



PLEASE COMPLETE THIS FORM **DIGITALLY** SO THE INFORMATION CAN BE ADDED TO OUR DIOCESAN DATABASE.

FORM 1 – Declaration of Parish Leaders for 2020

Deanery: The Northwest Parish: The Valley Congregation: Holy Trinity Pembroke

As per Bylaw 5.18, at least one Lay Member of Synod must be a churchwarden. Please complete the form below with proper contact information. An email address must be provided for each person.

Churchwarden: Charles Cheesman Mailing Address: 171 Poplar Ridge Rd, Pembroke, ON K8A 8K3
Email: mccheesman@outlook.com Telephone: 613-732-3013

Churchwarden: Jim Irvine Mailing Address: 330 Morris St, Pembroke, ON K8A 2L6
Email: jimbirvine@hotmail.com Telephone: 613-639-3736

Deputy Churchwarden (optional): Peter Jacques Email: jacquesp6055@gmail.com
Mailing Address: 38 Audrey Street, Petawawa, ON K8H 1N6 Telephone: 613-687-8189

Deputy Churchwarden (optional): Email:
Mailing Address: Telephone:

I certify that each Churchwarden is duly qualified, is not less than 18 years of age, is a baptised member of the congregation in which they regularly worship and is appointed to serve, and is in full communion of the Anglican Church of Canada.
Incumbent Name: Matthew & Thom

Per Bylaw 5.18 (see end of form), how many Lay Synod Members will your Parish be sending? 4
Each Lay Member of Synod is elected for a two-year term.

Lay Member's Name: Alexis Anderson Mailing Address: 402 Sweezey Court, Pembroke, ON K8A 8S3
Year Elected: 2025 Email: alexisretired@outlook.com Telephone: 613-633-7897

Lay Member's Name: Mailing Address:
Year Elected: Email: Telephone:

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ALTERNATE

Each Alternate Lay Member of Synod is elected for a one-year term.

Lay Member's Name: Ainsleigh MacInnis Mailing Address: 61 Heron Drive, Pembroke, ON K8A 8N9
Year Elected: 2026 Email: ainsleighmacinnis@gmail.com Telephone: 343-369-2277

Lay Member's Name: Mailing Address:
Year Elected: Email: Telephone:

I certify that each person elected Lay Member of Synod is duly qualified, is of the full age of 16 years, is a baptised member in full communion of the Anglican Church of Canada of at least one year's standing, is a member of a congregation in the Parish, and that at least one such persons is a Churchwarden.

Incumbent Name: Matthew & Thoma

Parish Contacts:

Treasurer: Alexis Anderson Email: alexisretired@outlook.com
Mailing Address: 402 Sweezey Court, Pembroke, ON K8A 8S3 Telephone: 613-633-7897

Central Treasurer (where applicable): Alexis Anderson Email: alexisretired@outlook.com
Mailing Address: 402 Sweezey Court, Pembroke, ON K8A 8S3 Telephone: 613-633-7897

Cemetery Treasurer (where applicable): Jim Dunn Email: dunnjeb@nrtco.net
Mailing Address: 414 Morris Street, Pembroke, ON K8A 8N3 Telephone: 613-629-2978

Cemetery Coordinator (where applicable): Robert Hanson Email: roberthanson@cogeco.ca
Mailing Address: 50 Hilda Street, Petawawa, ON K8H 2Z5 Telephone: 613-401-4172

Parish Administrator (where applicable): Gail Marion Email: office@valleyanglicans.ca
Mailing Address: 68 Renfrew Street, Pembroke, ON K8A 5R6 Telephone: 613-732-4658

Stewardship Contact: The Rev. Gillian Hoyer Email: gillianhoyer@valleyanglicans.ca
Mailing Address: 68 Renfrew Street, Pembroke, ON K8A 5R6 Telephone: 613-732-4658

I, the incumbent of the above parish, hereby certify that the above persons were duly elected, appointed or affirmed to their ministries.

Incumbent Name: Matthew & Thoma March 27th, 2026

THIS FORM MUST BE RETURNED WITHIN TEN DAYS OF THE VESTRY MEETING.



Bylaw 5.18

B.5.18 LAY MEMBERS OF SYNOD

1. The aggregate number of persons that the Vestries of a Parish may elect as Lay Members of Synod shall be determined from time to time by the number of units, determined as herein provided, in that Parish, as certified by the Incumbent and Churchwardens, for the purpose of such election, as follows.

Where the number of units in the Parish:

- a) is not in excess of 300 - 2 Lay Members elected;
- b) exceeds 300 but is not in excess of 500 - 3 Lay Members elected;
- c) exceeds 500 but is not in excess of 800 - 4 Lay Members elected;
- d) exceeds 800 but is not in excess of 1200 - 5 Lay Members elected;
- e) and where the number is in excess of 1200 - 6 Lay Members elected.

For the purposes of this Section:

- a) two or more persons of any age in the same household shall constitute a family, and a family shall equal two units;
  - b) a person, who is not a member of a family, and is of the age of 16 years or over shall equal one unit; and
  - c) "person" means one who attends and supports the Church in the Parish or who looks to the clergy of the Parish for spiritual ministrations.
2. All persons elected Lay Members of Synod by the Vestry of a Parish shall be members of the congregation or congregations in that Parish and at least one of such persons shall be a Churchwarden. In electing other Lay Members, Parishes shall have regard to representation of both sexes and of young persons in the Church, provided always that such persons are available and otherwise qualified to serve.
  3. The election of Lay Members of Synod shall be conducted in such manner as the Chairperson of the Meeting may deem proper.
  4. When a Parish has more than one congregation and the number of Laity Members to which the Parish is entitled cannot be allotted to each congregation without exceeding the limit for the Parish, then the Lay Representatives shall be divided among the congregations as evenly as may be in proportion to the number of units in each congregation, or as may be otherwise agreed upon by the Incumbent and all the Churchwardens of the Parish.
  5. Lay Members of Synod shall be elected for a period of two years. In the case of a first election, one Lay Member shall be elected for two years and one for one year. The first term of one Lay Member of three being elected, and of two of five, shall be for one year; one half of an even number of members being elected shall be for one and two years respectively.
  6. ALTERNATE LAY MEMBERS  

Alternate Lay Members of Synod may be elected by a Vestry of a Parish, and such Alternate Lay Member may be designated to act in the place of a Lay Member who from any cause is unable to attend the Session or Sessions of the Synod or any sitting thereof during the period for which he or she has been elected.
  7. An Alternate Lay Member of Synod shall serve only during the Session of the Synod for which he or she is reported to the Synod to act and shall not be eligible for election to any Committee of the Synod.
  8. If a Lay Member of Synod dies, resigns, or ceases to be a Member of the Vestry which elected him or her, the office of Lay Member of Synod shall be vacated. Any such vacancy shall be filled by election at the next meeting of that Vestry.