

Constitution of the Diocese of Calgary: revisions for 79th Synod

Prepared by the Legislative Committee. Approved by Diocesan Council 2023

General rules of style and process.

1. Where a term is used as defined in Canon 1, it is capitalized throughout, e.g. Clergy, Office. If the word is used in a more general sense, it is not capitalized, e.g. office.
2. If a word is generally understood, it is not explicitly defined, e.g. lay, laity.
3. Do not define a term more than once. E.g. members of Synod are defined in C3 and are therefore not included in Canon 1 definitions.
4. If reference is made to a specific section of the Constitution or a Canon, avoid citing the details of title or subsection. E.g. Canon 13, not Canon 13, Parish Governance, sections 1(a), 2, or 3. This is a choice for simplicity and to avoid future changes if numbering is revised.
5. Substantive changes must be approved by a regular convention of Synod per C63.
6. Changes in numbering, capitalization and punctuation will be made by the Legislative Committee. These changes are “only a matter of form” per C64 and do not require a Synod vote.
7. Words that are changed/deleted/added are shown in **bold** for this presentation only, to focus the reader’s attention. However, some words not in bold may also be changed/deleted/added.

Ref.		Text
C3	now	(b) the Clergy of the Diocese who hold the Licence of the Bishop,
	new	(b) the Licensed Clergy
	why	Simplify with the new definition in Canon 1 for Licensed Clergy.
C3	now	up to eight (8) additional Parishioners appointed by the Bishop to serve as Lay members.
	new	up to eight (8) additional Parishioners appointed by the Bishop.
	why	Delete “to serve as Lay members” to reduce redundancy.
C3	now	(e) the following Officers of Synod if the office is not vacant and is held by a member of the Laity: the Executive Officer, the Chancellor, the Vice-Chancellor, the Solicitor, the Registrar, the Secretary, and the Treasurer.
	new	(e) the following Officers of Synod if the office is not vacant and is held by a lay person: the Executive Officer, the Chancellor, the Vice-Chancellor, the Solicitor, the Registrar, the Secretary, and the Treasurer.
	why	Change “member of the Laity” to “lay person” for simplicity.
C4	now	There shall be two Orders of the Synod, as follows: (a) the Clergy who shall be the ordained persons who are members of Synod, and (b) the Laity who shall be all other members of the Synod.
	new	There shall be two Orders of the Synod, as follows: (a) the Order of the Clergy who shall be the Bishop and the Licensed Clergy, and (b) the Order of the Laity.

	why	Clarify the Order of the Clergy. A bishop who is not the diocesan is included as Licensed Clergy unless retired and no longer holding a License. Simplify by removing “members of Synod” because this is clear in context.
C5	now	[Section title] Lay Members of Synod Elected by the Parishes of the Diocese
	new	[Section title] Lay Members of Synod from the Parishes
	why	Simplify the title to recognize that a lay member (parish) is either elected or appointed.
C5	now	Each Parish in the Diocese shall be entitled to elect up to the number of Lay Members of Synod determined in accordance with the following table:
	new	Each Parish shall be entitled to the number of lay members of Synod determined in accordance with the following table:
	why	Delete “in the Diocese” as unnecessary words. Delete “elect” because a lay member may be appointed by the Parish Council to replace a person who was elected. Remove “up to” because the Parish is entitled to the number specified, whether or not they use their full entitlement. Remove capitalization of Lay Members because the term is not defined in Canon 1; the meaning is clear here. Style Rule 1.
C6	now	The Lay Members of Synod elected by Parishes shall be elected by the Parishioners according to the procedure set out by Canon 13, “ Parish Governance ” and, upon election, shall be deemed to be a Lay Member of Synod.
	new	The lay members of Synod from the Parishes shall be selected by the Parishioners according to the procedure set out by Canon 13, and upon election (or appointment), shall be deemed to be a lay member of Synod.
	why	The words elected/election are removed because Canon 13 provides for appointment of a person to replace an elected lay member. Remove capitalization of Lay Members because the term is not defined in Canon 1; the meaning is clear here. Style Rule 1.
C7	now	No Lay Member of Synod may be elected by more than one Parish at any one time.
	new	No lay member may represent more than one Parish at any one time.
	why	Change “be elected” to “represent” to accommodate the election/appointment process of Canon 13.
C14	now	The Chancellor shall be a judge of the Court of Appeal of Alberta, the Court of Queen’s Bench of Alberta, or of the Provincial Court of Alberta , or a member of the Law Society of Alberta of not less than 10 years standing.
	new	The Chancellor shall be a judge of the Court of Appeal of Alberta, the Court of King’s Bench of Alberta, or of the Alberta Court of Justice , or a member of the Law Society of Alberta of not less than 10 years standing.
	why	The names of the courts recently changed.
C15	now	The Vice-Chancellor shall be a judge of the Court of Appeal of Alberta, the Court of Queen’s Bench of Alberta, or of the Provincial Court of Alberta , or a member of the Law Society of Alberta of not less than 10 years standing.

