CANON 1
DEFINITIONS AND MOTION PROCEDURES AT SYNOD

1. Definitions

For the purposes of The Constitution and Canons of the Synod of the Diocese of Ontario, the following terms shall have the meaning given opposite each.

ACT- means An Act Respecting the Incorporation of the Synod of the Diocese of Ontario, Statute of Canada,1862, Chapter 86.

ARCHDEACON- a priest appointed by the Bishop to assist with the supervision of parishes in the management of the Diocese.

ARCHDEACON OF MINISTRY AND PROGRAMS– an Archdeacon appointed by the Bishop to assist in planning and implementing ministry and programs.

AREA MINISTRY-Means ministry conducted across multiple parishes within a geographic area of the Diocese, so designated by the Bishop, where there is a sharing of ministry and mission as well as administration and governance with the option of leading to full integration of ministry, administration, and governance.

BISHOP- the leader of the Diocese, President of Diocesan Synod and the link with other dioceses, the Provincial, National and worldwide Anglican Communion.

BISHOP'S ADVISORY COMMITTEE- a committee to consult with and advise the Bishop. The members include the Bishop, the Diocesan Executive Officer, the Archdeacon of Ministry and Program, the Dean of the Cathedral, and the Territorial Archdeacons.

BISHOP, COADJUTOR- a bishop elected by the Diocesan Synod to assist the Bishop and who has a right of succession.

BISHOP, SUFFRAGAN- a bishop elected by Diocesan Synod to assist the Bishop and who has no automatic right of succession.

BISHOP'S COMMISSARY- a priest appointed by the Bishop to perform the duties and administrative functions of the Bishop during his or her absence or illness.

CANON- An enactment or law of the Synod declared so to be upon its adoption.

CHANCELLOR- a judge or barrister, active or retired, appointed by the Bishop to advise on ecclesiastical law and other matters.

CHURCH—The Church is the Body of Christ carrying out ministry within space and time and for the purposes of these canons, the term "Church" is used to describe the consecrated buildings and congregation(s) that worship therein.

CONGREGATION—A group of persons who chose to meet and worship together.

CONVENING CIRCULAR- a set of documents to be sent to members of Diocesan Synod prior to a meeting and is to include all information about the business to be conducted at Diocesan Synod.

CORPORATION—While not an incorporated legal entity under civil law, by long-standing religious tradition, a "corporation" has been interpreted to refer to the churchwardens of each vestry acting together.

CLERGY OR CLERIC- These terms include the three (3) orders of the ministry- Bishops, Priests, and Deacons.

DEACON, TRANSITIONAL- a transitional deacon is ordained as a deacon with the intention of becoming a priest.

DEACON, VOCATIONAL- a vocational deacon is ordained with the intention of continuing in that ministry of communicating the world's needs to the church and representing the church in the world.

DEANERY- a group of parishes within the Diocese organized by region for administrative purposes and mutual assistance. Each deanery is to be led by a Regional Dean elected by the clergy in the deanery and confirmed in that position by the Bishop.

DIOCESAN SYNOD- is the governing body of the Diocese composed of licensed clergy and lay members selected by the parishes to oversee all areas of Diocesan life including ministry and mission, finances and Canons.

DIOCESE- The Diocese of Ontario includes the five counties of Prince Edward, Hastings, Lennox and Addington, Frontenac and Leeds-Grenville. The Diocese belongs to the Ecclesiastical Province of Ontario.

EX OFFICIO-means a non-voting member of a board or committee, entitled to attend and speak.

INCUMBENT- The Cleric who for the time being has the care of souls in a Church, Parish, Mission or area, and who has been licensed or appointed by the Bishop to perform such ecclesiastical duties therein.

INTERIM PRIEST-IN-CHARGE- a priest appointed by the Bishop to act on a temporary basis in the place of the Incumbent.

LAY READER- a member of the church who has completed training and who is licensed by the Bishop to assist or lead parts of worship that do not require the leadership of clergy.

LETTERS BENE DECESSIT- a formal letter given by the Bishop to a priest or deacon in good standing who is transferring to another diocese.

MEMBER OF THE ANGLICAN CHURCH OF CANADA- A person who becomes a member by regularly attending worship in a local Anglican church and receiving the sacrament of Holy Communion at least three (3) times each year and contributes to the life and work of such Anglican church.

MEMORIAL- an address containing an exposition of facts and circumstances and soliciting attention thereto.

METROPOLITAN- An Archbishop who has jurisdiction and pastoral oversight over an ecclesiastical province.

MINISTRY ALLOCATION FUND – The fund maintained and accounted for within the financial accounts of the Diocese under the authority of Diocesan Synod Council to receive, hold, and disburse the Diocesan share of net proceeds realized from any sale or other disposition of Real Property or Property together with income earned thereon.

MOTION- A form of words by which it is sought to elicit an expression of opinion regarding some proposal contained therein

ORDER- A direction given by the Synod to one (1) or more of its officers or other persons to perform some specific act or acts. It remains in force until it has been complied with, or until the next session of the Synod.

ORDERS- refers to membership in the Synod according to the Order of Bishops, the Order of Clergy and the Order of Laity.

ORPHAN- A person under the full age of eighteen (18) years, one (1) of whose parents was a Cleric but is deceased.

PARISH- A parish is set apart by the Bishop in accordance with the canon on parishes, having one (1) or more congregations under one (1) Incumbent or priest-in-charge and which has one or more regularly organized Vestry or Vestries, with the right to elect members of the Synod, and may include a Diocesan Mission or Designated Ministry.

PETITION- A written or printed request addressed to a person or body of persons for the redress of some wrong or for the granting of some favour.

POLICY- An enactment setting forth in detail the rules to be observed in the practical carrying out of some canon.

