

From the REGULATIONS of the Diocese of Ottawa

Parish Council

1. At each Annual Meeting of the Vestry of each congregation, there shall be established a committee of the Vestry to be known, where there is one congregation in the Parish, as the Parish Council,
2. MEMBERSHIP
Except as provided in Section (7), each Council shall consist of:
 - a) the Incumbent;
 - b) the Churchwardens;
 - c) the Parish or Congregational Treasurer, if any;
 - d) the Lay Members of Synod, from that congregation, if any; and
 - e) additional members as may be determined by the Annual Meeting of the Vestry
3. Vacancies in the Council occurring between Vestry meetings may be filled by appointment by the Incumbent.
4. The Chairperson of the Council shall be elected annually at the first meeting of the Council and shall act as Chairperson at meetings of the Council, and in his or her absence, one of the Churchwardens shall so act; and the Council shall elect a Secretary; and the proceedings of each meeting shall be entered by the Secretary in a book to be kept for the purpose.
5. MEETINGS
The Council shall hold regular meetings, monthly if possible.
6. DUTIES
The rights, powers and duties of the Council shall be:
 - a) to take appropriate action in connection with matters referred to it by the Vestry and in accordance with directions received relating thereto;
 - b) to assist Incumbents in the development of policy for and support of the work of Christian education in the congregation;
 - c) to receive from the Churchwardens at least quarterly a written financial statement and to make recommendations thereon;
 - d) 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;
 - e) to make recommendations on any other matter affecting the parochial and extra-parochial responsibilities of the Parish;
 - f) to assist the Sidespersons in securing the regular attendance of Church members at the services of the Church;
 - g) between meetings of the Vestry and subject to any applicable Statutes of Ontario and Quebec and the provisions of the Canons, By-laws and Regulations, to have all the rights, powers and duties of the Vestry.
7. The Vestry shall have the right by resolution to change the membership, structure and duties of the Council as specified in Sections (2) and (6) provided a true copy of such resolution is filed with the Director of Administration