

ECCLESIASTICAL PROVINCE OF
BRITISH COLUMBIA
C O N S T I T U T I O N & C A N O N S
OF THE
ANGLICAN SYNOD
OF THE
DIOCESE OF CALEDONIA



OFFICIAL DESCRIPTION OF THE ARMS OF THE DIOCESE

Azure a Saltire Argent overall a Pastoral Staff in pale or surmounted by an open Book proper bound Gules edged Gold Chief wavy Barry wavy of six of the first and second Salmon naiant also proper.
Granted by College of Heralds March, 1955.

Revised 1977

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ANGLICAN SYNOD OF THE
DIOCESE OF CALEDONIA



INCORPORATED
1879
ACT OF INCORPORATION
DECLARATION OF PRINCIPLES
CONSTITUTION & CANONS OF THE SYNOD

REVISED 1977,1980,1981

ACT OF INCORPORATION

AN ACT TO INCORPORATE THE ANGLICAN SYNOD OF THE DIOCESE OF CALEDONIA

WHEREAS in the year of Our Lord one thousand eight hundred and seventy- nine, the original Diocese of Columbia was divided by the Archbishop of Canterbury and the authorities of the Church of England in British Columbia into three dioceses, viz.: The Diocese of Columbia, the Diocese of New Westminster, and the Diocese of Caledonia.

AND WHEREAS in the Letters Commendatory signed and sealed on the 18th day of August, 1879 A.D., by the Archbishop of Canterbury, and counter-signed by the Bishop of Columbia, the boundaries of the Diocese of Caledonia are defined and described as follows:

North - The Northern Boundary of the Civil Province of British Columbia, viz.: From the boundary separating British Columbia from Alaska along the 60th parallel of North Latitude to the 120th parallel of West Longitude.

East - Down the 120th parallel of West Longitude to the 54th parallel of North Latitude, being the eastern boundary of the Civil Province of British Columbia.

South - Along the 54th parallel of North Latitude to the point where it intersects the Fraser River: along the right bank of the said river to Fort George

up Stuart River to the junction with the Nechaco River, along Nechaco River up to the watershed separating the headwaters of the said river from those of Salmon River: down the Salmon River to Dean's Canal, along the said canal to entrance of same.

West - From the entrance of Dean's Canal northwards to the 60th parallel of North Latitude, being the western boundary of the Civil Province of British Columbia, inclusive of Queen Charlotte Islands and all other islands usually included in the said province on such boundary line.

AND WHEREAS a petition has been presented from the Synod of the Diocese of Caledonia praying that it may be incorporated, and it is expedient to grant the prayer of the said petition:

THEREFORE, HIS MAJESTY, BY AND WITH ADVICE AND CONSENT OF THE LEGISLATIVE ASSEMBLY OF THE PROVINCE OF BRITISH COLUMBIA, ENACTS AS FOLLOWS:

1. The Synod of the Diocese of Caledonia shall be, and the same is hereby made and constituted a body politic and corporate under the name of "The Anglican Synod of the Diocese of Caledonia", hereinafter called the "Said Synod".

2. The said Synod shall consist of the Lord Bishop of the Diocese, and his successors to be from time to time appointed in such manner as shall be provided by the said Synod, and of such other persons as are or may hereafter become members thereof, according to the constitution and canons of the said Synod.

3. The said Synod shall have perpetual succession and a common seal with power to change and renew the same when, and so often as they shall think proper, and the said Synod may, under the same name, contract and be contracted with, sue and be sued, implead and be impleaded with, answer and defend in all courts and places whatsoever, and the said Synod shall be able and capable in law respectively to purchase, take, hold, give, receive, enjoy, possess and retain, all messuages, lands, tenements, and immoveable property money, goods, chattels and moveable property, which have been or hereafter shall be paid, given, granted, appropriated, devised or bequeathed to it, or purchased or acquired by it in any manner or way whatsoever to, for, or in favour of the eleemosynary, ecclesiastical or educational uses and purposes within the Province of British Columbia, of the Church of England, or otherwise, including thereby the uses and purposes of any Church, Parish, Mission, Institution, School or Hospital connected with the Church of England in British Columbia.

4. The said Synod shall, in addition to the powers conferred upon it by the next preceding section of the Act, have power to sell, convey, exchange, alienate mortgage, lease, or demise, or otherwise deal with any real or personal estate or property held by the said Synod, whether simply by way of investment or not, and the said Synod may also from time to time invest all or any of its funds and personal property which may be vested in or acquired by the said Synod for eleemosynary, ecclesiastical or educational purposes, aforesaid, or otherwise, including the Episcopal Endowment Fund, in and upon any real securities in British Columbia, or in the public funds of the United Kingdom, of Canada, or any Province thereof, or in the municipal bonds or debentures of any Municipality within Canada or in the bonds or debentures of any Company, the payment whereof is guaranteed by Government, or in any security for the time being authorized by law for the investment of trust funds, and generally shall have and enjoy the same, and as large, full and ample powers and rights as if it were a private person able and capable in law.

5. The said Synod shall, in case of land being held by it, be able, notwithstanding any trust affecting the same, to set apart a portion of such land for the purpose of making a road, or to make a free grant of a portion not exceeding one acre in extent, for

the purpose of a Church building, cemetery, school, hospital, or any public object, freed from any trust affecting the same as aforesaid.

6. It shall be lawful for the Corporation of the Bishop of Caledonia or any other Corporation or any person or persons, to transfer any property, real or personal, held in trust by him or them for the aforesaid eleemosynary, ecclesiastical, or educational uses of the Church of England, or the Church of England in British Columbia, to the said Synod, to be held in trust for the same purposes.

7. The Constitutions, Canons and Rules of Order of the Diocese of Caledonia as revised in the Year of Our Lord nineteen hundred and nine, shall, until the same be altered or amended, in accordance with such Constitution and Canons by the Synod incorporated under this Act, be the constitution, canons and rules of order for the said Synod incorporated under this Act.

8. The said Synod may exercise all its powers by and through such boards, committees, or officers, as the said Synod may, from time to time appoint, for the management of all or any of the affairs or property of the said Synod, but in accordance only with the trusts relating to any property to which any special trust is attached.

9. The terms, "The Church of England," or "The Church of England in British Columbia," or "The Anglican Church," in this Act, and in all deeds, instruments and documents that have been heretofore, or that may hereafter be executed, dealing with real or personal property within the Province of British Columbia, shall mean, unless a different construction is gathered from the deeds, instruments, or documents, and so far as the same affect the Diocese of Caledonia or the said Synod, that portion of the Anglican Church within the Province of British Columbia.

10. Any deed or document shall be deemed to be duly executed by the said Synod if the same has affixed thereto the seal of the said Synod, and the signatures of the Bishop for the time being of the Diocese of Caledonia or his Commissary duly appointed, and the Secretary for the time being.

11. The Bishop for the time being of the Diocese of Caledonia, duly elected or acknowledged by the said Synod, or otherwise duly appointed and consecrated by lawful authority Bishop of the Diocese of Caledonia, shall be a Corporation sole with perpetual succession, retaining the name of the Lord Bishop of Caledonia, with full power to hold and acquire real and personal estate, and to sell, convey, lease, mortgage, deal with or dispose of the same or any part thereof.