	new	The Vice-chancellor shall be a judge of the Court of Appeal of Alberta, the Court of King's Bench of Alberta, or of the Alberta Court of Justice , or a member of the Law Society of Alberta of not less than 10 years standing.
	why	The names of the courts recently changed.
C32	now	Within one month after a Convention of Synod is called, the Secretary shall: (a) send written notice of the Convention to each Parish; such notice to be addressed to the Incumbent, or if the position of Incumbent is vacant, then to the Wardens , (b) require the Incumbent or Wardens of each Parish to advise each Lay Member of Synod, and each Substitute Lay Member of Synod of the date and place of the Convention of Synod, and
	new	Within one month after a Convention of Synod is called, the Secretary shall: (a) send written notice of the Convention to each Parish; such notice to be addressed to the Incumbent, or if the position of Incumbent is vacant, then to the Church Wardens , (b) require the Incumbent or Church Wardens of each Parish to advise each lay member of Synod of the date and place of the Convention of Synod, and...
	why	Change "Wardens" to "Church Wardens" in line with Canon 1 definition and the Ordinance. Remove reference to Substitute Lay Member because this term is no longer used.
C35	now	[credentials form] I hereby certify that at the Annual General Meeting or a Special Meeting of the Parishioners of this Parish held on <i>(date)</i> , <i>(name of Member of Synod)</i> was duly elected to the Office of Lay Member of Synod and continues to hold that Office at this date.
	new	[credentials form] I hereby certify that at the annual meeting or a special meeting of the Parishioners of this Parish held on <i>(date)</i> , <i>(name)</i> was duly elected to the Office of Lay Member of Synod and continues to hold that Office at this date.
	why	Change annual general meeting to annual meeting of Parishioners to conform to current use. Simplify the form: change <i>name of Member of Synod</i> to simply <i>name</i> .
C36	now	Where a Substitute Lay Member of Synod has been appointed to attend a convention of Synod the credentials shall be in the following form: [credentials form] I hereby certify that the Office of Lay Member of Synod in this Parish that was held by <i>(name of Lay Member of Synod unable to attend Synod)</i> has become vacant and <i>(name of Substitute Lay Member of Synod)</i> has been duly appointed to fill that vacancy.
	new	Where a lay member of Synod from a Parish has been appointed to fill a vacancy according to Canon 13, the credentials shall be in the following form: [credentials form] I hereby certify that the Office of Lay Member of Synod in this Parish that was held by <i>(name of Lay Member of Synod unable to attend Synod)</i> has become vacant and <i>(name)</i> has been duly appointed to fill that vacancy.
	why	Change the introductory sentence to conform to the current procedure in Canon 13 for filling a vacancy. Simplify the form: change name of Substitute Lay Member of Synod to simply name.

C37	now	Each Lay Member elected or Substitute Lay Member of Synod appointed by a Parish shall deliver the said form of credentials to the Registrar prior to the deadline set forth in the Convening Circular.
	new	Each Lay Member elected or appointed by a Parish shall deliver the said form of credentials to the Registrar prior to the deadline set forth in the Convening Circular.
	why	Change to conform to the current procedure in Canon 13 for filling a vacancy.
C42	now	The Rules of Order to be used at a Convention of Synod shall be those set out in Canon 2, “Rules of Order of the Synod” .
	new	The Rules of Order to be used at a Convention of Synod shall be those set out in Canon 2.
	why	Delete the title of Canon 2. Style Rule 4.
C43	now	(i) one Clergy Member of Synod from each Regional Deanery of the Diocese , such person to be elected by the Lay and Clergy Members of Synod from the corresponding Regional Deanery at each Regular Convention from among the Clergy Members of Synod serving in Parishes within the corresponding Regional Deanery;
	new	(i) one Licensed Cleric from each Regional Deanery, such person to be elected by all the members of Synod from the corresponding Regional Deanery at each Regular Convention from among the Licensed Clergy serving in Parishes within the corresponding Regional Deanery;
	why	Change Clergy Member of Synod to Licensed Cleric per Canon 1 definition. Delete “of the Diocese” as not necessary (see Canon 1 definition of Regional Deanery). Change “the Lay and Clergy Members of Synod” to “all the members of Synod” to simplify while being clear that only members from the regional deanery may vote. Likewise change Clergy Members to Licensed Clergy.
		END of proposed changes to the Constitution

