

Diocese of Huron
Warden & Treasurer Workshop
March 10, 2018

Sarah Chase (Administration Coordinator)

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519-434-6893 or 1-800-919-1115 ext 233

- Coordinates and provides administration for Annual Diocesan Synod
- Coordinates and provides administration for Diocesan Council Meetings
- Maintains Diocesan Motion Database
- Oversees database entry and report generates reports
- Administration for Provincial and General Synod
- Synod Organizational Committee, Motions Committee and Nominating Committee
- Diocesan Administration Contact for PWRDF/HHF
- Copyright License Inquiries and coordination of Diocesan Film License
- Coordinates administration related office activities

Diocesan Council

- Meets four times a year (sub-councils in between) to deal with diocesan/parish issues
- Decision-making body between Synods (June-October-December-February)
- Membership – Deanery Reps/Youth/LAIC/Archdeacons
- Receives reports & motions and makes financial decisions for the Diocese
- Cannot make Canonical Changes (must be through Synod with 2/3 of laity & clergy support)

Warden & Treasurer Responsibilities

- All motions, once approved by a church's Vestry that require Diocesan Council approval, must be forwarded to the Territorial Archdeacon. The Archdeacon will work with the Clergy and/or Wardens to ensure that the motion is in accordance with the Canons and/or Constitution.
- Clergy and/or Wardens will be notified following the Diocesan Council meeting of the outcome of the motion.

Year-end Material

- Material that feeds Synod reports and preparation – due date is very important! (February 28)
- Documents & forms will be posted online www.diohuron.anglican.ca (Resources – Finance & Admin Toolbox – Year-End Forms & Reports & New-Year Documents)
- Read through the documents prior to Vestry Meeting
- Reports (Financial, Statistical & CC Requests are all due by February 28)
- Certificates of Election will be mailed to the main church contact mailing address on file in early January.

Warden & Treasurer Responsibilities

- Wardens must ensure that the Certificate of Election, the Financial Return, Statistic Report and a copy of the Vestry Report are forwarded to Huron Church House before February 28th.

Synod

- Annual Meeting of members (licensed clergy and lay parish representatives)
- Synod is 2 ½ days in May (May 27-29, 2018)
- Convening Circular is a diocesan report (similar to a Vestry report) Sections 1-2-3 : pre-Synod) Sections 4-5: post-Synod
- A login & password will be emailed to all Synod members (Lic Clergy & Lay Delegates)
- Convening Circular (ordering printed/CD copies) – via Regional Deans Meeting (April)
- Fees - will be noted in the year-end package and posted automatically to the parish account based on the info sent in the COE (currently \$150 per delegate)
- Observers are welcome to attend but must register and pay the \$150 Synod fee.
- Website – source of information (Conv Circular, Accommodations, Additional info)

Warden & Treasurer Responsibilities

- Wardens are responsible to ensure that the Lay Delegates are aware of their responsibility to attend Synod and report back to the parish regarding presentations, motions and ministries of the diocese. The Lay Delegate is the link between the parish and the diocese.
- Wardens need to confirm that the Lay Delegates register (new this year is online registration) and receive the emails with Synod updates as we get closer.
- If the parish Lay Delegate is unable to attend Synod, the Wardens need to ensure that the Substitute Lay Delegate gets registered and receives all information.

Please feel free to contact me with any questions that you may have!

Sarah

schase@huron.anglican.ca



Annual Vestry Meeting Notes & Reminders

2018

Constitution & Canons

Clergy and Churchwardens are required to be familiar with the approved Constitution & Canons regarding the annual Vestry Meeting.

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
- 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

Notes & Reminders

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

Certificate of Election

A current hardcopy of the leadership positions held at your church, known as the Certificate of Election (COE), **will be mailed to the primary contact for each church in January** (eg. clergy, or a warden where there is no incumbent). Please change only addresses, etc. on the first pages. Cross off the entire entry for those no longer holding the position as listed. On the form at the end of the report, please list the new person elected to that position.

Importance of e-mail addresses

Huron Church House sends as much information out by e-mail as possible to reduce paper and costs and to get the information out quickly. PLEASE ensure that special attention is paid to ensuring that current (and accurate) e-mail addresses are reported on the COE. It is also the responsibility of each church to advise Huron Church House when an e-mail address of your parish leadership changes, otherwise, important information may not be received.

Parish Ministry Contacts

In addition to the officers of the church, we request that key ministry contact information be listed on the COE as well. By listing your congregation's Anglican Church Women Contact, Huron Hunger Fund Outreach Rep, Fellowship of Prayer Rep, EnviroAction Rep, Youth Contact and Cemetery Board contact, relevant and timely information can be sent directly to the appropriate person by email when the need arises.

Deceased Delegates Memorial

Please forward the name(s) of any current or former Lay Delegate(s) from your Parish who has died since Synod 2017. It is helpful to send this information to Huron Church House as soon as possible after their passing, so late Synod Delegates can be included in the Memorial at Synod 2018.

Convening Circular

It is the responsibility of the wardens of every church to ensure that their representatives to Synod have access to the Convening Circular in a timely manner. Included with the yearend documents on this site is a form for completion if a hardcopy or CD copy is preferred. For your convenience, this form may also be submitted online at www.diohuron.org in the Synod section. If a form is not received by Huron Church House, it is assumed that delegates will access the material online. Delegates will receive by email and regular mail the instructions (link and password) on how to access the material online, along with their registration form for Synod.

Vestry Reports

The Bishop's Office requests each congregation to submit ONE copy of their Vestry Report. Please remember to indicate on the cover which congregation and location the report is from to avoid confusion. (eg. St. James', Cambridge)

We're here to help!

If you have any questions or concerns, please do not hesitate to contact us...

- Cathy Hodgins, Database Updates chodgins@huron.anglican.ca
- Sarah Chase, Administration Coordinator schase@huron.anglican.ca
- Canon Paul Rathbone, Director, Administrative Services
prathbone@huron.anglican.ca

Dates & Deadlines

leading to
Synod 2018

- CERTIFICATES OF ELECTION** Due **February 28, 2018!**
- COMMITTEE REPORTS*** **February 28th**
Reports for Section 2 of the Convening Circular
- SYNOD MOTION DEADLINE*** **February 28th**
- CONVENING CIRCULAR to PRINT** **Wednesday, April 4th**
- CONVENING CIRCULAR POSTED to WEB** **Wednesday, April 4th**
- COMMITTEE AGENDA REQUESTS DUE*** **Friday, March 30th**
- REGIONAL DEANS MEETING** **Tuesday, April 24th**
(Requested Convening Circular Pkgs Distributed)
- PRE-SYNOD DEANERY MEETINGS** **April & May**
- SYNOD REGISTRATION ONLINE** **Tuesday, April 17th**
(New in 2017!)
- REGISTRATION PACKAGE MATERIAL DUE*** **Friday, May 18th**
- 2018 SYNOD** **May 27-29th**
Sunday to Tuesday

* Please forward reports, agenda requests & motions to:

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519-434-6893 ext 233 1-800-919-1115 (ON only)
519-673-4151 (fax)