12. Any conveyance of real estate or any interest therein vested in the Corporation of the Lord Bishop of Caledonia, shall hereafter be deemed to be fully executed if the same has affixed thereto the Seal of such Corporation verified by the signature of the Bishop for the time being of the Diocese of Caledonia, or his Commissary duly appointed, and all deeds and documents whatsoever, if executed in the same way, shall be deemed to be properly and effectually executed.

Certified correct as passed Third Reading on 8th March, 1910, C.K.Courtney

(law Clerk)

(No, 76)

SOLEMN DECLARATION

IN THE NAME OF THE FATHER, AND OF THE SON AND OF THE HOLY GHOST. -
Amen.

We, the Bishop, Clergy and Representatives of the Laity of the Anglican Synod of the Diocese of Caledonia, constituted a Diocese in the year of our Lord 1879, and at this time revising the constitution and canons of the said Diocese, desire to make the following declaration:

We receive the Doctrine, Sacraments, and Discipline of Christ as the same is contained and commanded in Holy Scripture, according as the Church of England has received and set forth the same in its standards of Faith and Doctrine.

We receive the Book of Common Prayer of the Anglican Church of Canada, to be used according to the forms therein prescribed, for public Prayer, the administration of the Sacraments, and other Holy Offices and of the Ordering of Bishops, Priests and Deacons.

Providing that nothing in the said Book of Common Prayer shall prevent the use of any special prayer drawn up by the House of Bishops, and provided that the Bishop of the Diocese may sanction the abridging of the services, and that he may draw up any form of service for any emergency in the Diocese.

We further acknowledge ourselves bound by all acts that may be passed by the General Synod of the Anglican Church of Canada, and the Anglican Provincial Synod of British Columbia, so far as such act shall not interfere with this Diocese as part of the church Catholic.

CANON 1

A. EPISCOPAL VACANCY

Temporary Vacancy

1. In the case of the Bishop's temporary inability to attend to official duties, all deeds and instruments to be executed by the Synod, will be signed by the Bishop's Commissary who will be appointed by the Diocesan or that Bishop responsible for episcopal oversight, from the priests who are members of the Diocesan Executive Committee.

Vacancy

2. When there is an Episcopal vacancy in the See of Caledonia, Episcopal jurisdiction and oversight shall be vested in the Metropolitan or Acting Metropolitan, who shall, until such time as a Bishop for the See is chosen and consecrated, possess all the powers of the Diocesan Bishop.
3. The Metropolitan or Acting Metropolitan shall discharge duties other than Episcopal, through and by means of a duly appointed Administrator. The Administrator shall be a priest who, at the time of appointment, is a member of the Diocesan Executive Committee.
4. During the vacancy, the Episcopal Acts may be performed by any Bishop acting under special commission from the Metropolitan.

B. Election of a Bishop

Preamble

This Canon recognizes that Our Lord Jesus Christ pours down His gifts abundantly upon His people, "making some apostles, some prophets, some evangelists, some pastors and teachers, to the edifying and making perfect His Church"; and that He does "in all things direct and rule our hearts". More than merely an election, the process is intended to be a searching for and finding of a Bishop.

Eligibility for Election

1. A person, shall be eligible for election as a Bishop if that person
 - (1) is of the full age of thirty years;
 - (2) is a priest or Bishop in Holy Orders of the Anglican Church of Canada, or of a Church in full communion therewith;
 - (3) is faithful in the doctrines and discipline of the Anglican Church of Canada as determined and defined by the formularies of that Church;
 - (4) is known and recognized within that person's community as being a person of integrity and moral stature; and
 - (5) has those qualities and abilities of leadership, experience and learning that will enable fulfilment of the duties of a chief pastor in the Church of God.

Function of the Administrator

2. The Administrator shall within 30 days of the occurrence of a vacancy
 - (1) issue a written notice
 - (a) fixing the day, hour and place for the Synod to convene, 90 days from the issuance of the written notice,
 - (b) including the canonical statement of eligibility for election, and,
 - (c) instructing parish incumbents to inform all communicant members of the content of this Canon;
 - (2) confer with the Diocesan Executive Committee on the appointment of members of the Search Committee to be composed of three clerical and three lay persons of the Diocese.

Function of the Search Committee

3. The Search Committee shall meet when called by the Administrator or within 14 days of being appointed and shall
 - (1) elect a chairperson;

- (2) develop a profile of the Diocese describing its needs in the area of episcopal ministry by
 - (a) enabling a search for submissions on episcopal ministry needs from individuals, parishes and regions;
 - (b) sorting, collating and circulating the submissions to facilitate discussion and consensus; and
 - (c) developing and circulating the profile;
- (3) receive from any church member resident within the Diocese, names of persons who; may be proposed to fill the vacancy;
- (4) obtain the written consent of proposed candidates;
- (5) prepare an alphabetical list of all who meet the canonical qualifications and verify information received;
- (6) prepare a curriculum vitae for each person on this list and mail it to the Synod delegates not less than ten days prior to the commencement of the electoral Synod.

Conduct of the Electoral Synod

4. At the meeting of Synod
 - (1) no other business shall be transacted except such as the Metropolitan or a metropolitanical delegate, or the Diocesan Executive may consider advisable and necessary, and of which due notification shall have been given in the notice of Synod;
 - (2) all proceedings shall be in camera;
 - (3) the Metropolitan or a metropolitanical delegate shall be president, with the privilege, but not the obligation, of requiring the Chancellor to preside at the Synod or any portion(s) thereof;
 - (4) the clerical and lay secretaries of Synod shall act as such; in the absence of one or both, the Synod shall elect substitutes as necessary.
 - (5) all the provisions of the constitution with respect to the convening of a regular session of Synod shall apply except in respect of
 - (a) the notice thereof;
 - (b) the establishment of a quorum, and
 - (c) the Credentials Committee which shall be appointed by the Administrator, or in default, by the Secretary of the Diocese;
 - (6) the Credentials Committee shall verify the eligibility of all lay and clerical members to be present and vote in the proceedings and shall

- (a) provide for the Secretaries and the Scrutineers a list of those entitled to be present and to vote, in accordance with the Canons of the Diocese; and
 - (b) determine and report to the president whether or not a quorum is present.
- (7) a quorum shall be constituted if two-thirds of the clerical members and two-thirds of the lay members whose names are on record in the Synod Office, are present.

The Holy Eucharist

5. At the appointed day and hour, the electoral Synod shall commence with the celebration of the Holy Eucharist.

Order of Business

6. Immediately following the celebration of the Holy Eucharist, the members of the Synod shall assemble, and after prayers, the order of business shall be as follows:
- (1) election of clerical and lay secretaries, if necessary;
 - (2) the clerical roll shall be called by the clerical secretary and the roll of the lay delegates by the lay secretary;
 - (3) confirmation of the quorum;
 - (4) nomination of scrutineers, two clerical and one lay to count the clerical ballots, and two lay and one clerical to count the lay ballots;
 - (5) if a person so appointed is nominated for election, the president shall immediately appoint some other person, not nominated, as a replacement.