Canon 1 of the Diocese of Calgary: revisions for 79th Synod

Prepared by the Legislative Committee. Approved by Diocesan Council 2023

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2. If a word is generally understood, it is not defined in Canon 1, e.g. lay, laity.
3. Do not define a term more than once. E.g. members of Synod are defined in C3 and are therefore not included in Canon 1 definitions.
4. If reference is made to a specific section of the Constitution or a Canon, avoid citing the details of title or subsection. E.g. Canon 13, not Canon 13, Parish Governance, sections 1(a), 2, or 3. This is a choice for simplicity and to avoid future changes if numbering is revised.
5. Substantive changes must be approved by a regular convention of Synod per C63, C67.
6. Changes in numbering and punctuation will be made later by the Legislative Committee. These changes are “only a matter of form” per C64, C68 and do not require a Synod vote.

	Text
Now	Average Sunday Attendance: The Average Attendance at weekend services as calculated on the Annual Return Form.
New	Average Sunday Attendance: The Average Attendance at weekend services as reported on the Annual Return Form.
why	Change calculated to reported. The ARF does not show calculations, only the result.
now	Bishop (or Diocesan): The Bishop of the Diocese.
new	The Bishop: The Bishop of the Diocese of Calgary elected in accordance with Canon 6.
why	Clarify the distinction between the diocesan bishop and any other bishops in/of the diocese.
now	nothing
new	Bishops of the Diocese: the Bishop and the Coadjutor Bishop, Suffragan Bishop and Assistant Bishop, if any.
why	New definition for use in C3a.
now	Nothing
new	Casting vote: A single vote that determines an issue when a vote on the motion has resulted in a tie.
why	Define the term used in C51, Canon 1B, Canon 2.7, Canon 13.43 and Canon 13.57.
now	Church Warden: The person elected or appointed pursuant to Canon 13, “Parish Governance”, sections 1(a), 2, or 3.
new	Church Warden: The person elected or appointed pursuant to Canon 13.
why	Style Rule 4
now	Clergy of the Diocese: All ordained persons authorized by the Bishop to function in the Diocese and all Retired Clergy of the Diocese.

new	Deleted
why	The term is confusing. Replaced by definitions for Clergy and Licensed Clergy.
now	Cleric: A member of the Clergy of the Diocese or a bishop, priest, or deacon of a church of the Anglican Communion or a bishop, priest, or deacon of a church in full communion with the Anglican Church of Canada.
new	Clergy (singular Cleric): All persons ordained as a bishop, priest, or deacon within the Anglican Church of Canada or within a church in full communion with the Anglican Church of Canada.
why	This is the broadest definition. It includes retired clergy and those with a Licence or Permission.
now	Nothing
new	Diocesan Council: the Executive Committee referred to in the Ordinance of Incorporation and comprised and styled according to Constitution C43.
why	Add this to explicitly equate the Diocesan Council to the Executive Committee of the Ordinance of Incorporation.
now	Identifiable Giver: A Parishioner who has made a recorded financial donation to a Parish in the Diocese during the preceding year and for whom a charitable donation receipt has been issued.
new	Identifiable Giver: A Parishioner who has made a recorded financial donation to a Parish. DELETE
why	A general definition with broad potential application. For a donation via a third party (e.g. Canada Helps) a parish may not know if a receipt was issued. Details about the year or receipting can be elsewhere if necessary, e.g. Canon 13.78
now	Incumbent: Either a priest or bishop appointed and licensed by the Bishop to be in charge of a Parish.
new	Incumbent: A Cleric appointed and licensed by the Bishop to be in charge of a Parish.
why	Simplify the definition. It includes a deacon.
now	Informal Permission: The Bishop's oral or written permission given to a person to function as an ordained person within the Diocese under such terms and conditions as determined by the Bishop.
new	Permission: The Bishop's written or verbal permission given to an ordained person to hold and perform any office in the Diocese for a period up to 12 months under such terms and conditions as determined by the Bishop.
why	Replace with a new definition that covers the former Certificate and Informal Permission. The time period is consistent with Canon 7.9.
now	Certificate: The Bishop's written permission given to an ordained person to hold and perform any office in the Diocese for a period up to 12 months.
new	Delete
why	Delete because Certificate is not used in the diocese. See Permission.

