

**CANON 40**  
**PARISH RECORDS**

1. Every rector, incumbent or priest-in-charge of a parish or mission shall keep registers of the following information respecting the parish or mission:
  - (a) baptisms, both public and private;
  - (b) persons confirmed or received into the Church;
  - (c) marriages; and,
  - (d) burials.

Registers which are in current use shall be kept in a dry, secure, fireproof place such as a safe, vault or vaulted room.

Registers which have been completed shall also be kept in a dry, secure, fireproof place such as a safe, vault or vaulted room or, if this is not possible, shall be sent to the Registrar of the Diocese to be deposited in the Diocesan Archives vault for safekeeping, together with any other completed vestry books (Register of Services), Minute Books, Ledgers and Documents of enduring value for which preservation is recommended.

2. Every rector, incumbent or priest-in-charge of a parish or mission shall keep records of the following information respecting the parish or mission:
  - (a) the names of adherents of the Church;
  - (b) services held; and,
  - (c) other records required to be kept by Civil Law by a member of the clergy

For this purpose, adherents mean active Anglicans, inactive but identifiable Anglicans, and any baptized Christians who identify with the Anglican Church of Canada in the parish or mission.

3. Every rector, incumbent, or priest-in-charge of a parish or mission shall prepare, or cause to be prepared, sign and forward to the Director of Administration, returns summarizing these registers and records.
4. Returns for a calendar year shall be forwarded before April of the following year.
5. Registers and Returns shall be in the form approved by the Bishop.
6. The Director of Administration shall distribute the approved forms for Returns.