Functions of the President

7. The president shall
- (1) issue appropriate instructions concerning the confidentiality of the proceedings and such other matters as warrant the attention of Synod;
 - (2) request that the actions of Synod members be guided by prayer;

- (3) call for further nominations in accordance with this Canon and refer them to the Search Committee;
- (4) call for a motion to close nominations; and
- (5) notwithstanding 9(4) above, at the request of a majority of either clerical or lay members, assemble synod at any time for the purpose of receiving additional nominations or for consultation.

Nominations

8. Notwithstanding anything in this Canon, nominations in writing, together with the nominee's written consent and curriculum vitae, shall be received and duly verified by the Search Committee prior to the casting of the first ballot.
9. The Search Committee shall
 - (1) verify and circulate to Synod members the curricula vitae of persons nominated from the floor; and
 - (2) prepare and present an alphabetical list of all the nominees; and
 - (3) cause to be nominated for election as Bishop the persons listed.

Voting

10. The Credentials Committee shall report additions or deletions from the previous approved list of lay and clerical members.
11. A motion for acceptance of the revised clerical and lay rolls will be received and put to the vote of Synod.
12. Voting shall not commence until the president has ascertained
 - (1) if any member of Synod has objected in writing to a nominee on the basis of a canonical impediment; and
 - (2) whether or not that impediment exists.
13. After voting has begun, points of order may be raised orally but without discussion. Appeals shall be in writing and presented to the president, whose decision shall be final.

14. Two ballot boxes shall be provided, one for clerical members and one for lay members.
15. Ballots for each round shall have a distinctive colour and each ballot shall bear the number of that round and be further identified as to lay or clerical use.
16. Voting shall proceed in the following manner:
 - (1) every member present shall be obliged to cast a ballot on each vote; ballots may be blank;
 - (2) scrutineers shall vote first in their respective ballot boxes;
 - (3) each member of Synod shall deposit a ballot in the appropriate box;
 - (4) the president, having ascertained that all members have voted, shall declare the ballot closed;
 - (5) after the first ballot, any nominee may withdraw;
 - (6) At the conclusion of each ballot, the scrutineers shall count the votes cast and report to the president showing, in alphabetical order, the names of all persons receiving votes and indicating the number of votes cast for each;
 - (7) To be elected, a nominee must receive two-thirds of the votes of the lay members present and two-thirds of the votes of the clerical members present in a single round of balloting;
 - (8) in the event that no nominee is elected on the first ballot, balloting shall continue until an election is declared or the Synod decides to discontinue balloting.
17. The Synod shall
 - (1) adjourn if, after twenty ballots, no nominee has been elected; and
 - (2) be required to meet again at the call of the Administrator and in accordance with the provisions of this canon. This meeting shall occur within six months of the date of the first Synod.
18. If, after twelve months from the date of the vacancy of the See, no election is completed, the election of the Bishop shall become vested in the Synod of the ecclesiastical province.

Post-Election Procedures

19. The appointment and consecration of the Bishop-elect shall be subject to Canon 4 of the Canons of the ecclesiastical province and will be directed by the Metropolitan or Acting Metropolitan.

CANON 2

THE SYNOD

HOW CONSTITUTED:

1. The Synod of the Diocese shall consist of the Bishop, who shall be President, or in case of a vacancy of the See, the Administrator, the active clergy licensed by the Bishop or Administrator, any other person licensed by the Bishop or Administrator to take charge of any parish within the Diocese, the lay delegates, the Chancellor, the Registrar and the President of the Diocesan Board of the Anglican Church Women.
2. A quorum of the Synod shall consist of at least one-half of the licensed clergy of the Diocese, and of lay delegates from not less than one-half the parishes entitled to send delegates to Synod.
3. The Synod shall meet at the call of the Bishop, or if the See is vacant, or the Bishop is for any reason unable to act, at the call of the Administrator, in conference with the executive committee of the Diocese, or at the call of the Metropolitan of the Province.
4. The Synod shall have power from time to time:
 - a) To enact such canons and by-laws and to make such rules, orders and regulations, and to pass such resolutions as it may deem expedient.
 - b) To appoint such committees with such power as it considers advisable.
 - c) The Bishop or Administrator shall be ex-officio a member of all committees.
5. No canon, by-law, rule, regulation, or other act of the Synod shall be valid without the concurrence of the Bishop or other president of the Synod, and the majority of the members of the Synod present, or a majority of both orders if a vote by orders be requested by the Bishop, or other president, or by two members of each order.

Honorary Secretaries

6. An Honorary Clerical Secretary and an Honorary Lay Secretary shall be chosen by the Synod from among its members who shall remain in office until the next meeting of the Synod, and their duty shall be to take minutes of the proceedings of the Synod, to record them in a book provided for that purpose, and within a reasonable time after the close of the session to deposit with the Secretary-Treasurer of the Synod, for safe keeping all books and papers relative to the concerns of the Synod, which may be in their possession, to transmit to their proper destination all memorials, resolutions, orders, and directions passed by the Synod, to attest the public acts of the body, to issue after notification by the Bishop of the name and place of the meeting, the circular concerning the ordinary meetings of the Synod.

Lay Delegates

7

- a.
 - i) **Lay Delegates** of the Diocesan Synod shall be communicants, resident in the Diocese for at least six months, who are not in Holy Orders and are of the full age of eighteen years. They must be elected by communicants at a duly called congregational meeting subject to the Provisions of Canon IX and must be members of the electing congregation.
 - ii) **Youth lay delegates** of the Diocesan Synod shall be communicants, resident in the Diocese at least six months, and who are of the full age of fifteen (15) years. Each parish or multi-point parish shall be entitled to elect one (1) youth delegate to Synod. They must be elected by communicants at a duly called congregational meeting subject to the Provisions of Canon IX and must be members of the electing congregation.
- b.
 - i) Each parish or duly organized congregation having not less than 10 qualified voters may elect delegates to Synod in the following numbers
 - ii) For the first fifty, or portion of the same, qualified voters in the parish one Lay Delegate; for the next fifty, or portion of the same, qualified voters in the parish one additional Lay Delegate and thereafter for each group of one hundred qualified voter or portion of the same, in the parish,

one additional Lay Delegate to Synod up to a maximum of five Lay Delegates for any one parish.

iii) Where a parish or duly organized congregation has less than 10 qualified voters such parish or duly organized congregation may join with any other similar parish or duly organized congregation and the election of Lay Delegate may be determined by agreement between the said parishes and/or congregations shall be entitled shall be calculated on the basis of the total number of qualified voters in the two or more parishes or duly organized congregations.

8. Every congregation shall elect as many substitute delegates and may elect twice as many, as It is permitted to elect delegates. If, because of removal, death or resignation, or any other cause, there is no delegate or substitute delegate available to attend a session of Synod, a new election shall be held forthwith

9. It shall be the duty of the Secretary-Treasurer to forward by post to each cleric during the first week of December each year, sufficient copies of the form of certificate printed below. If a parish is vacant the certificate shall be sent to the Churchwardens

FORM OF CERTIFICATE

Parish of _____ Diocese of Caledonia

Congregation of _____

Number of Qualified Voters _____

I hereby certify that at a meeting _____ of this congregation held _____ day of _____ 19_____

Mr, Mrs, or Miss _____

was(were) duly elected Lay Delegate(s) to the Synod of the Diocese of for the current year and that Mr, Mrs, or Miss _____ was(were) duly elected as substitute delegate(s).