now	Licence: The Bishop's written permission given to a member of the Diocese to hold and perform any office in the Diocese.
new	Licence: The Bishop's written authorization given to a person to hold and perform an Office, the duration of which is either unspecified or more than 12 months.
why	Improve the wording of Licence; include a time reference to distinguish clearly from Permission.
now	Nothing
new	Licensed Clergy (singular Licensed Cleric): the Clergy who hold Licences.
why	Add the definition for clarity in Canon 7.
now	Retired Clergy of the Diocese: All ordained persons who have formally notified the Bishop of their retirement and have ceased to hold the Bishop's licence to an office in the Diocese.
new	Delete
why	Delete because it is now covered in the revised definition of Clergy. See also Canon 7.6.
	End of the revisions to Canon 1.

Canons 2 to 18 of the Diocese of Calgary: revisions for 79th Synod

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Ref.		Text
Canon 5.4	now	No more than one person from each Order (Laity and Clergy) may be elected from any one Parish as a representative or substitute representative to General Synod or Provincial Synod.
	new	No more than one person from each Order (Laity and Clergy) from any one Parish may attend as representative to General Synod or Provincial Synod. This section does not apply to a youth representative.
	why	Allow 2 to be elected from one parish BUT only one from a parish may attend. This allows a substitute from Parish A to replace an elected representative from Parish B but not from Parish A. This shifts the focus from who is eligible for election to who may attend the Synod. The voting procedure is set by the Synod Steering Committee per Canon 5.5.
Canon 5.11	now	
	new	11. If a vacancy arises for any reason in the position of representative or substitute representative to General Synod or to Provincial Synod, and such vacancy is not filled according to Canon 5.6, Diocesan Council may, under the authority of Constitution section C57, fill such vacancy with a Parishioner nominated by the Bishop and subject to the conditions of Canon 5.4 and 5.9.
	why	This new section explicitly allows Diocesan Council to fill a vacancy. The vacancy may arise because Synod did not elect, or because elected reps and substitutes are not available.
Canon 6.6	now	6 (d) A Warden of Lay Readers
	new	6 (d) A Warden of Lay Ministers
	why	Update the name of the Office to current practice.

Canon 7.1	now	No Cleric shall officiate within the Diocese without the written Licence, written Certificate, or Informal Permission (written or oral) of the Bishop . The terms and conditions of such Licence, Certificate , or Informal Permission shall be as determined by the Bishop in accordance with the requirements of the Canons of the Diocese, the Ecclesiastical Province of Rupert's Land, and General Synod.
	new	No person shall officiate within the Diocese without a Licence or Permission . The terms and conditions of such Licence or Permission shall be as determined by the Bishop in accordance with the requirements of the Canons of the Diocese, the Ecclesiastical Province of Rupert's Land, and General Synod.
	why	Revised words to conform to the Canon 1 definitions of Licence and Permission.
Canon 7.2	now	Prior to ordination, or licensing to any office or appointment in the Diocese , a Cleric shall take such oaths and subscriptions as are required by the Constitution and Canons of the Ecclesiastical Province of Rupert's Land, and such other oaths upon such other occasions as required by the Bishop.
	new	Prior to ordination, or receiving a Licence or Permission , a Cleric shall take such oaths and subscriptions as are required by the Constitution and Canons of the Ecclesiastical Province of Rupert's Land, and such other oaths upon such other occasions as required by the Bishop.
	why	Reword licensing or appointment to receiving a Licence or Permission. See Canon 1.
Canon 7.3	now	As required by General Synod Canon XVII, "The Licensing of Clergy", the Bishop shall keep a register of Clerics ordained within or for the Diocese and those received from other jurisdictions, such register to record the information required by the Canon in addition to information determined by the Bishop.
	new	As required by General Synod Canon XVII, "The Licensing of Clergy", the Bishop shall keep a register of Clergy ordained within or for the Diocese and those received from other jurisdictions, such register to record the information required by the Canon in addition to information determined by the Bishop.
	why	Simple change from Clerics to Clergy. "The Licensing of Clergy" is retained here to understand the purpose of Canon XVII without consulting the external source.
Canon 7.6	now	A licensed Cleric who wishes to resign from the office to which the Cleric has been licensed shall submit to the Bishop the resignation in writing of the office to which the Cleric has been licensed together with an effective date of resignation, which effective date of such resignation shall be at least 3 months after the date the cleric has submitted the written resignation to the Bishop.
	new	A Licensed Cleric who wishes to resign shall submit to the Bishop the resignation in writing of the office to which the Cleric has been licensed together with an effective date of resignation, which date shall be at least 3 months after the date the Cleric has submitted the written resignation to the Bishop.
	why	Simplify by deleting "from the office to which the Cleric has been licensed" because the context is clearly about the licensed Office. Simplify "which effective date of such resignation" to "which date".

