

CANON 37 PAROCHIAL FINANCES

1. (a) "Parochial Corporation" as used in this Canon means the "Rector, Wardens and Vestry" of the parish, incorporated, under the provisions of the Anglican Church Act

(b) "Parochial funds." means moneys or securities for moneys, contributed or raised for any purpose in connection with any parish or mission in the diocese or for any diocesan purpose or fund.

(c) "Special Funds" and "special account" include any funds or amounts contributed for any building fund, rectory, parish hall, cemetery, school or other parochial purpose other than the general ministrations of the Church.
2. Every rector, member of the clergy, missionary, incumbent, parochial corporation, church warden, chapel warden, or other person in any parish or mission in this diocese having charge of parochial funds shall deposit all funds contributed for missionary, diocesan, or other extra-parochial purposes, or for cemetery purposes, or for any amount assessed or apportioned upon the parish, in one or more bank accounts separate from the general funds of said parish or mission.
3. No moneys deposited in any such bank account, or contributed or raised for such extra-parochial purpose, or for cemetery purposes, shall be borrowed, loaned or used for general parish purposes, or for any other purposes than that for which they are designated.
4. An accounting shall be made to the Treasurer of the Synod on the first days of January, April, July and October, in each year, of all moneys by them received and held for any such extra-parochial purpose specified in the Budget, designating the fund to which such moneys are to be applied, and a remittance of the balance in hand shall be made to the Treasurer within ten days of said date.
5. Except with the approval of the Bishop or the Executive Committee of the Synod, all deeds, mortgages, bonds, stocks, shares, securities, promissory notes and investments of moneys belonging to any parish or parochial corporation shall be registered in the name of the parochial corporation. i.e., Rector, wardens and vestry of the Parish of
6. All such investments shall be made in proper securities in accordance with the provisions of the Trustee Act and amendments of the Province in which such parish or mission is situated.
7. Every parochial corporation shall by bylaw passed by said corporation designate by whom deeds, mortgages or other documents shall be signed by or on behalf of said parochial corporation, and in whose custody the corporate seal shall be kept.
8. All such deeds, mortgages and securities shall be deposited in a proper safety deposit box or fireproof vault, accessible only to two or more properly accredited members of the parochial corporation present at the same time.
9. All cheques drawn on the funds of any parochial corporation shall be signed by at least two members of the parochial corporation.
10. All accounts of the parochial corporation shall be reviewed in a form and following procedures as determined by the Financial Management and Development VSST at least once during each year by one or more competent persons with bookkeeping experience who shall not be members of the parochial corporation, and shall certify in writing as to the production to them of the bank books, vouchers and securities representing or comprising said funds.
11. In the compilation of the annual estimates of receipts and expenditures to be submitted to the annual meeting of the parish, mission or chapel, shall be included as part of the necessary expenditures of said

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parish, the amount assessed against the parish or mission for See or Synod purposes or for an assistant or coadjutor bishop or other purpose directed by the Synod to be assessed upon said parish or mission.

12. The parochial corporation shall use every proper method to increase the contributions of the parish or mission for missionary and extra-parochial purposes, as well as for the general needs of the parish. Such methods may include the use of the duplex envelope system of weekly offering, the appointment of a special committee to carry out a canvass, and an annual canvass of every parishioner.
13. All books, accounts, registers, fire insurance policies and other documents belonging to any parish, mission or parochial corporation, shall be kept in a safe deposit box or fireproof container.
14. ***Repealed 1966***
15. (1) The duty of maintaining the member of the clergy rests upon the people to whom he or she ministers, and the responsibility of seeing that the stipend is regularly and fully paid rests upon the church wardens and vestry of the congregation served by him or her. The first charge on all ordinary church funds at the disposal of the church wardens shall be the regular payment of the incumbent's stipend.

(2) The stipend for which the parochial corporation is legally liable is the sum agreed upon between the rector or member of the clergy concerned and the parochial corporation or the parochial committee acting on its behalf or the Bishop on its behalf, subject to all additions, reductions and variations as may be agreed upon between said rector or member of the clergy and the parochial corporation from time to time.
16. When arrears of stipend are due to a member of the clergy who is about to leave a parish, no successor shall be appointed until the said arrears have been paid, or provision made for payment. In the event of a dispute arising between a member of the clergy and his or her parishioners with respect to said arrears the matter shall be determined by the archdeacon or Regional Dean, and his decision shall be final.
17. No person shall be permitted to collect money for any church purpose beyond the bounds of his or her own parish, within this Diocese, or proceed to any other Diocese for the same purpose, without the sanction of the Bishop in writing.
18. Any person collecting for the benefit of any parish or congregation in this Diocese, or for any special object outside the objects regularly authorized by the Synod of the Diocese, or the General Synod, must first obtain the permission of the Bishop and of the member of the clergy of the parish or mission in which he or she proposes to collect.
19. When the collection is for the benefit of any parish or congregation in this Diocese, the said parish or congregation shall give a guarantee that all expenses connected with the said collection shall be paid by them, so that all the funds obtained by appeal to others shall be applied to the object for which they were collected
21. Every member of the clergy who has been engaged in full-time service in a Parish or Diocesan Ministry for fifteen (15) or more years shall be entitled to a holiday or vacation of five (5) weeks in each year, every other member of the clergy shall be entitled to a holiday of four (4) weeks in each year, in each case without diminution of stipend. The expense of providing for ministrations during holidays, shall be borne by the Parish. It shall be the responsibility of every member of the clergy, with the Parish committee on service arrangements, to ensure ministrations during the member of the clergy's absence.
22. Offerings at confirmation or ordination services shall be devoted to such purpose as the Bishop shall designate.
23. Raffles of donated items are permitted if government-required permits or licenses are obtained and the regulations are followed. Lotteries, games of chance and any form of gambling in connection with church sales or entertainments as a means of raising money for financing diocesan or parochial needs are prohibited. This section does not prohibit raising money through entertainments such as card parties and other games which have an element of chance if the winners do not receive a cash prize.