

## **CANON 9** **INCUMBENT**

### **1. Services**

The Incumbent of a parish shall have charge of and be responsible for the ordering of the services including the musical part thereof, the use of the organ, the fixing of the hours of service, the ringing of the bell, and such like matters.

### **2. Vestry**

The Incumbent when present shall be chair ex-officio of all meetings of the Vestry and of the Parochial Tribunal.

### **3. Annual Meeting**

The Incumbent shall summon the annual meeting of the vestry of each congregation in the parish, and may call special meetings whenever the Incumbent thinks it necessary. It shall be the duty of the Incumbent to call a special meeting when requested in writing to do so by the Churchwardens or by at least six (6) of the members of such vestry.

### **4. Annual Report**

The Incumbent shall present a report to the annual meeting of the vestry or vestries on the state of the church in the parish, and such other matters as the Incumbent considers advisable.

### **5. Where Joint Responsibility with Churchwardens**

The Incumbent and the Churchwardens shall act jointly in matters concerning the use of the church buildings and grounds and neither shall act without the approval of the other.

### **6. Differences Between Incumbent and Churchwardens**

In the case of difference of opinion between the Incumbent and the Churchwardens regarding their respective powers and duties, the matter under dispute shall be referred to the bishop for adjustment. The decision of the Bishop in such a matter shall be final.

### **7. Statistical Returns**

The Incumbent shall give necessary assistance to the Churchwardens in compiling the statistical returns to Synod required from them.

### **8. Organizations**

The Incumbent shall be primarily responsible for the work of religious education in the parish or missionary area, for its initiation, character, organization, and control; and the superintendent of the Sunday School, and all other officers shall act under the Incumbent's direction. The Incumbent shall also have supervision of all organizations having as their purpose the care or adornment of the sanctuary, the chancel, or other portions of the church building; also of organizations for devotional, social or athletic purposes, carried on in the name of the Church or upon its property. (For other organizations see Canon 14, Vestries).

### **9. Synod**

The Incumbent shall complete and forward to the office of the Synod:

- a) The certificate of election of lay members of Synod and the names and addresses of the Churchwardens for the current year. These shall be completed and forwarded to the office of the Synod within ten days after the annual meeting of the vestry.
- b) Statistical returns as required by Synod regarding the congregation or congregations, the services of the Church, the Sunday School and other organizations. These shall be completed and forwarded to the office of the Synod for receipt no later than the fifteenth (15<sup>th</sup>) day of March in each year.

### **10. Special Appeals**

The Incumbent shall place before the congregation or congregations the special appeals for contributions ordered by Synod.

**11. Cooperation With Synod**

The Incumbent shall co-operate with the Synod in any and every effort to instruct the members of the Church in the world of its various departments and to secure their financial support of the same.

**12. Failure to comply With Section 9 and Section 10**

By failure to comply with one or more of the provisions of sections 9 and 10 above, an Incumbent shall forfeit any right to a seat in a session or sessions of Synod and to election or appointment as a member of any committee of the Synod for that year.

**13. Parish Records**

The Incumbent shall keep proper records in books provided by the Churchwardens of all services of Holy Communion, and of Morning and Evening Prayer, and shall keep an accurate record of baptisms, confirmations, marriages and burials.

**14. Priest-in-Charge**

A Priest-in-Charge of a Parish shall exercise the functions of an Incumbent for the period of his/her appointment.