_____ Chairman _____ Secretary

10. It shall be the duty of the Incumbent, or in the case of a vacancy, the Churchwarden, within six days after the election of lay delegates, to send the Secretary-Treasurer of the Diocese, the above certificate properly filled in and signed.

B. ORDER OF PROCEEDINGS

1. The Synod shall be opened with Holy Communion, and each session of the Synod shall be opened with prayer.
2. The hours of meeting and adjourning shall be fixed by the Bishop or in his absence the Administrator.
3. On the first day the first business shall be the calling of the roll of the clerical and lay members by the Honorary Clerical and Lay Secretaries respectively.
4. Upon a quorum being declared present the Synod shall elect:
 - a) Honorary clerical and lay secretaries.
 - b) An audit and accounts committee.
5. The order of business shall be as follows:
 - a) Report of credentials committee.
 - b) Reading, correcting and confirming minutes.
 - c) Appointing committees.
 - d) Presenting, reading and referring memorials and correspondence.
 - e) Presenting and dealing with report of committees in such order as the Bishop may direct.
 - f) Enactment of canons.
 - g) Notices of motion.
 - h) Unfinished business.
 - i) Consideration of motions.
 - j) New business.
 - k) Elections.

This order shall be subject to change by a vote of the Synod. An address from the Bishop shall be in order at any time.

C. RULES OF ORDER

1. When the Bishop or other person presiding has taken the chair no member shall continue standing.
2. When any member wishes to speak, he shall rise and address the chair.
3. When two or more members rise at the same time, the chairman shall name the party first to speak.
4. No member, save the mover of a resolution, who as mover is entitled to reply, shall speak more than once on the same question except by permission of the Synod.
5. A member called to order while speaking shall sit down unless permitted to explain.
6. No member, except with the consent of the Synod, shall speak at any time for more than ten minutes.
7. A member may rise to explain while another is speaking if permitted by the chair.
8. When a motion duly seconded has been read to the Synod, it cannot be withdrawn without the Synod's consent.
9. When a motion or resolution has been moved and seconded, no other motion or resolution shall be received except
 - a) To adjourn.
 - b) To move the previous question.
 - c) To lay it on the table.
 - d) To consider it clause by clause.
 - e) To postpone it to a certain time.
 - f) To postpone it indefinitely.
 - g) To amend it.
 - h) To commit it to a sub-committee.
 - i) To divide upon it.

And motions for any of these purposes shall have precedence in the order here named.

All motions, amendments, and resolutions shall be in writing with name of the mover and seconder thereon.

10. Before any motion involving the spending of money not already provided for, is put to the Synod for vote, it shall be referred by the Bishop or presiding officer of the Synod, to the Finance Committee, or other appropriate or special committee, for report as to whether the money proposed to be spent is presently available, or, if not, what steps should be taken to provide such money should such motion be adopted by the Synod.
11. Motions to adjourn, moving the previous question, or to lay on the table shall be decided without debate.
12. A motion to adjourn shall always be in order.
13. No more than one amendment to a proposed amendment shall be in order.
14. All elections shall be by ballot unless in any case a majority of members of the Synod authorizes an election by show of hands, or by standing vote. Provided, however, that the election of delegates to the General and Provincial Synods, and to the executive committee of the Synod shall always be by ballot, the clerical members to be elected by the clergy and the lay members by the lay delegates.
15. When required by the chairman, or by two clerical and two lay members, the votes of the clergy and laity shall be taken separately.
16. The Reports of Committees shall be in writing, signed by the Chairman and Secretary of the committee and if such reports shall recommend any action or contain any expression of opinion, they shall be accompanied by a resolution in writing for the action of Synod thereon.
17. No rule of order shall be suspended and no motions for reconsideration of any matter shall be adopted except with the consent of the Chairman and a two thirds majority of the members present.
18. All questions of order shall be decided by the chair.
19. In any unprovided case, resort shall be had to the rules of order of the General Synod.

CANON 3

CERTAIN OFFICERS & COMMITTEES

A. CHANCELLOR

1. The Chancellor shall be a communicant of the Anglican Church of Canada, preferably, but not necessarily resident in the Diocese, and a Barrister-at-Law of the Province of British Columbia of at least three years' standing.
2. He shall be appointed by the Bishop and hold office at the Bishop's pleasure.
3. It shall be his duty to advise the Bishop and/or his Commissary, the Archdeacon, the Synod and the committees of the Synod, on all legal questions submitted to him.
4. The Chancellor shall be ex-officio a member of the Synod,
5. Upon a vacancy in the office, or in case of the absence or inability of the Chancellor, the Bishop may appoint a Vice-Chancellor having the same qualifications for Chancellor hereinbefore set out and who during such vacancy, absence or Inability, shall have the powers and duties of the Chancellor.

B. REGISTRAR

1. There shall be a Registrar of the Diocese appointed by the Bishop who shall hold office during the Bishop's pleasure.
2. The Registrar shall be the custodian of:
 - a) All official papers and documents, including the constitution and canons of Synod, and all changes thereof, or additions thereto, shall be duly entered and recorded, and also the canons and constitutions of the General and Provincial Synods, and of any changes or additions thereto, and all other books, papers and documents that the Bishop, of the Synod may order him to hold.
 - b) All legal papers relating to the properties held, or occupied by either the Synod of the Diocese, or duly organized congregations, and to keep a list of all such properties. He shall preserve all such papers, files and documents, insurance policies, journals, certificates of title and legal papers as aforesaid, and he shall arrange such, label, file index, and put them in some accessible, and secure place of deposit, so he may readily give certified copies under the seal of the Synod of any document in his custody. The record of the constitution, canons, and amendments thereto, shall be signed by

the Bishop of the Diocese, and the Registrar, and sealed with the seal of the Synod.

3. In the case of illness, absence, or other inability of the Registrar, the Bishop may appoint a Deputy Registrar who shall hold office during the pleasure of the Bishop, and shall have the powers of the Registrar until the Registrar, with the approval of the Bishop, resumes the duties of his office.
4. On the resignation, or death of the Registrar, the retiring Registrar, or in the case of death, his representative, shall place in the hands of the Bishop, all books, records, documents, etc., belonging to his office as Registrar of the Synod who shall in turn place them in charge of one whom he deems suitable to perform the duties of that office.

C. DEAN

1. The Rector of St. Andrew's Cathedral in the See City may be appointed by the Bishop as Dean of Caledonia. When such Rector has received the appointment he shall hold the office at the will of the Bishop.

D. ARCHDEACONS

1. Archdeacons appointed by the Bishop shall possess delegated authority from the Bishop with a designated area of jurisdiction.
2. There may be an Archdeacon of Caledonia whose area of jurisdiction shall include the office of Commissary to the Bishop, except in unusual circumstances to be determined by the Bishop.
3. They shall cease to hold the office when, in the opinion of the Bishop, they are not capable of fully performing the duties of their office from age, or ill-health, or on arriving at the age of seventy years, provided, however, that the Bishop may extend their term of office for further periods of one year each, if the Bishop is of the opinion that they are capable of fully performing the duties of their office.
4. An Archdeacon shall make such visitations as the Bishop may from time to time direct. On ordinary visitations he may examine the parochial books to see that they are properly kept, that there is a list of property, both real and personal, of the parish, and that the deeds of any land are in the custody of the Registrar of the Diocese, and that there is a list of the members of each congregation, including children and their ages and whether confirmed or not.

