

**9.--Clerical Appointments and Vacation****APPOINTMENTS**

1. The Bishop is the chief pastor in each parish/congregation of the Diocese and each Rector/Incumbent/Priest-in-Charge represents the Bishop in the parish/congregation to which he/she is appointed. The appointment and tenure of all clerics holding a license or general permit in the Diocese shall be vested in and exercised by the Bishop in accordance with the Canons.
2. The choice of Rector/Incumbent/Priest-in-Charge in a parish/congregation that has been designated by the Bishop as a ‘supported parish’ as defined in Canon 28, shall be made by the Bishop alone.
3. Subject to section 2, in the event the Bishop wishes to fill a vacancy in the incumbency in a parish/congregation, he/she shall request the churchwardens to form a committee on clerical appointments (hereinafter called the “Selection Committee”).
4. The Selection Committee, if formed, shall have full power to work with the Bishop to select a Rector/Incumbent/Priest-in-Charge based on the list of candidates provided by the Bishop, and to establish his/her initial stipend, fringe benefits, allowances and other relevant matters as shall be mutually agreed upon. The Selection Committee shall exercise those powers without further reference to or consultation with members of the Vestry and all proceedings and deliberations shall be kept confidential by members of the Selection Committee.
5. In a parish the Selection Committee shall consist of not fewer than four and not greater than eight members comprised of the Churchwardens and such additional lay members of the parish/congregation elected by the Parish Council from among the members of the Vestry of the parish/congregation taking into account where possible the diversity within the parish/congregation. Parishes/congregations are encouraged to elect, where possible, a Youth representative to the Selection Committee.
6. When there are two or three parishes/congregations forming one Selection Committee, the following rules shall apply:
  - (a) The size of the Selection Committee shall be between six and eight people.
  - (b) The membership of the Selection Committee shall consist of representation from each parish/congregation in proportion to the actual apportionment paid by each parish/congregation provided that no parish/congregation shall have fewer than two representatives.
  - (c) Each parish/congregation’s representatives to the Selection Committee shall be chosen by the Parish/Congregational Council, as the term is defined in

Canon 19, from amongst its members provided that at least one of the representatives is a Churchwarden.

- (d) Churchwardens of all the parishes/congregations involved, acting together, are encouraged to elect, where possible, at least one Youth representative as a member of the Selection Committee.
7. When there are four or more parishes/congregations forming one Selection Committee the following rules shall apply:
- (a) The size of the Selection Committee shall be between eight and 12 people.
  - (b) At least one of the current Regional Wardens shall be a member of the Selection Committee.
  - (c) The Congregational Councils (as defined in Canon 19) shall each elect from amongst their number one or two persons to represent them on the Selection Committee in proportion to the actual apportionment paid by each parish/congregation, provided that each parish/congregation shall have at least one representative. The overall size of the Committee as described in subsection 7(a) shall determine whether one or two is/are elected.
  - (d) The Congregational Councils are encouraged to elect, where possible, at least one Youth representative to the Selection Committee.
8. The quorum of the Selection Committee shall consist of a majority of its members, provided that if there are two or more parishes/congregations forming one parish, at least one representative of each parish/congregation shall be present to form the quorum. The members of the Selection Committee shall elect a chair from among their number. Provided that all of the Selection Committee members agree, members may participate in a meeting of the Selection Committee by means of a conference telephone or similar communications equipment which permits all persons participating in the meeting to hear each other, and all members participating in such a meeting by means of such communications device shall constitute attendance of such members at the meeting.
9. Once a Selection Committee has been appointed, it shall continue with the same membership until its duties have been completed, notwithstanding any Vestry meeting and any change to the Churchwardens of the parish/congregation or Regional Wardens. Any newly elected or appointed Churchwardens in the parish/congregation shall have the right to be apprised of all the deliberations of the Selection Committee.
10. If a vacancy arises on the Selection Committee, the Bishop may, after conferring with the churchwardens of the parish/congregation whose representative has resigned or died, appoint a new member to the Selection Committee if this is deemed necessary or desirable for the Selection Committee's work in the Bishop's opinion.

11. Whenever a vacancy shall occur in the incumbency of any parish/congregation, the procedures authorized by the Bishop for the appointment of a new Rector/Incumbent/Priest-in-Charge shall be followed. Should the Selection Committee fail to meet with the Bishop, or his/her designate, on two consecutive occasions when invited, the Bishop then may, without further reference to the Selection Committee, appoint a Rector/Incumbent/Priest-in-Charge.
12. In case of a vacancy in the incumbency of any parish/congregation where unsettled arrears of stipend are claimed by the former Rector/Incumbent/Priest-in-Charge and reported to the Bishop, no appointment shall be made to such vacant parish/congregation until the stipend dispute is resolved.
13. The parish to which a cleric is appointed shall provide accommodation as a part of remuneration as follows:
  - (a) by providing a Rectory, including modern stove and refrigerator and all utilities such as, but not limited to gas, water, electricity, fuel, internet service, water and telephone (excluding personal long distance calls); or
  - (b) by providing a mutually satisfactory housing allowance equivalent to the above in accordance with the policies of the Diocese.
14. Subject to the Bishop's discretion, when appointments are made under this Canon, the costs of moving a cleric from one parish/congregation to another shall be borne by the parish/congregation to which the new appointment is made.
15. Appointment of Assisting Clerics
  - (a) "assisting clerics" includes, but is not restricted to, assistant curates, assistant priests, associate priests, honorary assistants and deacons;
  - (b) the appointment of assisting clerics shall be made by the Bishop after consultation, and with the concurrence of the Rector/Incumbent/Priest-in-Charge and the Churchwardens;
  - (c) subject to subsection 145(f), the appointment of assisting clerics shall be for a definite term. However, the term may be renewed upon the agreement of the Bishop, the Rector/Incumbent/Priest in Charge, the Churchwardens and the assisting cleric;
  - (d) the terms and conditions of the appointment of assisting clerics shall include a ministry description and shall include expectations and responsibilities for each of: the assisting clerics; the Rector/Incumbent/Priest-in-Charge and the parish/congregation. These shall have been previously agreed to by the Bishop, the assisting clerics, the Rector/Incumbent/Priest-in-Charge and the Churchwardens;

- (e) before any appointment is made, the Bishop shall be satisfied that the Vestry has made provisions for whatever part of the remuneration and benefits is to be paid by the parish/congregation;
- (f) any assisting clerics shall be deemed to have resigned upon the effective date of the resignation, death or termination of the Rector/Incumbent/Priest in Charge of the parish/congregation; provided that any or all of the assisting clerics may be appointed by the Bishop on a temporary basis until a new incumbent has been appointed to the parish/congregation.

#### **VACATION ENTITLEMENT**

- 16. Every cleric holding an appointment by the Bishop shall be entitled to a vacation every year of not less than thirty-one (31) days, including not more than five (5) Sundays, without diminution of the yearly compensation. The expenses of providing for Sunday and other services during such vacation shall be borne by the parish/congregation. The vacation schedule shall be negotiated and recorded with the Churchwardens and the Territorial Archdeacon.
- 17. Every cleric holding an appointment by the Bishop after completing five years of service following ordination to the Diaconate, commencing on the first day of January of the following year, shall be entitled to an additional vacation every year of not fewer than seven consecutive days to be taken at a time approved by the Churchwardens without diminution of the yearly compensation. The expenses of providing for Sunday and other services during such vacation shall be borne by the parish/congregation.