

# Constitution and Canons

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## CANON 23 PARISH RECORDS AND STATISTICS

1. Each Parish shall purchase, from the Diocesan Office, a Register, in which the Incumbent shall record all details of Baptisms, Marriages and Burials. Upon the deposit of the completed register, and following the purchase of a one new, standard register from the Archives, the Diocesan Archives will provide all future registers free of charge.
2. The Incumbent shall moreover maintain:
  - A. a list of the name and age of each person confirmed and the date of his or her Confirmation; and
  - B. a list of the names of any persons received into the Church and the date of his or her reception; and
  - C. a list of the names of all families and individuals who are members of the Congregation; and
  - D. a current Register of Communicants; and
  - E. a list of the name and age of each person admitted to first Communion.
3. Not later than March 15th of every year, the Corporation of each Congregation shall submit to Synod, through the Diocesan Office, a report on the full operation of the Congregation and the election of parish officers. This report shall contain a full Financial Statement and Balance Sheet adopted by the Annual Vestry Meeting and all other pertinent information and statistics in accordance with the requirements of the Diocesan Synod.
4. Not later than July 1<sup>st</sup> of each year, the corporation of each congregation shall deposit a copy of the duly completed Federal Charitable Return with the Synod Office.
5. Vestry minute books shall be the property of the Vestry, but once filled and no longer used on a regular basis, they shall be deposited for safe keeping in the Diocesan Archives.

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**Diocese of Quebec**

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