5. He shall examine the buildings, and burial ground, the state of repair of the buildings, the debts, if any, upon them, and the fire insurance thereon, and shall arrange for the consecration of churches and burial plots.
6. He shall induct Rectors and Incumbents in their cures, either himself, or by his deputy at the request of the Bishop.
7. He shall co-operate with and act as advisor to the Regional Deans, and other clergy and in these and other ways help the Bishop, and also perform all the other functions and duties of an Archdeacon.

E. REGIONAL DEANS

1. Regional Deans shall be nominated by the Regional Chapters and shall be appointed by the Bishop for three years, but a Regional Dean shall be eligible for re-appointment at the end of any term of office.
2. The Bishop may from time to time fix and alter the boundaries of Regions. If a Regional Dean is absent from his Region for six months, or moves therefrom, the office shall become vacant unless the Bishop otherwise directs.
3. It shall be the duty of the Regional Dean to see that Regional Conferences are summoned yearly or at the request of the Bishop.
4. He shall also examine parish records to see they are properly, neatly, and legibly kept; to examine from time to time all church properties, both real and personal, in his Region; to see that they are kept in proper order, insured and that correct statistical and other returns are made.
5. He shall summon the clergy in his Region to meet him in Chapter at some appointed place at least once a year for mutual edification and for any business that may require attention.
6. He shall also summon a meeting of the Chapter when so required by the Bishop, Administrator, or Archdeacon.

F. AUDITOR

1. The Synod shall at each regular session appoint one or more auditors whose duty it shall be to audit, and report on all receipts and expenditures of the Synod, or for which the Synod is responsible on the keeping and correctness of the books and accounts of the Synod, and to check and report upon any securities belonging to, or held by the Synod.

G. SECRETARY-TREASURER

1. A Secretary-Treasurer shall be appointed by the Bishop subject to the approval of the Executive Committee. He shall attend to the business of the Synod while not in Session under the direction of the Bishop and Executive Committee. He shall receive all monies paid to him under the authority of the Synod, enter the record of any such monies in books provided for that purpose, and shall deposit all such sums as soon as they are received, to the credit of the Synod, in such chartered bank or banks as may from time to time be appointed by the Executive Committee of the Synod. He shall pay such ordinary expenses as are ordered by the Bishop, and extraordinary expenses as are ordered by the Bishop, together with the Executive Committee of the Diocese. He shall furnish security as may be from time to time prescribed by the Executive Committee. Cheques must be signed by the Secretary-Treasurer and the Bishop, or Administrator, or someone given his power of attorney to sign cheques issued by the Secretary-Treasurer.

H. HONORARY SECRETARY-TREASURER

1. There may be an Honorary Secretary-Treasurer elected on a majority vote of the Synod at each session, whose duties shall be to advise and assist the Secretary-Treasurer in the performance of the duties of that office, as hereinbefore set out.

I. EXECUTIVE COMMITTEE OF THE SYNOD

1. There shall be a standing committee of the Diocese called the Executive Committee which shall consist of the Bishop of the Diocese or the Administrator, who shall be the Chairman ex officio, the Archdeacons, the Dean, the Regional Deans, the Chancellor, the Registrar, the Secretary-Treasurer, the Diocesan President of the Anglican Church Women and other delegates elected or appointed as follows:

four laypersons shall be elected by the lay members of Synod from members of Synod in the following manner, two members shall be elected at each yearly Synod to serve for a term of two Synods or in the event Synods are not held annually then all four may be elected at once to serve until the following Synod. At the time of the first election following the creation of this section four delegates shall be elected, two for one Synod term and two for a two Synod term and thereafter herebefore set forth.

Two clergy delegates shall be elected by the clerical members of Synod who will serve until the next meeting of Synod.

Two clergy and two laypersons may be appointed by the Bishop in his discretion.

2. Five members of this committee shall form a quorum thereof provided that two members of the quorum shall not be officers of the Diocese.
3. The committee shall be called together by the Secretary-Treasurer on the request of the Bishop, or any three members of the Committee.
4. It shall be the duty of the Executive Committee to carry out the orders of the Synod, and in the interval between sessions of Synod may exercise the executive powers of the Synod.
5. All vacancies occurring in the elected members of the Executive Committee between meetings of the Synod shall be filled by the Bishop from the names next in order of the substitutes, if any such are available. If not, then as he may deem advisable.
6. The Executive Committee may appoint such sub-committees with such powers as it may from time to time deem advisable.
7. There shall be a sub-committee of the Executive Committee known as the Sub-committee on Finance.

J. COMMITTEE ON CANONS

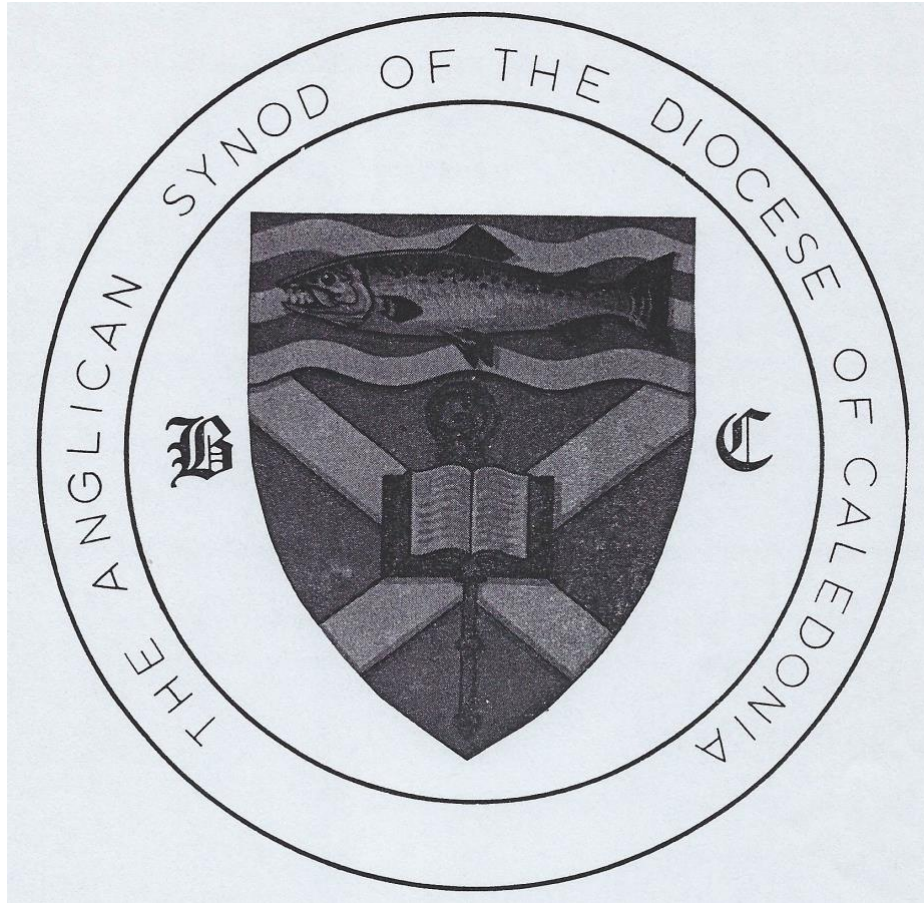
1. There shall be a Standing Committee of Synod to be known as the Committee on Canons, the members of which shall be elected by the Executive Committee and subject to the approval of the Bishop. The Committee shall prepare for presentation to the Synod through the Executive Committee such new Canons or amendments, additions, substitutions or deletions in or to the Constitution and Canons as shall be referred to them by the Bishop or the Executive Committee.

