

# Topics to cover

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- Responsibilities of Parish Officers
- Running Meetings
- Cemeteries
- Property Transactions
- Incorporating Documents



# Responsibilities of Parish Officers – Canon Six

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- Incumbent and wardens
  - Prepare an agenda and hold an annual meeting by the third Sunday in March
  - Prepare the agenda for parish corporation meetings
  - Meet with each other at least once each quarter to review the state of the parish
  - Act on behalf of the parish corporation in an emergency

# Responsibilities of Parish Officers (Continued)

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- Incumbent
  - Head and chair of the Parish Corporation
  - Votes (and votes again to break ties)
  - Chairs the AGM, any GM, and Vestry meetings
  - Exclusive control over
    - worship and daily offices
    - church schools, and
    - the music ministry

# Responsibilities of Parish Officers (Continued)

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- Wardens
  - Maximum continuous term 5 years
  - Looks after property and buildings
  - During a vacancy in the parish, provide for the conduct of worship services and other ministry
  - Collect or appoint others to collect, count, and record all offerings received
  - Continues in office until successor elected

# Annual General Meetings - Preparation

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- Schedule between January 1 and the third Sunday in March;
- Provide 3 weeks notice
- Can be in person or virtual; but not by email
- Incumbent and Wardens prepare the agenda in advance
  - include an item to discuss mission, planning and priorities
  - Plan to vote for Wardens, Vestry, and Synod Delegates separately - elections may not be needed
- Three things the meeting needs to accomplish
  - Elect officers, Synod Delegates and alternates, and Vestry
  - Approve the reviewed financial statements
  - Approve the budget

# Annual General Meetings - Preparation (continued)

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- Pre meeting material
  - The annual report
  - A reviewed report on the prior year's parish corporation financials
  - Listing of restricted trusts
  - Listing of endowments/trusts for each parish cemetery, stating any spending restrictions
  - Up-to-date maps of each of the parish cemeteries for inspection

# Annual General Meetings – Conduct

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- Who chairs the meeting
  - Normally the Incumbent
  - Cleric non-incumbent is eligible to be elected chair of the meeting
  - Archdeacon or Bishop may chair if s/he chooses during a vacancy
  - The meeting may elect a lay member to preside

# Annual General Meetings – Conduct

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- Who can attend and participate
  - Voting members of the parish – Canon Six 2(10)
    - Baptized Christians at least 16 years old
    - Worship and regularly take communion at the parish
    - Regular contributors: financial, time and talent
    - Can be a voting member of only one parish
  - Guests may attend if there is room; guests do not vote; guests do not speak unless invited



# Annual General Meetings – Elections

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- Elections are by secret ballot if needed
  - Bring nominations for every position being elected at the AGM
  - Be prepared to vote for Wardens, Vestry, or Synod Delegates
- Election of Parish Wardens
  - Two are required – they have equal status
  - Cannot be of the same household
  - Wardens must be lay; clerics are ineligible
  - Maximum continuous service 5 years; but one could serve a 6<sup>th</sup> year if both reach 5 years together

# Annual General Meetings – Elections (continued)

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- Election of Vestry
  - First pass a motion on the number of members on the vestry (between 6 and 12) – Canon Six 2(1)(a)
  - Second hold the election for members of the Vestry
  - No time limit on vestry service; some annual turnover is desirable
- Election of Synod Delegates
  - Parishes are entitled to have 2 delegates and 2 substitutes AND a third if at the time of election, at least one person is between 16 and 35
  - Anyone who attended the Synod sessions of 2019, 2022, and 2024 is ineligible for election until another Synod has taken place - Constitution 4(1.1)
- Treasurer, Vestry Clerk, and Parish Advisory Committee appointments are made at the first meeting of the Parish Corporation.

# Parish Corporation Meetings

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- Parish Corporation = Wardens and Vestry
- Must be at least 6 per year; best to set a regular monthly meeting date
- Appoint a Treasurer, a Vestry Clerk, and set the terms for quorum at the first meeting
  - Vestry can pass a motion to establish quorum, but in the absence of a motion 50%+1 of total membership works.
- In person or virtual meetings only; no meetings by email
- Chairing the meeting
  - The Incumbent - second vote if there is a tie
  - A priest-in-charge or lay reader-in-charge may attend meetings and, if chosen, be the chair – voice but no vote
  - Archdeacon may choose to chair if parish has no Incumbent – voice but no vote
  - Bishop when present may preside – voice but no vote
- Guests may attend if invited; some meetings may need to be *in camera* (Parish Corporation only)
- Parish Treasurer and Vestry Clerk have no vote unless elected to the vestry at the AG

# Cemeteries

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- Regulation 6-3 effective 1 Nov 2023
  - I should have your cemetery plots (as of 1 Nov 2023) – Very few received
    - Parishes need to know where people are buried, what plots are open, and what funds are available
    - Manage the open plots to the Regulation moving forward
  - Parishes with cemeteries need a cemetery contract and cemetery rules
    - templates are in the regulation
  - Synod staff are still finding orphan cemeteries
  - Perpetual care will be a big responsibility

# Property Transactions

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- Policy A-2 Proceeds from the Sale of Residential Properties
  - Proceeds from a Rectory go into a restricted rectory fund
  - Rectory Fund capital is protected but may be borrowed against
  - Rectory Fund interest may be used to support clergy housing needs

# Property Transactions (continued)

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- Policy A-3 Disposition of Real Property and Demolition of Buildings
  - Sale, Lease, Mortgage, Right of Way, or Gift
    - Rationale in relation to the Corporation's mission
    - Copy of the Corporation's resolution to act
    - The legal agreement at the core of the request
    - Appraisal or market valuations (fiduciary responsibility)
    - A diagram of the property plan
    - For a mortgage, a demonstration of the Corporation's ability to pay the mortgage costs and details of any guarantee requested from the Diocesan Synod of Fredericton by the mortgagor

# Property Transactions (continued)

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- Policy A-9 Purchase of New Property and New Construction or Renovation
  - Does not apply to maintenance activities, e.g. roof replacement
  - Permission required for:
    - New construction or expansion projects over \$10,000
    - renovations that addresses structural deficiencies of any value
    - Purchase of real property over \$10,000
  - Consult the Property Committee at the conceptual stage before the Parish Corporation makes a substantial commitment
- The property Committee considers:
  - How the project relates to the Corporation's mission
  - Human Resources issues (for example, for a rectory)
  - Heritage preservation implications
  - Aesthetics
  - Accessibility, zoning and building code
  - Financial viability for the Corporation

# The Parish as a Corporation

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- If asked you can provide proof of incorporation
- Try offering this clarification:
  - Anglican parishes in the Diocese of Fredericton have the legal status of corporations through the Anglican Church act of the New Brunswick legislature:
    - <https://www.canlii.org/en/nb/laws/astat/snb-2003-c-39/latest/snb-2003-c-39.html>.
  - Sections 2 and 3 of the Act specifically establishes and empowers our Parish Corporation
  - Paragraph 46 of Schedule A identifies us: the Anglican Parish of \_\_\_\_\_ as a Corporation.
  - Anglican parishes incorporated by act of the Legislature have perpetual existence and do not require the articles of incorporation and annual filings of companies created by the Companies Act.
  - If your parish name has been changed by a Memorial of Amalgamation or Adjustment since the Anglican Church Act was passed, you will also need to reference the Register of Memorials under Regulation 6-1 Memorials