

CANON 5, ARCHDEACONS

1 FUNCTIONS

(a) An archdeacon

- (i) serves as an assistant to the Diocesan Bishop;
- (ii) shares in the ministry of episcopal oversight; and
- (iii) is territorially based.

(b) The ministry of an archdeacon extends to the boundaries of an area of the Diocese specified by the Diocesan Bishop.

(c) An archdeacon shall reside within the area over which the archdeacon's ministry extends, unless the Diocesan Bishop otherwise directs.

(d) In this Canon, "archdeaconry" means an area over which the ministry of an archdeacon extends.

2 ARCHDEACONRIES

The Diocesan Bishop shall establish the number and boundaries of each archdeaconry and may alter these at will. The boundaries shall incorporate the boundaries of regions that lie within the archdeaconry.

3 APPOINTMENT AND TERM OF OFFICE

(a) An archdeacon shall be appointed by the Diocesan Bishop as Archdeacon of (name or term describing the area or district comprising the Archdeaconry) and the Bishop shall, before appointing an archdeacon, inform the parish in which the priest who the Bishop intends to appoint performs his or her ministry of the Bishop's intention to appoint that priest an archdeacon..

(b) The Bishop shall ensure that persons are appointed who are

- (i) willing to undertake every aspect of the ministry of archdeacon; and
- (ii) respected and able to assume the responsibilities of their ministry .

(c) The term of office of an archdeacon shall be of such duration as is determined by the Bishop.

(d) Notwithstanding anything in this Canon, the Diocesan Bishop may remove or replace an archdeacon at any time before the term of office of the archdeacon expires.

(e) No person shall use the title of archdeacon unless that person holds the office of archdeacon.

(f) On the installation of a new Diocesan Bishop each archdeacon shall resign, or, if the archdeacon does not resign, is deemed to have resigned, but the new Bishop may re-appoint the archdeacon or appoint another person as archdeacon.

4 INDUCTION

An archdeacon will be inducted and installed by the Diocesan Bishop. At that time the Archdeacon shall publicly agree to accept and discharge all the responsibilities of the office.

5 TRAINING

Each archdeacon shall agree to participate in any orientation, training and continuing education program as may be required from time to time.

6 PASTORAL RESPONSIBILITIES

(a) Archdeacons will interact with Regional Deans in supporting the pastoral and administrative roles of the episcopacy in the Diocese and in their Regions. While archdeacons support the pastoral roles of the Bishop, the work of regional deans is more specifically directed toward the administrative roles of the Bishop.

(b) An archdeacon shall aid and assist the Bishops in their pastoral care and office and perform within the Archdeaconry such duties as appertain to the office of Archdeacon or shall be assigned by the Diocesan Bishop. Archdeacons will be responsible to the Diocesan Bishop alone.

(c) Where a parochial concern arises in a parish and cannot be resolved at the parish level, the concern shall be referred for resolution to the archdeacon for the archdeaconry in which the parish is located.

(d) Where a parochial concern is referred to an archdeacon pursuant to clause (c), the archdeacon shall inform the Diocesan Bishop of the parochial concern and that it has been referred to the archdeacon.

(e) The Diocesan Bishop may require the archdeacon to refer the parochial concern to the Diocesan Bishop for resolution.

(f) An archdeacon shall refer a parochial concern to the Diocesan Bishop for resolution when required to do so pursuant to clause (e).

(g) The duties of an archdeacon shall not comprise more than 20% of the archdeacon's total workload as a priest and as an archdeacon and shall not be detrimental to the archdeacon's ministry as a priest.

(h) All expenses incurred by an archdeacon in carrying out the duties of an archdeacon shall be borne by the Diocese.

7 PRINCIPAL DUTIES OF AN ARCHDEACON

The principal duties of the office of archdeacon shall be

(a) to visit each parish in the Archdeaconry at least once every two years with full authority to examine the ministry of the parish, with reference to Diocesan Canons and Guidelines as may be established from time to time and to meet with parish officers and interested church officers and parishioners;

(i) to maintain a relationship with parishes in the Archdeaconry, to assist their healthy growth and development and to nurture good relationships between each parish and the Diocese;

(ii) to assist in resolving issues related to parochial difficulties;

(b) to advise and assist clergy in all matters relating to their ministry and pastoral duties, to provide real and moral support to clergy in times of personal difficulty and to assist the Bishop in the Bishop's role as pastor to the clergy;

(c) to meet with the parochial committee on behalf of the Diocesan Bishop to fulfil all duties of the Archdeacon imposed by the Canon on Appointment, Transfer and Resignation of Stipendiary Clergy (Canon 25) and such other duties as directed by the Bishop;

(d) to induct all clergy in the Archdeaconry, if so mandated by the Bishop;

(e) to install Regional Deans in the Archdeaconry if so mandated by the Bishop;

(f) to assist regional deans in providing services during the absence of an incumbent;

(g) serve as a member of the Dean and Chapter in accord with applicable legislation.

8 THE BISHOP'S ADVISORY COUNCIL

(a) The membership of the Bishop's Advisory Council shall include the Diocesan Bishop, the Archdeacons and other bishops in office in the Diocese. The Council may also include other clergy and lay persons appointed from time to time by the Bishop

(b) The Diocesan Bishop shall chair the Bishop's Advisory Council and a suffragan or assistant bishop shall be the Vice-chair

(c) The Bishop's Advisory Council shall meet at least three times each year to deliberate on matters pertaining to Diocesan life and, in particular, to the pastoral needs of clergy, parishes and other Diocesan personnel

(d) Archdeacons may report personally to the Diocesan Bishop whenever necessary, and the Bishop may call upon one or several archdeacons for support and advice in developing and carrying out episcopal policy.”