



Annual Vestry Reminders and Reports

Preparing for Your Annual Vestry Meeting

- Choose a date for your Annual Vestry Meeting which is no later than February 28, 2025.
- Give notice of the date on at least successive three Sundays before the meeting. This can include the Sunday the meeting is held.
- Determine who is an eligible vestry member: a member must be 16 years of age or older, and have for at least 3 months during the preceding 12 months before the Vestry meeting have been identifiably involved with in the parish in regular worship, fellowship and financial support to that parish.
- Prepare a nominating slate for your Vestry meeting. Please note that Churchwardens cannot hold that office for more than five consecutive years without written approval from the Bishop or the Secretary-Treasurer on behalf of the Bishop.
- Check Canons 18 and 19 for more information regarding Vestry Meetings, Churchwardens and Parish Councils.

- Prepare a Vestry report package which includes the following:
 - Title page including the name and location (municipality) of the church and the date of the vestry meeting.
 - Meeting agenda
 - Minutes of the previous annual vestry meeting and any special vestry meetings held since.
 - Rector's Charge to Vestry (if this is presented the morning of the vestry meeting, please ensure a copy is included with the vestry reports sent to the Bishop's office and to your Territorial Archdeacon)
 - Bishop's Letter which can be found [here](#)
 - Wardens' report
 - Deacon's report (if applicable)
 - Group and committee reports including group/committee financials
 - Nominations slate. Please note: according to the Diocesan Constitution, alternate lay delegates equal in number to lay delegates must be elected at the annual vestry meeting and are members of the Parish Council.
 - Cemetery report (if applicable)
 - Financials, including:
 - Financial statement to year-end
 - Budget for the upcoming year including the prescribed apportionment for 2025 which is available [here](#)
 - List of investments
 - Balance sheet
 - Cemetery financial statements (if applicable)
 - Chapel of Ease financial statements (if applicable)

- Audit/Review statement (a statement that the financial records have been independently reviewed by someone other than the treasurer or wardens. The statement must be signed by the reviewer.)
- If your parish publishes the financial statements separately from the vestry reports, please ensure that a copy of the financials accompanies the reports sent to the Bishop's office and your Territorial Archdeacon.

If you have any questions about a report item, please contact your Territorial Archdeacon or the Secretary-Treasurer. For questions regarding the financial statements, please contact Ms. Jacqueline Davison, Director of Finance.

After the Vestry Meeting

Submit your reports through the secure portal at:

<https://portal.diohuron.org/year-end-documents/>

or by mailing them to:

190 Queens Ave
London, ON N6A 6H7

Reports will not be accepted via email.

To be included:

- Vestry Report package
- List of Parish Council as formed at the Vestry Meeting
- Certificate of Election by filling out the form to be found [here](#)
- Safe Church Compliance Form which can be found [here](#)
- 2024 Annual Financial Return which can be found [here](#)
- 2024 Parish Statistic Form which can be found [here](#)
- 2024 Non-Diocesan Held Trust Fund Report which can be found [here](#)

The reports do not all need to be submitted at the same time but all are to be received no later than March 31, 2025.