

CANON 15

PARISH ADVISORY COUNCIL

1. Parish Advisory Council

- a) At each annual meeting of the Vestry there shall be constituted a committee of the Vestry to be known as the Parish Advisory Council, [hereinafter called the "Council"]. The Vestry, by resolution, may fix a term of one year for the members and such members shall be eligible for re-election, however, it is desirable that this ministry is shared by as many in the parish as possible.
- b) Where there is a regional or multi-point parish, there may be an advisory council for such regional or multi-point parish.
- c) Parish Advisory Councils shall provide advice and assistance to the Churchwardens.

2. Membership

The Council shall be composed, at a minimum, of:

- a. The Incumbent;
- b. The Churchwardens;
- c. The Deputy Churchwardens, if any;
- d. The Treasurer, if appointed;
- e. Not less than two other members of the vestry as shall be elected at the annual vestry meeting;
- f. The Lay Members of Synod elected by Vestry;
- g. Up to a number equal to one-half the number of members of the vestry elected to the Council, but not to exceed four (4), may be appointed as additional members of Council by the Incumbent;
- h. If the vestry so desires:
 - i. one representative each from such parochial organizations as shall be designated by the vestry, such representatives to be chosen by each of these organizations;
 - ii. any such elected officials as shall be designated by the vestry;
 - iii. appointed Lay Members of Synod from the vestry;
 - iv. not less than one cemetery trustee, if any.

3. Regulations

1. Vacancies occurring between vestry meetings shall be filled by:
 - a) appointment by the Incumbent in the case of those originally appointed by the Incumbent;
 - b) by the organization in the case of those originally appointed by that organization;
 - c) by the Council in the case of those originally appointed by the vestry.
2. The Chairperson shall be elected annually by the Council.
3. The Council shall elect a Secretary and the minutes of each meeting shall be entered in a book to be kept for that purpose.

4. Duties

The duties of the Council shall be to perform such duties as may be delegated to it by the Vestry, the Incumbent or the Churchwardens, and to act in an advisory capacity to the Incumbent and Churchwardens as follows:

1. To receive from the Churchwardens, at least quarterly, a written financial statement and a report on all parish matters of importance and to make recommendations thereon.
2. To receive the budget to be submitted at the annual meeting of the vestry as prepared, after consultation with the Incumbent, by the Churchwardens, and to make recommendations thereon.
3. To make recommendations on any other matters affecting the parochial and extra-parochial responsibilities of the parish.

5. Meetings

1. The Council shall meet not less than on a quarterly basis during each calendar year except more frequent meetings may be held if requested by the Incumbent, the Churchwardens or vestry;
2. A quorum shall be one-third of the members, including at least one churchwarden;
3. At the first meeting of Council after the annual vestry meeting, the Council shall elect a chair, vice chair and appoint a secretary, who shall keep minutes of the meetings.