

**CANON 18**  
**PARISH EXECUTIVE COMMITTEE**

1. In each parish consisting of two or more congregations there shall be formed a committee to be known as the Parish Executive Committee, hereinafter called the Committee.

**2. Membership**

It shall be composed of:

1. The Incumbent;
2. The Churchwardens; and
3. Two members of the laity from each congregation, one to be appointed by the Incumbent, and one elected by the vestry of that congregation.

**3. Meetings**

1. The Chairperson shall be the Incumbent who shall have a vote, but shall not be required to exercise the same;
2. A Vice-Chairperson shall be elected annually by the Committee;
3. The Committee shall elect a Secretary and the minutes of each meeting shall be entered in a book to be kept for that purpose; and
4. The Committee shall hold meetings at least twice during each calendar year.

**4. Duties**

The duties of the Committee shall be:

1. To advise the Incumbent and Churchwardens in such matters as are of a parochial, deanery, or diocesan nature, but not those solely of an individual congregation;
2. To consider any such matters referred to it by any of the several vestries;
3. To receive from the Churchwardens at each regular meeting a written financial statement of each congregation; and
4. To prepare from time to time recommendations for the consideration of each congregation of its share of responsibility with respect to:
  - a. Assessable Expenditure;
  - b. Incumbent's remuneration;
  - c. Incumbent's travel expense;
  - d. Rectory maintenance as appropriate; and
  - e. Other matters of parochial concern.