

# Constitution and Canons

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## CANON 11

### APPOINTMENT OF INCUMBENTS

#### 1. APPOINTMENT AND CONCURRENCE

- A. When the position of Incumbent to a Parish falls vacant, any appointment shall be made by the Bishop through a Letter of Appointment. A vacancy shall be deemed to have occurred on the Bishop's acceptance of the Incumbent's resignation. The Bishop assumes the role of Incumbent until an appointment, either interim or other, is made.
- B. The Parish shall participate in the process through an elected body called the Board of Concurrence.
- C. A parish may choose not to elect a Board of Concurrence if, by a resolution passed at a special vestry meeting of each congregation in the parish, it requests the Bishop to make an appointment without their concurrence.
- D. If the Bishop feels that a congregation or parish would be better served by not having a vacancy filled immediately following the resignation of an Incumbent, the Bishop may appoint an interim Incumbent or Lay Incumbent for a period not to exceed eighteen months. In such cases the Board of Concurrence process will begin either:
  - i. one year after the effective date of the resignation
  - ii. or if the Bishop feels the parish is ready sooner than the one year period, within one month of when the Bishop advises the Churchwardens of each congregation in the parish to call meetings to elect representatives to a Board of Concurrence.

#### 2. BOARD OF CONCURRENCE

Every Board of Concurrence shall be subject to the provisions which follow:

##### A. ELECTION

- i. When a vacancy occurs in a Parish, the Bishop shall advise the Churchwardens for all congregations within the Parish, and instruct them to call meetings, of their respective congregations with a view to electing representatives to a single Board of Concurrence. The Bishop's notice shall be accompanied by a copy of the Diocesan Guidelines for Drawing Up a Parish Profile.
- ii. The Churchwardens shall see that these meetings are held within one month after the effective date of the resignation or as set out in 1) D) above.

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#### Diocese of Quebec

Constitution: Approved 1st reading Synod 1997, Adopted Synod 1999  
Canons: Amended by Synod 2009

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- iii. The meetings shall be called and conducted in the same manner as Special Vestry Meetings.
- iv. Only those qualified as members of the Vestry may vote in the election of the Board of Concurrence.
- v. Total membership of the Board of Concurrence shall be nine.
- vi. Where there are two or more congregations in a Parish, each congregation shall have at least one member on the Board.
- vii. In addition to 2.A) vi) and up to the limit set in 2.A) v) above, each congregation may elect representatives in proportion to the number of Synod delegates to which each is entitled.
- viii. Should any congregation in a Parish fail to elect representatives, those elected by the other congregations in that Parish shall form the Board of Concurrence.
- ix. When the Bishop considers it necessary, he or she may waive the requirement concerning the number of members of the Board.
- x. Each Board of Concurrence shall elect its own President. Immediately after the Members of the Board are elected the President shall so advise the Bishop. The Bishop shall then fix a date for a meeting of the Board.
- xi. The election and composition of the Board of Concurrence shall be recorded in the Minutes of the Vestries of the congregations involved.

## **B. PROCEDURES AT MEETINGS**

The following rules shall govern procedures for Boards of Concurrence:

- i. A quorum of every Board of Concurrence shall consist of two-thirds of its members.
- ii. The President of the Board of Concurrence shall read the Minutes attesting to the election of the Board.
- iii. At its first meeting, the Board shall begin to undertake an evaluation of the Parish and its mission. To this end the Board may consult with other persons or bodies within the Parish and submit this profile to the Bishop.
- iv. The Board may then also appoint a Search Committee and seek the Bishop's permission to advertise for suitable persons to fill the position. Advertisements shall be submitted to the Bishop for approval prior to publication.

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- v. All applications to the Search Committee or the Board shall be addressed to the Bishop.
- vi. Following the closing date for application the Bishop shall, if possible, submit to the Board the names of at least three Clerics whom he or she considers suitable for the position. The Board may interview these applicants, at Parish expense.
- vii. The Board shall select a Cleric from among those whose names have been submitted.
- viii. The Bishop shall appoint the chosen person.

### **3. APPOINTMENT WITHOUT CONCURRENCE**

The Bishop will make the appointment to a parish without concurrence when:

- A. a Board fails to make a selection within six months after its first meeting.
- B. a Board cannot raise a quorum within six weeks after its first meeting.
- C. the Congregation or Congregations in the Parish fail to elect a Board of Concurrence within three months.
- D. the Board of Concurrence requests the Bishop to make the appointment.

### **4. SUMMER CONGREGATIONS**

Churchwardens for congregations which exist during part of the year only shall act as a Board of Concurrence for their congregations. They shall consult annually with the Bishop, prior to the appointment. The Bishop shall appoint the chosen person.