



Annual Vestry Meeting Notes & Reminders

2024

Constitution & Canons

Clergy and Churchwardens are required to be familiar with the approved Constitution & Canons regarding the annual Vestry Meeting. These are available on the website: "Resources" – "Diocesan" – Constitution & Canons" – "Canons 18 & 19".

Please refer to Canon 18 for direction for the following:

- Proper notice of the Annual Vestry Meeting
- Determining Eligible Vestry Members
- Responsibilities of the Churchwardens, Chair and Secretary of Vestry Meetings
- Nominating Committees
- Terms of Office

Please refer to the Constitution for direction for the following:

- Number of Lay Representatives to be Elected to Synod (PLUS one alternate per delegate)
- Responsibilities of a Lay Representative to Synod
- Substitute Lay Representatives
- Youth Delegates to Synod
- Synod Procedures
- Diocesan Council Membership

Notes & Reminders

Apportionment

Diocesan Council requested that the following be brought to the attention of Vestry Meetings of all Congregations of the Diocese, as in accordance with Canon 28:

It is expected that every congregation will include its Diocesan Apportionment obligation as a line on its budget which is presented at its annual meeting of Vestry. It is anticipated that in order to meet its Diocesan Apportionment in full in a way that shares the responsibility, an every-member canvass, or the like, will be undertaken. It is hoped that each parish will regard its Diocesan Apportionment as a debt of honour and as of equal obligation with parochial expenses, so that the Diocesan Apportionment shall receive each year its proportionate share of the total revenue of the congregation. Also, each parish is expected to pay one-twelfth of its Diocesan Apportionment every month.

For more details, please see Canon 28, Section 6

Certificate of Election (COE)

The 2024 Certificate of Election form has been changed to a generic form that is a fillable PDF form and can be found on the diocesan website under 2024 Forms and Documents.

<https://www.diohuron.org/resources/admin-finance-resources/pages/2024-forms-and-documents>

The deadline to submit the COE in 2024 is March 31, 2024

By Mail:

Huron Church House, 190 Queens Ave., London, ON N6A 6H7

OR

Upload to the Secure Portal for Year-End Documents at: <https://portal.diohuron.org/year-end-documents/>

*In 2024, Huron Church House will NOT accept any Year-End Documents by email. We encourage you to use the Secure Diocesan Portal listed above.

If you have any questions about how to use the COE form, or have any difficulties, please contact Kyle Gascho at kgascho@huron.anglican.ca.

If you have any questions regarding the positions listed or filling in this form, please contact Sarah Chase at schase@huron.anglican.ca.

Importance of e-mail addresses

Huron Church House sends as much information out by e-mail as possible to reduce paper and costs and to get the information out quickly. PLEASE ensure that special attention is paid to ensuring that any changes to e-mail addresses are reported on the COE. It is also the responsibility of each church to advise Huron Church House when an e-mail address of your parish leadership changes.

***Please Note:** All correspondence sent from Huron Church House to *diohuron.org* email addresses (both church and clergy) and from *diohuron.org* address to Huron Church House is considered to be registered mail and should be treated as registered mail. (see the Diocesan Email Policy)

Parish Ministry Contacts

In addition to the officers of the church, we request that key ministry contact information be listed on the COE as well. By listing your congregation's contacts, relevant and timely information can be sent directly to the appropriate person (eg.PWRDF rep) by email when the need arises.

Vestry Reports

The Bishop's Office requests each congregation to submit ONE copy of their Vestry Report. Please remember to indicate on the cover which congregation and location the report is from to avoid confusion. (eg. St. James', Cambridge). A checklist of Vestry Report Requirements is posted on the website.

Deceased Synod Delegate Memorial

Please forward the name(s) of any current or former Lay Delegate(s) from your parish who has died since Synod 2023. It is helpful to send this information to Huron Church House as soon as possible after their passing, so late Synod Delegates can be included in the Memorial at Synod 2024.