

# Constitution and Canons

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## CANON 14 ARCHDEACONRIES AND DEANERIES

1. The Bishop shall determine the number of Archdeacons and set the limits of their Archdeaconries.
  
2.
  - A. Archdeacons shall be appointed by the Bishop for a term of five years; they shall perform all duties assigned to them by the Bishop.
  - B. Archdeacons shall be responsible to the Bishop for the proper administration of their respective Archdeaconries.
  - C. Archdeacons may be reappointed by the Bishop, for one or several terms of office.
  - D. Each Archdeacon shall have a stall in the Cathedral, and shall be a member of the Bishop's Council.
  - E. If there be no coadjutor bishop, the Executive Archdeacon shall be the administrator of the See should it become vacant. If there be no Executive Archdeacon, or if the Executive Archdeacon be unable to act, the Dean of the Cathedral followed by the Archdeacon senior by appointment as an Archdeacon shall act as administrator. The administrator shall be the convening authority authorized to call an electoral Synod.
  
3.
  - A. Archdeacons shall endeavour to provide divine service during vacancies or during the absence or illness of the incumbent in parishes within their Archdeaconries.
  - B. Archdeacons shall coordinate the Parish Profile Process in advance of the formation of a Board of Concurrence.
  - C. Archdeacons shall provide pastoral care and support for clergy families under their jurisdiction.
  - D. Archdeacons, with the assistance of Parish wardens or their representatives, shall visit and inspect all Parish lands and buildings within their jurisdiction at least once every two years, in accordance with norms set out by the Diocesan Executive Council.
  - E. Archdeacons, in company with parish representatives, shall inspect Rectory houses when they fall vacant, and bring any deficiencies or need for repairs, in accordance with the norms set out by the Diocesan Executive Council, to the attention of the Bishop and the Parish Corporation and shall insure that the Parish Corporation has taken what action has been deemed necessary to execute such repairs and remedy such deficiencies before a new incumbent is presented.

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- F. Archdeacons shall ascertain with consultation with vestries as necessary whether parish property within their jurisdiction is adequately insured.
- G. Archdeacons shall ensure that all Churches within their jurisdiction are properly supplied with all necessary accessories of Divine Service
- H. Archdeacons shall ensure that the parish registers are accurately maintained.
- I. Archdeacons shall ensure that all Church property within their jurisdiction has valid title.
- J. Archdeacons shall ensure that the Registers of Civil Status, formerly required to be kept by law, are transmitted for preservation to the Diocesan Archives.

4.

Upon retirement an Archdeacon may be granted the title of “Archdeacon Emeritus” at the Bishop’s discretion.

An Archdeacon may resign, or may be removed from office by the Bishop prior to the completion of his or her term.

5. At any time an Archdeacon may, and should, appoint competent lay persons to undertake those duties and responsibilities for which the Archdeacon may need assistance.

6. DEANERIES

The Bishop at his or her discretion may alter the limits of any existing Deanery, dissolve existing Deaneries, or create new Deaneries. Deanery Councils may recommend such modifications to the Bishop.

7. DEANERY COUNCILS

- A. Each Deanery shall have a Deanery Council.
- B. Deanery Councils shall include members of three kinds:
  - i. Ex-officio: the Officers of Synod
  - ii. The lay and clerical members of Synod of the said Deanery;

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- iii. Parochial:  
The parochial members shall consist of the following:
  - a) the licensed clergy of the Deanery who are not members of Synod,
  - b) an elected layperson from each congregation not already represented by a lay member of Synod.
  - c) an elected lay person from a congregation where the person who attended Synod as the lay delegate from that congregation has died, has formally become a member of another vestry within the diocese or has moved their permanent residence outside the boundaries of the diocese of Quebec.";
  
- C. Parochial members for category b) & c) in article 7 B iii above shall be elected at a special vestry meeting of the said congregation and shall serve until a new Deanery Council is formed following an Ordinary session of Synod.
  
- D. The Deanery Council shall be chaired by the Rural Dean. Should the Rural Dean be absent or unable to act at a meeting of the Deanery Council, the members present shall elect a Chairperson *pro tempore* from among its members.
  
- E. The Council shall meet at least twice in each calendar year.
  
- F. In the event that the decisions of the Deanery Council are at variance with those of Synod or the Diocesan Executive Council, those of Synod and the Diocesan Executive Council shall take precedence.
  
- G. The mandate of Deanery Councils shall be to:
  - i. foster a sense of community and interdependence among congregations;
  - ii. discuss common problems and formulate policy on them;
  - iii. consider matters of religious or public interest as they relate to the Deanery;
  - iv. coordinate events locally to promote ministry through educational activities, symposiums and gatherings where ideas and experiences may be shared;
  - v. publicize to the congregations within the Deanery the decisions taken at Diocesan Synod and at the Diocesan meetings, and facilitate the implementation of such decisions;
  - vi. request application for financial aid from parishes and congregations within the Deanery, evaluate and rank them, advise the Treasurer of Synod of the amounts granted thereby from the monies provided from the Diocesan budget, the names of the recipients, together with a detailed report on the evaluation process; Deanery Council may itself

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- initiate or promote projects for ministry and mission in the Deanery, or entertain requests for financial aid from other Anglican bodies for such projects, to be evaluated and ranked along with the afore-mentioned requests;
- vii. consult regularly on the formulation of the Diocesan Budget, and other areas which relate to the Diocese as a whole, and communicate the results of those consultations to the Diocese.
- H. Quorum of the Deanery Councils shall be 40% + 1 of the lay and clerical members of Synod of the Deanery together with the parochial members. A Lay member of Synod for whom a Parochial member has been elected under the procedure set out in article 7 B iii c) shall not count towards the Deanery Council quorum.
- I. TASK FORCES
- i. Deanery Councils shall have the power to create, subject to budgetary limitations, Task Forces to deal with specific areas of its mandate.
  - ii. Each Task Force shall be limited in size, lifespan and scope by the motion creating it.
  - iii. The Chairperson of each Task Force shall be a member of Deanery Council. In order to obtain the needed expertise, any or all of the members of a task Force may be appointed by the Deanery Council from the general membership of the congregations in the Deanery.
  - iv. The Chairperson of the Task Force shall submit a written report to every Deanery Council meeting.
8. RURAL DEANS
- A.
- i. The Rural Dean shall be the Chairperson of the Deanery Council.
  - ii. The election of the Rural Dean shall take place at the first Deanery Council meeting following each Ordinary Synod.
  - iii. All members, lay or clerical shall be eligible for election.
  - iv. On election the Rural Dean will immediately assume the chair.
  - v. Rural Deans may be re-elected
  - vi. A Rural Dean may resign, or may be removed from office by resolution of the Deanery Council prior to the completion of his or her term of office.
- B. Rural Deans shall
- i. Call and Chair the meetings of the Deanery Council;
  - ii. promote the welfare of the Deanery and encourage its Deanery Council to fulfill the responsibilities;
  - iii. present a written annual report to the Bishop and a written report to each Ordinary Synod on the state and progress of the church in the Deanery, the acts of the Deanery Council, and any other matters of particular concern to the region.

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9. DEANERY CLERICUS

A Clericus Chapter shall consist of all the clerics within a Deanery. It shall meet for mutual aid, comfort, and support, for education and for discussion of issues which are of concern. The Deanery Clericus does not have any legislative authority. Due to the informal nature of this gathering, any chairing shall be of an informal nature.

10. CONFERENCE CALL MEETINGS

Consultations of Deanery Councils may be carried out, as need, by radio, telephone or electronically where practicable, provided that proper minutes thereof are kept and signed.