Canon 7.8	now	Certificate The Bishop may issue a written Certificate to a Cleric in good standing to function in the Diocese upon such terms and conditions as the Bishop may determine; provided that any Certificate shall not extend beyond 12 months after it is issued.
	new	Deleted
	why	This section is deleted because the term Certificate is no longer used. See Canon 1.
Canon 7.9	now	Informal Permission The Bishop may issue, either orally or in writing, Informal Permission to a Cleric in good standing, to function in the Diocese upon such terms and conditions as the Bishop may determine; provided that oral Informal Permission shall not extend beyond 2 months after it is given and written Informal Permission shall not extend beyond 12 months after it is given.
	new	Permission The Bishop may issue, verbally or in writing, a Permission to a Cleric in good standing upon such terms and conditions as the Bishop may determine; provided that (a) verbal Permission shall not extend beyond 2 months after it is given and (b) written Permission shall not extend beyond 12 months after it is given.
	why	Change the heading and the wording because Informal Permission is no longer defined in Canon 1 or in current practice.
Canon 7.10	now	Any form of Permission (i.e. Certificate or written or oral Informal Permission) shall be held at the Bishop's pleasure and may be revoked at any time by the Bishop.
	new	A Permission is held at the Bishop's pleasure and the Bishop may revoke it at any time.
	why	Remove reference to Certificate and Informal Permission. Simplify the wording.
Canon 7.11	now	11. When the Bishop has reasonable grounds to believe that a Cleric who does not hold a Licence or Informal Permission from the Bishop is officiating or is about to officiate in the Diocese, the Bishop may, by notice in writing to such Cleric, inhibit such person from officiating in the Diocese.
	new	11. When the Bishop has reasonable grounds to believe that a Cleric who does not hold a Licence or Permission from the Bishop is officiating or is about to officiate in the Diocese, the Bishop may, by notice in writing to such Cleric, inhibit such person from officiating in the Diocese.
	why	Change Informal Permission to Permission. See Canon 1.
Canon 7.15	now	No Cleric holding either a Licence or a Certificate shall enter into self-employment or secular employment without first receiving the written permission of the Bishop, which shall not be unreasonably withheld.
	new	No Cleric holding a Licence or Permission shall enter into self-employment or secular employment without first receiving the written consent of the Bishop, which shall not be unreasonably withheld.
	why	Change Certificate to Permission, per Canon 1. Change permission to consent.

Canon 7.16	now	No Cleric holding a Licence or a Certificate shall stand for election to public office without first receiving the written permission of the Bishop.
	new	No Cleric holding a Licence or Permission shall stand for election to public office without first receiving the written consent of the Bishop.
	why	Change Certificate to Permission, per Canon 1. Change permission to consent.
Canon 9.2	now	Licensed Lay Readers The Bishop may license qualified lay persons to the Office of Lay Reader according to a procedure proposed by the Bishop and adopted by the Diocesan Council.
	new	Licensed Lay Ministers The Bishop may license qualified lay persons to the Office of Lay Minister according to a procedure proposed by the Bishop and adopted by the Diocesan Council.
	why	Change Lay Readers to Lay Ministers to conform to current practice in the diocese.
Canon 9.3	now	Licensed Lay Readers shall hold office at the pleasure of the Bishop, and with the consent of the Incumbent of the Parish, if any.
	new	Licensed Lay Ministers shall hold office at the pleasure of the Bishop, and with the consent of the Incumbent of the Parish, if any.
	why	Change Lay Readers to Lay Ministers to conform to current practice in the diocese.
Canon 9.4	now	The duties of a Licensed Lay Reader shall be to officiate at, or assist in those parts of Divine Worship not required to be performed by a Cleric, and to perform such other duties as may be assigned by the Bishop or the Incumbent.
	new	The duties of a Licensed Lay Minister shall be according to the terms of the Licence.
	why	Change Lay Reader to Lay Minister. Put the details in the Licence rather than in the Canon.
Canon 13.1		In each Parish there shall be the following Parish Officers elected by Parishioners: ... (c) Parish Council members of such number as shall be determined by the Parishioners.
		In each Parish there shall be the following Parish Officers elected by Parishioners: ... (d) Parish Council members of such number as shall be determined by the Parishioners, and (e) A youth member of Parish Council as shall be determined, if available, by the Parishioners.
		Create a position of youth member of Parish Council. Youth are already eligible for Parish Council but this addition encourages the parish to include youth in parish life. It may also make it easier to find candidates for youth representatives to diocesan Synod, Provincial Synod and General Synod. The phrase "if available" indicates that a parish is not in default if it does not have a youth member.
Canon 13.4		Every Parishioner shall be eligible to be elected to any Parish Office except that: (a) to be eligible for election as a Church Warden, a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 21 years ;

