Terms of Office

Please refer to the Constitution for direction for the following:

- Number of Lay Representatives to be Elected to Synod (PLUS one alternate per delegate)
- Responsibilities of a Lay Representative to Synod
- Substitute Lay Representatives
- Deadline of February 28th for Certificates of Election to be returned
- Youth Delegates to Synod
- Synod Procedures
- Diocesan Council Membership

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Apportionment

Diocesan Council requested that the following be brought to the attention of Vestry Meetings of all Congregations of the Diocese, as in accordance with Canon 28:

It is expected that every congregation will include its Diocesan Apportionment obligation as a line on its budget which is presented at its annual meeting of Vestry. It is anticipated that in order to meet its Diocesan Apportionment in full in a way that shares the responsibility, an every-member canvass, or the like, will be undertaken. It is hoped that each parish will regard its Diocesan Apportionment as a debt of honour and as of equal obligation with parochial expenses, so that the Diocesan Apportionment shall receive each year its proportionate share of the total revenue of the congregation. Also, each parish is expected to pay one-twelfth of its Diocesan Apportionment every month.

For more details, please see Canon 28, Section 6

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Certificate of Election

A current listing of the leadership positions held at your church, known as the Certificate of Election (COE), **will be e-mailed to the church diocesan e-mail in January.** Please print and change only addresses, etc. on the first pages. Cross off the entire entry for those no longer

