



**CHURCH INFORMATION**

Congregation: \_\_\_\_\_

Town/City/Village: \_\_\_\_\_

Deanery: \_\_\_\_\_

**MAILING ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

Church Phone: \_\_\_\_\_

Church Website: \_\_\_\_\_

The # of Lay Representatives shall be as follows:  
1. For every congregation – one  
2. When eligible members of the Vestry exceed:  
a) 124 – two  
b) 299 – three  
c) 499 – four

**HOURS OF OPERATION**

Office: \_\_\_\_\_

Worship (Summer): \_\_\_\_\_

Worship (Winter): \_\_\_\_\_

**The information compiled in this Certificate of Election is not for public distribution. It is for the express purpose, only, of the Diocese of Huron**

**Number of Eligible Vestry Members:** \_\_\_\_\_ **Date of Vestry Meeting:** \_\_\_\_\_

*Please see table above – This # should reflect the number of eligible members as per Canon 18, not just the # who attended the Vestry meeting.*

*\*\*\*This document will **NOT** be accepted and will be returned if the number of eligible vestry members is not provided.\*\*\**

**DEADLINE FOR RETURN**

By Mail at: Huron Church House, 190 Queens Ave., London, ON N6A 6H7

OR

Upload to the Secure Portal for Year-End Documents at: <https://portal.diohuron.org/year-end-documents/>

*\*In 2026, Huron Church House will **NOT** accept any Year-End Documents by email. We encourage you to use the Secure Diocesan Portal listed above.*

**The completed Certificate of Election must be returned by March 31, 2026.**

**PLEASE RETURN THIS CERTIFICATE IMMEDIATELY FOLLOWING THE VESTRY MEETING**

Chair of the Vestry Meeting: \_\_\_\_\_

Position: \_\_\_\_\_



**PRIMARY CONTACT (CLERGY OR WARDEN)**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**PLEASE COMPLETE ALL SECTIONS,  
INCLUDING THOSE IN WHICH THERE  
HAVE BEEN NO CHANGES.**

**CHURCHWARDENS**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**DEPUTY CHURCHWARDENS**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**CHURCH SECRETARY/ADMINISTRATOR**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**DIRECTOR OF MUSIC/ORGANIST**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**PLEASE COMPLETE ALL SECTIONS, INCLUDING  
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**SYNOD LAY DELEGATE(S)**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**ALTERNATE SYNOD LAY DELEGATE(S)**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

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EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

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FULL NAME

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PHONE NUMBER

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EMAIL ADDRESS

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NAME OF PERSON BEING REPLACED (if any)

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PHONE NUMBER

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\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

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**TREASURER**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**PARISH PAYMASTER**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**ENVELOPE SECRETARY**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**VESTRY CLERK**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**S.S. SUPERINTENDENT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**YOUTH MINISTRY CONTACT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**ANGLICAN FELLOWSHIP OF PRAYER REP**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**PWRDF PARISH REP**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

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**CEMETERY BOARD CONTACT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**BUILDING/PROPERTY CONTACT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**ANGLICAN CHURCH WOMEN CONTACT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**ALTAR GUILD CONTACT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**SAFE CHURCH CONTACT/COORDINATOR**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

**COMMUNICATIONS/TECHNOLOGY REP**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
NAME OF PERSON BEING REPLACED (if any)

*\*If you have licensed lay readers (these people must hold a certificate from the Bishop of Huron), please continue to the next page.*

This Certificate of Election can be easily uploaded to our secure diocesan portal with your other year-end documents at:

<https://portal.diohuron.org/year-end-documents/>

-OR-

Printed and mailed to:

*Huron Church House, 190 Queens Avenue, London, ON N6A 6H7*

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LICENSED LAY READERS

*\*These people must hold a certificate from the Bishop of Huron*

FULL NAME

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MAILING ADDRESS

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PHONE NUMBER

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EMAIL ADDRESS

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FULL NAME

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MAILING ADDRESS

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PHONE NUMBER

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HONORARY ASSISTANTS

*\*These people must hold a General Permit or Licence from the Bishop*

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PHONE NUMBER

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EMAIL ADDRESS

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FULL NAME

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**LICENSED LAY COMMUNION ADMINISTRANTS**

\_\_\_\_\_

FULL NAME

\_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS

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PHONE NUMBER

\_\_\_\_\_

EMAIL ADDRESS

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