		<p>(b) to be eligible for election as a member of Parish Council, a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 18 years; and</p> <p>(c) to be eligible for election as a Lay Member of Synod a Parishioner must have been a Lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 18 years.</p>
		<p>Every Parishioner shall be eligible to be elected to any Parish Office except that:</p> <p>(a) to be eligible for election as a Church Warden, a person must have been a lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 18 years;</p> <p>(b) to be eligible for election as a member of Parish Council, a person must have been a lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 16 years;</p> <p>(c) to be eligible for election as a lay member of Synod a person must have been a lay Parishioner in the said Parish for a minimum of 12 months and be of the full age of 16 years; and</p> <p>(d) to be eligible for election as a youth member of Parish Council, a person must have been a lay Parishioner for a minimum of 12 months and be of the full age of 16 years and not older than 25 years at the end of the term. A youth member must be of the full age of 18 years to be an authorized signatory.</p>
		Change the age from 21 to 18 for warden. Change the age from 18 to 16 for parish council and member of Synod. Note that Canon 13.52 already says age 16 to vote at annual meeting of parishioners. Define the upper age for a youth member of Parish Council. Note that Provincial Synod and General Synod have different definitions for the upper age. Change Parishioner to person for simplicity in some places.
Canon 13.20		The election of Lay Members of Synod shall be valid only upon notification to the Secretary of Synod in accordance with the previous section hereof.
		The election or appointment of lay members of Synod shall be valid only upon notification to the Secretary of Synod in accordance with the previous section hereof.
		Reword to recognize that a lay member may be either elected or appointed (as a replacement).
Canon 13.30		The Parish Council shall consist of not fewer than 4 and not more than 20 members in total.
		The Parish Council shall include not fewer than 2 Parish Council members as prescribed in section 29 (d) and not more than 20 members in total.
		The change addresses the situation when a small parish has difficulty finding enough people for Parish Council. The present minimum of 4 allows a Council to consist of the incumbent and 3 wardens, with no other member. This is not a healthy balance. If a parish is unable to find at least 2 for parish council (other than wardens), there is the possibility of Local Variation (Canon 13.60) and/or support from the archdeacon.
Canon 13.78		(g) the Minutes of all meetings of the Parishioners and of the Vestry .
		(g) the Minutes of all meetings of Parishioners, the Parish Council and the Corporation .

		Change Vestry to Parish Council. Add the requirement for Corporation minutes. Minutes must record attendance, agenda and decisions; details of discussion are not required. The Rules of Order may be a helpful guide to keeping minutes.
Canon 16.15		<p>It shall be the responsibility of the Registrar of the Diocese to maintain records of all of the following matters:</p> <p>...</p> <p>(e) a record of all Clergy resident within the Diocese, of all subscriptions taken by the said Clergy and their admission into different orders, and of all Licences or Certificates issued to them and appointments made by the Bishop to any office within the Diocese or other positions in which they have permission to serve;</p>
		<p>It shall be the responsibility of the Registrar of the Diocese to maintain records of all of the following matters:</p> <p>...</p> <p>(e) a record of all Clergy resident within the Diocese, of all subscriptions taken by the said Clergy and their admission into different orders, and of all Licences and Permissions issued to them and appointments made by the Bishop to any office within the Diocese or other positions in which they have permission to serve;</p>
		Delete Certificates as this term is not in current use in the Diocese. Add Permissions.
		End of the proposed revisions to the Canons.