PRIMATE- An Archbishop who serves as President of General Synod, Chair of the House of Bishops and senior Metropolitan of the church.

PROPERTY-means any moveable thing including a chattel, money, financial investment, artifact, a legal right or document but does not include real property as defined herein;

REAL PROPERTY – Real property includes land, buildings, any other things that is erected or growing on or affixed to land, minerals and other things under the land, and all rights issuing out of, annexed to, and exercisable within or about land such as leases, licenses, mortgages, air rights, easement and right of access.

REGIONAL COUNCIL- the leadership of a group of parishes within the Diocese so arranged for purposes of administration as well as mutual assistance and ministry.

REGIONAL DEAN- a priest, who is elected by the clergy of the deanery and confirmed by the Bishop to assist in the management of a deanery.

REGULATION- A regulation provides for the methods by which the duties of officers or members of Synod are to be performed.

RESOLUTION- A motion which has been adopted.

RULE- A rule prescribes some mode of procedure under a canon or by-law.

RULES OF ORDER- Rules adopted for the government of the proceedings of a Session of Synod.

SHARED MINISTRY- means ministry conducted across multiple parishes within a geographic area, so designated by the Bishop, solely for the purpose of sharing the services of a cleric but with the potential of evolving into an area ministry over time.

STANDING ORDER- One (1) that holds from year to year until withdrawn or altered by the Synod.

STIPEND– An amount of money paid to clergy for the performance of assigned duties but does not include honoraria received;

TERRITORIAL ARCHDEACON—An archdeacon appointed by the Bishop to provide administrative and ministry support to parishes within a geographic area in the Diocese;

VESTRY-members of one or more congregations attending the same church and who are entitled to attend and vote at an annual meeting or other meetings of the congregations.

WARDEN or CHURCHWARDENS – the primary leaders of a parish responsible for parish administration (Canon 14).

2. Notices of Motion at Synod

1. Notices of motion for Synod shall be delivered to the Secretary of Synod at any time. Such notices shall be placed upon the agenda of the next meeting of the Diocesan Synod Council.

2. The Diocesan Synod Council shall cause such notices to be printed verbatim in the Convening Circular or any additional or Supplementary Convening Circular with or without expressing any opinion or making any recommendation.

3. Any notices of motion received by the Secretary of Synod after the last regular meeting of the Diocesan Synod Council held at least thirty-five (35) days prior to any sitting of Synod shall be referred to the Synod Planning Committee. The Synod Planning Committee shall consider such notices and report its recommendations to Synod. Such notices shall be placed on the agenda only with the consent of the majority of the Synod present and voting.

4. Each notice of motion for the enactment, amendment, or repeal of any part or provision of the Constitution or of any Canon, Policy, By-law or Rule of Order, shall be in writing and shall set out in full the part or provision affected and the proposed enactment or amendment.

5. A motion to enact, amend, or repeal a part or provision of the Constitution or of any Canon, Policy, By-law, or Rule of Order, shall become effective upon:

a. Having been recommended for adoption by the Diocesan Synod Council; and

b. Receiving the approval of not less than sixty-six percent (66%) of the members of Synod present and voting at the session at which it is considered; and

c. Receiving the assent of the Bishop.

6. A motion to enact, amend, or repeal a part or provision of the Constitution or of any Canon, Policy, By-law, or Rule of Order, which shall not have been recommended for adoption by the Diocesan Synod Council, shall nevertheless become effective upon:

   a. Receiving the approval of not less than sixty-six percent (66%) of the members of Synod present and voting at two (2) successive Regular Sessions of Synod; and

   b. Receiving the assent of the Bishop following the second of such approvals.

7. A motion to enact, amend, or repeal a part or provision of the Constitution or of any Canon, Policy, By-law, or Rule of Order, which shall have been recommended by the Diocesan Synod Council, but which shall not have received the requisite approval referred to in clause 5 (b) hereof, shall nevertheless become effective upon:

   a. Receiving the approval of not less than fifty-one percent (51%) of the members of Synod present and voting at two (2) successive Regular Sessions of Synod; and

   b. Receiving the assent of the Bishop following the second of such approvals.

8. Any motion to suspend a part or provision of the Constitution or of any Canon, Policy, By-law, or Rule of Order, if passed, shall only be effective until the next Session of Synod, and such part or provision shall then become effective upon:

   a. Having been recommended for adoption by the Diocesan Synod Council; and

   b. Receiving the approval of not less than sixty-six percent (66%) of the members of Synod present and voting at the session at which it is considered, and

   c. Receiving the assent of the Bishop.

9. Notices of motion dealing with expenditures which will result in an increase in the Diocesan Budget must contain an explanation setting out how any additional funding or reallocation of funding is to be achieved and must be submitted to the Diocesan Synod Council for its opinion prior to being presented to and dealt with by the Synod.

3. Policies

1. Any committee having charge of the administration of any Canon or fund of the Synod, may make, and from time to time alter and amend any policies passed by the committee for its internal management; provided always that such policies are not inconsistent with any Canon, policy, or rule of order of Synod or Diocesan Synod Council then in force.

2. Any policy or amendment thereof, made from time to time by such committee, shall remain in force until the next meeting of Diocesan Synod Council or session of Synod; but if not then confirmed by the Synod, shall be of no further force, and if re-enacted by the committee shall not be put into force until authorized by the Synod.

4. Memorials and Petitions

1. Memorials and petitions shall be dated and shall be signed by the persons presenting the same, and shall be in the following form:

   "To the Right Reverend the Bishop, the Reverends, the Clergy, and the Lay Members of the Diocese of Ontario, in Synod assembled: The Petition (or Memorial), of (description) Humble sheweth, etc."