K. OTHER COMMITTEES

1. Subject to the approval of the Executive Committee the Bishop may appoint Diocesan Committees.

CANON 4

The Seal of the Synod & the Execution of Documents



1. The Seal, used by the Synod, a copy of which appears above is, and shall continue to be the seal of the Synod. The Bishop shall, from time to time, direct who shall have custody and care of the seal.

2. The Bishop, or in the event of his absence from the Diocese, or his inability to act, the Chancellor of the Diocese, or in the event of the absence from the Diocese of the Chancellor, or his inability to act, the Vice-Chancellor, shall execute all deeds and documents which from time to time are required to be executed on behalf of the Synod. The mode of execution of such deeds and documents shall be by affixing thereto the seal of the Synod, and by the Bishop or Chancellor or Vice-Chancellor signing the same, and by the Secretary-Treasurer or some person duly authorized by the Bishop, or the Synod, countersigning the same.

CANON 5

THE CLERGY

A. DESIGNATION

1. Clergy licensed to and in charge of a parish in the Diocese of Caledonia shall be designated Incumbents.

B. RESPONSIBILITY

1. It shall be the duty of the Incumbent to take responsibility for all music used in the church, and inasmuch as the music of the church pertains to the spiritualities thereof, he shall also direct the work of the organist, choir leader and choir.

C. STIPEND AND ACCOMODATION

1. In the discretion of the Bishop, clergy shall be provided with:
 - i) A stipend not less than that prescribed by the General Synod for Missionary Clergy.
 - ii) A house or lodging kept in good repair.
 - iii) Light, heat, water, telephone and other necessary utilities where readily available for the house or lodging provided.
2. In case a cleric dies the family of such deceased cleric shall be allowed to occupy the house and premises for such a period as the Bishop may direct, but not exceeding three months from the date of the death of the clergyman. If the cleric is compelled to resign through age, sickness or infirmity, he shall be entitled to the same privilege of occupation.

D. VEHICLES

1. The acquiring of motor-vehicles and the expense of the operation and maintenance of all motor-vehicles to be operated by the cleric of any parish shall be in the discretion of the Executive Committee of the Synod and subject to such regulations as may be made from time to time by the said Executive Committee who shall give due consideration to personal ownership.

2. A cleric shall be paid a grant for the operation of any vehicle in the business of the parish.
3. It shall be the duty of the cleric to satisfy himself and the Executive Committee that any motor vehicle in his charge is insured to the amount of insurance coverage required for proof of financial responsibility under the Motor Vehicles Act of the Province of British Columbia, statutes of British Columbia 1957, Chapter 39, and any amendments thereto. Where a grant or a loan is made to an cleric in aid for the purchase of a motor car for the purposes aforesaid, such cleric shall place insurance in accord with the terms of car loans granted by M.S.C.C. and shall keep said vehicle so insured until such time until the full amount of the loan shall have been repaid or the condition of the grant fulfilled to the party making the said grant or loan, and such policy of insurance shall be in every case endorsed with the words "with loss payable to the Diocese of Caledonia and the insured, as their respective interests may appear ",
4. The Diocese of Caledonia and/or the parish in which the cleric is licensed may in its or their own discretion make grants and loans for aid in the purchase of a motor vehicle for the purpose aforesaid. Such grants shall in every case be repayable in three equal annual consecutive payments. No cleric shall enter into any agreement, either with the Diocese or the parish or with any Other person or body corporate to purchase any motor car for the purposes aforesaid where the term of payment shall extend for any period longer than three years from the date of such purchase.

E. MARRIAGES

1. It shall be the duty of the officiating clergyman to ensure that Canon XXVII, on Marriage in the Church enacted by the 23rd Session of the General Synod of the Anglican Church of Canada is followed in its entirety except that Regulations Part I dealing with Notice be deleted and the following substituted therefor. Thirty (30) days notice of an intended marriage shall be given by the parties to the officiating clergyman. The Bishop at his discretion may waive this requirement.
2. It shall be the duty of the Incumbent of every parish to provide a course of instruction in the meaning of Christian marriage for all persons intending to be married in the church.

F. BAPTISMS

1. It shall be the duty of the officiating clergyman to ensure that Godparents at a baptism are themselves baptized persons.

CANON 6

LAY WORKERS

A. LAYWORKERS IN CHARGE OF PARISHES

1. Stipendiary Lay Readers, Divinity Students, Deaconesses, and Bishop's Messengers to be licensed for work in the Diocese shall be licensed to work under the supervision of a nearby Priest. If no Priest is near enough to act in that capacity, the Lay Worker so concerned shall be licensed to work under the supervision of the Bishop or Archdeacon. The designation used by and for such lay workers shall be as the case may be - "Lay Reader in charge", "Student in charge", "Deaconess in charge" or "Bishop's Messenger in charge".

B. LAY READERS

1. Lay Readers shall be appointed and licensed by the Bishop.
2. Diocesan Lay Readers, who shall be honorary, shall be chosen and appointed by the Bishop and their duties shall be entirely under the control and direction of the Bishop.
3. Parochial Lay Readers, who shall be honorary, may on the recommendation of an Incumbent to the Bishop, be licensed by the Bishop to officiate regularly or specially in such Incumbent's parish and shall be entirely under the control and direction of the Incumbent. When officiating, they shall wear cassock and surplice and such badge of office as the Bishop may authorize. Such Parochial Lay Readers' Licences shall be renewed annually on the written request of the Incumbent and such Licences shall need no further endorsement by the Bishop.
4. Upon a new Bishop assuming jurisdiction in and over the Diocese, all Lay Readers' Licences lapse.

CANON 7

APPOINTMENTS TO PARISHES

1. The selection and appointment of Incumbents shall be as follows:
 - a) Upon a vacancy, a committee shall be established including the Bishop as chairman, or the Archdeacon representing the Bishop; the Churchwardens; the lay delegates to Synod of that congregation; and the licensed lay-readers of that congregation.
 - b) The committee shall consider and set in order of preference at least three (3) names from any provisional list submitted by the Bishop and parochial members of the said committee.
 - c) The Bishop, having approved the final selection of three (3) names, shall invite them in order of preference; shall make appointment; and arrange institution and/or induction.
 - d) Where for any reason there is a prolonged failure to agree in a selection the Bishop shall have power to make the appointment.

CANON 8

CHURCH BUILDINGS

1. Title to all lands shall be registered either in the name of the Bishop or of the Anglican Synod of the Diocese of Caledonia. All Certificates of Title shall be left for safekeeping in the appropriate Land Registry Office.
2. The title to all memorials and other items given to any church shall be vested in the Anglican Synod of the Diocese of Caledonia.
3. No building shall be erected, altered structurally, added to, demolished, sold, or purchased unless the proposed plan thereof is first submitted to the Bishop or in his absence the Archdeacon together with the approval of the appropriate local approving officer. Approval shall be given or refused after due consideration of such matters as suitability, financial resources of the congregation concerned and the cost of building.
4. No alteration shall be made in the decoration or furniture of a church, nor shall new memorial windows or furnishings or ornaments be added without the joint consent of the Incumbent and Church wardens and subject to the approval of the Bishop.

CANON 9

CONGREGATIONS

1. The churchwardens shall provide a book in which each member of such congregation who is at least eighteen years of age and who has been baptized, shall subscribe his or her name as being an adherent and habitual worshipper with the congregation.
2. A meeting of the congregation shall be held each year. Adequate notice shall be given to qualified voters either in writing or during Divine Worship on a previous Sunday. All matters fiscal and statistical shall be computed from January 1 to December 31.
3. At the Annual Meeting:
 - a. The Incumbent, if present, shall be chairman but in his absence the next with the right to preside is the Minister's Churchwarden, but the congregation may elect one of its members as chairman. "
 - b. Qualified voters shall be adherents of the Anglican Church of Canada of full eighteen years of age who have been habitual worshippers of not less than three months with the congregation which is holding the congregational meeting and not using a franchise in any other congregation.
 - c. Qualified voters shall have the right to attend congregational meetings and vote on all matters excepting the election of lay delegates to the Diocesan Synod.
 - d. The congregation shall elect a Recording Secretary who shall keep accurate record of the minutes and proceedings of the congregation and the church committee in a book to be supplied by the Churchwardens for that purpose, which book shall be carefully preserved with other parochial records.
 - e. Reports shall be given by:
 - i) the Incumbent, or on his behalf, of all regular and occasional services which have been held;
 - ii) the Minister's Churchwarden, or on his behalf, of the condition of the church building, church hall, mission house, vicarage or rectory; ill) The People's Churchwarden, or on his behalf, of the offerings of the people during the past year and the revenue of the congregation and how they have been expended, such a report to include a financial statement certified by the church wardens and two other members of the congregation who have examined the church accounts.

- f. The Incumbent shall appoint his own Churchwarden, or, if the Incumbent desires, he may be elected.
 - g. The Peopled Churchwarden shall be elected by the congregation.
 - h. The sidesmen shall be elected from among the congregation to assist the Churchwardens. They may be male or female.
 - i. Qualified voters as defined in Section 3b of this Canon who are also communicants and present at the meeting, shall have the right to vote for lay delegates to Synod.
 - j. It shall be the duty of the Incumbent, or in his absence, the Minister's Churchwarden, to see that a certified copy of the Recording Secretary's record of the meeting be sent to the Bishop within 30 days of the annual meeting along with the Annual Financial Statement.
4. Each parish must adopt a budget by May 31 each year to indicate the anticipated financial need for the ensuing year as a congregational responsibility under God's guidance and blessing.
5. The incumbent, or in the case of a vacancy, the Bishop or the Archdeacon or the Churchwardens may call a special meeting of the congregation at any time, notice thereof being given during Divine Service.

6. CHURCH COMMITTEE

- a. There shall be an executive committee of the congregation called the Church Committee which will be constituted at each annual meeting. It shall consist of:
 - i) The Incumbent
 - ii) Any Ordained Assistant
 - iii) The Chairman of the Church Committee, if any
 - iv) The Recording Secretary
 - v) The Churchwardens
 - vi) The Treasurer
 - vii) The Envelope Secretary
 - viii) The Lay Delegates, Alternate Delegates and
 - ix) Youth Delegates, if residents
 - x) Members at large up to a maximum of 10 persons, of whom one may be between the ages of 15 and 18 years.
 - xi) The Lay Readers
 - xii) One representative each elected by:
 - The Sunday School
 - A.C.W.
 - Church Army or any other organizations.

- b. This committee shall meet monthly, if possible, but at least twice in the year in April and October to promote the welfare of the parish or mission and to see that accounts are paid and remittances made to the Synod of the Diocese.
- c. A quorum of the Church Committee shall be one Churchwarden and at least one third of the members of the Church Committee.
- d. If a Treasurer is elected by the Church Committee he shall have authority to sign cheques along with the Churchwardens so that any two of the three may sign, this should not preclude the Incumbent being appointed a signing officer, in which case any two of the four would then sign cheques.
- e. The Incumbent, or in a case of a vacancy, the Bishop or the Archdeacon, or the Churchwardens may call a special meeting of the Church Committee at any time upon notice thereof being given during Divine Service.
- f. Vacancies among the members at large elected, due to death, removals or neglect or refusal to act, may be filled by the Church Committee.

7. CHURCHWARDENS

- a. The Minister Churchwarden is the Senior Churchwarden, and his special duty is to keep himself informed concerning the condition of all real and movable property of the church in the particular place and report such condition to the congregation at the annual meeting
- b. The Peopled Churchwarden is elected by the annual meeting of the congregation and his special duty pertains to the offerings of the people and the proper accounting for their safekeeping and expenditure.
- c. The Churchwardens shall be jointly responsible to see that the services of the church are held in all possible circumstances of decency, cleanliness and order, and they shall endeavour to show themselves examples to the congregation in all matters of love and loyalty to the Worship of God. They Shall assist each other and, if necessary, be assisted by sidesmen, in the collection of alms and other offerings of the congregation and the counting and entering of the same in the record book of services Immediately after any service where a collection has been made.
- d. Churchwardens shall be members of the congregation of the full age of nineteen years, and shall hold their office one year from the time of their appointment, or until the election of their successors. Churchwardens may be re-elected or re-appointed at the end of any term of office.

- e. The Churchwardens, together with the Incumbent of the parish or mission, shall be a committee of management in regard to financial affairs and temporalities of the church, but the ordering of services and other such matters relating to the spiritualities of the church, shall be under the control of the incumbent.
- f. In places where there is a chartered bank, or loan or savings company, the Churchwardens or Treasurer shall deposit in such bank, or company, to the credit of the church, all church gifts and revenues coming into their hands and make all payments by cheque on the said bank or company.
- g. If either Churchwarden should die during the year or remove so as to make impossible his habitual worship with the congregation an appointment shall be made by the Incumbent in the case of a Minister's Churchwarden by declaring the same at a regular Divine Service, or a special meeting of the congregation shall be called to elect a People's Churchwarden. In these cases such appointment or election shall hold good until the next annual meeting.

8. CHURCH COMMITTEE MEMBERS

- a. In general, the duty of Church Committee members and sidesmen shall be to assist the Incumbent and Churchwardens, and to discharge such duties as are assigned to them by the congregation.
- b. The special duties should include:
 - i) Making an annual survey of the parish in order to provide a list with addresses of all families professing to be members of the Anglican Church of Canada.
 - ii) Assisting the Incumbent in securing and reporting the names of new-comers and strangers, in seeking out men and families in need, and by visiting homes of men and families habitually neglecting Divine Worship,
 - iii) Assisting the Churchwardens:
 - (a) In making every member canvass for the support of the work of the church.
 - (b) In receiving and seating the congregation in the church.
 - (c) In taking up the offering and, if necessary in counting the offering on the conclusion of the service.
 - (d) In maintaining order in and about the church during Divine Worship.

CANON 10

FINANCES

1. Every parish and or congregation shall submit a budget-grant request on the form designated by the Executive for the following calendar year to the Regional Dean on or before the date specified by the Executive. The Regional Dean shall examine the budgets and forward them with his recommendations to the Bishop for his examination and action. This decision shall be conveyed to the parish and or congregation concerned.
2. In every parish it shall be the duty of the Incumbent and Churchwardens to educate and encourage the congregation to take a share both by prayer and offering, in the work of the whole Church.
3. The offerings from the Services of Christmas, in special envelopes provided by the Churchwardens for that purpose, shall be given to the Incumbent by the Churchwardens as a gift from the congregation.

CANON 11

ELECTION OF DELEGATES TO GENERAL & PROVINCIAL SYNODS

1. The prescribed number of clerical and lay delegates to the General and Provincial Synods shall be elected at the session of the Synod immediately preceding the respective meetings of the General and Provincial Synods.
2. When electing such delegates, the Synod shall also elect an equal number of substitute delegates, to take the place of any member elected who dies, becomes disqualified, or is unable to act.
3. In all other cases, the Bishop may fill any vacancy in any office or position that may become vacant, when the Diocesan Synod is not in session.
4. No person under the age of eighteen shall be elected to General Synod.

CANON 12

DISCIPLINE

1. The suggested Canon on Discipline as approved by the General Synod at Halifax on September 8, 1937 as found on Page 305 in the Journal of Proceedings of the Fourteenth Session of the General Synod of the Church of England in Canada, shall become the Canon on Discipline for this Diocese of Caledonia with the following change:

That the line 1 of Section 10 (1) the word "five*" shall be deleted and the word "thirty" substituted therefor.

CANON 13

CHURCH ARMY RULES FOR THE DIOCESE OF CALEDONIA

1. Every Branch of Church Army shall have a charter certificate of permission issued by the Bishop, which shall be framed and hung in a conspicuous position in the Church Army Hall.
2. Only consistent confessing Christians of the Anglican Church may be members of the Church Army. All members of the Church Army shall regularly attend Church Services and endeavour to induce others to attend, and also, to assist in every way to make Church Services and everything connected therewith as bright and helpful as possible.
3. All officers of the Church Army must be confirmed members of the Anglican Church and actual communicants, and, if married, living with their legal consort.
4. The regular officers of the branch shall consist of a First Captain, a Second Captain, a First Lieutenant, a Second Lieutenant, Sergeant-Major, a Secretary-Treasurer, and such minor officers as the members of the branch, in consultation with the Missionary in charge, shall recommend. Any member who is elected for the second year as a First Captain in good standing shall be considered a Field Captain. Any Captain who shall have been a First Captain for a period of five consecutive years may be elected as an Honorary Captain. The six mentioned officers' and the Field Captains' and Honorary Captains' Licences shall be issued by the Bishop. All other officers may receive a certificate of office issued and signed by the Missionary in charge.
5. The Officers specially mentioned in Section Four (4) shall be installed either by the Bishop, or the Missionary in charge, or by some other person appointed for this duty by the Bishop. The Installation shall take place as early as convenient in the New Year.
6. Any officer against whom an allegation has been made shall at once be temporarily suspended and an investigation shall be ordered. This investigation should be made by a committee consisting of the Missionary in charge, as Chairman, and three members of the branch. One chosen by the accused, one by the accuser, and one by the Missionary. The decision of the Committee shall be final and the accused officer, if found guilty, shall not be eligible for any office until he has expressed repentance when he may be elected to an office at some future annual election.
7. Church Army members should be noted for their honourable, kindly, helpful and pure lives, so that honour and reverence shall thus be won for the cause of Christ.

8. All meetings shall be conducted with due decorum and should not be prolonged unduly. Very late meetings should be avoided unless for very special reasons. No Church Army meetings should be held at the same time as the regular services of the Church.
9. The essential uniform of the Church Army members when on parade, or in meetings, will be the letters C.A. on the cap, or collar of the coat. Besides this, there may be worn the red cord over the shoulder. No other colours, chevrons, stripes, or uniform should be used.
10. The Hymn Book and other forms of service used by the Church Army shall be used at all meetings.
11. It is recommended that a collection be taken up at the meetings. In order to set a good business standard to the people of the community, it is considered necessary that every branch of the Church Army shall keep an exact account of all monies received and paid out, and to see that at the end of each year every debt owed by the branch is paid.
12. The Missionary in charge will always be anxious to further the interests of the Church Army, and his advice and general supervision should be sought and acted upon.
13. Finally, "Watch ye, stand fast in the Faith, quit you like men, be strong".

CANON 14

MAKING & AMENDING CANONS

1. Any proposal for an alteration of the Constitution or to enact, amend, or repeal, any Canon in whole or in part, must be sent to the Executive Committee, who shall lay it before the Synod at its next meeting.
2. Suggested changes of any Canon to be brought before Synod must be submitted in writing, at least two months before the date of Synod, to the Bishop who shall refer the matter to the Committee on Canons unless ruled otherwise by the Bishop.
3. No Canon shall be repealed or amended and no new Canon shall be enacted unless the same:
 - a) has been passed at a meeting of the Synod by the Bishop, and two-thirds of each order present, and confirmed by the Bishop and two-thirds of each order present at the next ensuing meeting of the Synod, or,
 - b) has been considered and approved by the Bishop and Executive Committee, and a copy thereof has been sent to each member of the Synod, when it may be passed at the following Synod by a two-thirds vote, or,
 - c) when it is passed unanimously by the Synod at which it is brought in.
4. There shall be a Book of Canons which shall be retained in the possession of the Registrar of the Diocese. When any Canon shall be repealed, amended or when any new Canon shall be enacted as herein provided, such repeal, amendment or new Canon shall be entered in the Book of Canons after having been duly signed by the Bishop and the Secretary Treasurer.

CANON 15

PAROCHIAL REGISTERS & RECORDS

1. The following are to be kept by the Parochial authorities:
 - a) A Register or Registers of Baptisms, Confirmations, Banns of Marriage, Marriages and Burials.
 - b) A Register of all services that take place in the Church, with the names of the Officiating Ministers and the amount of alms or collection in the church to be attested after each service.
 - c) A Book for entering the minutes of the annual congregational meeting and the church committee.
 - d) A book for the parish accounts.
 - e) A nominal roll of parishioners distinguishing those who are Communicants.
 - f) The Electoral Roll of the Parish.
 - g) A Book of the Canons of the Diocese.
 - h) A Diocesan Policy Book
 - i) An inventory of all Church goods belonging to the Parish and/or Diocese together with a record of property and estate.
2. It shall be the duty of every Minister officiating in the Diocese to cause to be registered in the Parish registers for that purpose, the name of all persons Baptized, Confirmed, Married or Buried. If the district where such ministrations are performed is not an organized parish, it shall be the duty of the officiating minister to send a true copy of the record of such ministrations to the Incumbent of the nearest parish thereto for registration.
3. It shall be the duty of the officiating minister to give a certificate in the case of Baptism, Confirmation or Marriage to the parties concerned therewith.

CANON 16

INTERPRETATION

1. Throughout these Canons it is expressly understood that the feminine gender may be substituted for the masculine.