

CANON 2

BISHOP'S APPOINTMENTS

1. The Bishop may appoint and remove persons to the following positions:
 - (a) Archdeacons;
 - (b) The Archivist;
 - (c) Canons;
 - (d) The Chancellor/Vice Chancellor;
 - (e) Chaplains;
 - (f) The Commissary;
 - (g) The Dean;
 - (h) The Diocesan Solicitor;
 - (i) The Administrative Assistant to the Bishop;
 - (j) Regional Deans;
 - (k) The Registrar;
 - (l) The Bishop's Council;
 - (m) Chair of the College of Deacons;
 - (n) Examining Chaplain

All of whom, except Chaplains, shall tender their resignations of the office of the Bishop's successor in the See.

ARCHDEACONS

2. Under ordinary circumstances, no person shall be eligible to receive the appointment of Archdeacon until that person has completed six years in priest's orders.
3. An Archdeacon's jurisdiction under the Bishop is exercised as an ordinary jurisdiction.
4. Unless otherwise ordered by the Bishop, the Diocese shall be comprised of the Archdeaconry of Avalon East and West, the Archdeacon of Trinity and Conception and the Archdeaconry of Labrador.
5. An Archdeacon shall assist the Bishop in the Bishop's pastoral care and office, and in particular an Archdeacon shall see that all such as hold any ecclesiastical office within the Archdeaconry perform their duties with diligence, and bring to the Bishop's notice anything requiring correction and amendment.
6. It is the right of the Archdeacon to conduct Visitations in that Archdeacon's jurisdiction and especially:

- (a) to survey all Churches, Chapels and cemeteries and other Church property and to give directions for the amendment of all defects in the walls, fabric, ornaments and furniture of the same;
 - (b) to examine the Inventory of Church lands and property held by Churchwardens and to ensure their safety;
 - (c) from time to time, and especially during a vacancy, ascertain the condition of the rectory of a parish and make recommendations, if necessary, to the Vestry or to the Parish Council, as the case may be, regarding redecoration, repairs or improvements;
 - (d) to promote the interests of the missionary tasks of the Church and the social services that can be rendered in each locality.
 - (e) to enquire into the prospects of Church Extension, and, where such opportunities occur, to report them to the Diocesan Council.
7. An Archdeacon may depute the Regional Dean of the locality to see that the Archdeacon's instructions in the matters referred to in Section 6 above are carried out and sustained.
8. On receiving Letters Mandatory from the Bishop, an Archdeacon shall induct any cleric who has been instituted to an Incumbency into possession of the temporalities of the same.
9. Archdeacons shall be installed in the Cathedral by the Bishop, or by the Dean under the mandate of the Bishop.
10. Each Archdeacon shall have a Stall in the Cathedral and be a member of the Cathedral Chapter.
11. An Archdeacon who retires may be granted the title of "Archdeacon Emeritus" by the Bishop.

ARCHIVIST

12. The Bishop shall appoint a Diocesan Archivist who shall hold office during the Bishop's pleasure.
13. The Synod shall provide a secure place of deposit for the archival records of the Diocese.

14. It shall be the duty of the Diocesan Archivist:
- (a) to establish and administer a continuing program for the management of current records created by the officers, committees, and other bodies of the Synod, and in consultation with Diocesan officials to select non-current diocesan records for long-term preservation in the Archives;
 - (b) to appraise and acquire for purposes of preservation and research non-diocesan records of all kinds, as well as other documentation relating to the history of the Diocese. Non-current parochial records shall be transferred to the Archives by parishes unless the parish has satisfied the Archivist that its records are being preserved in a secure archival environment;
 - (c) to access, arrange and describe the holdings of the Diocesan Archives according to currently accepted archival standards and procedures;
 - (d) to provide research and reference service for the staff of the Diocesan Office and other diocesan officials into the holdings of the Diocesan Archives;
 - (e) to prepare exhibits and present addresses at meetings and on special occasions, in order to encourage support of the archival program and to promote an interest in Anglican Church history in Newfoundland and Labrador.
 - (f) to provide research and reference services to serious researchers outside the Diocesan Office, with priority given to Church history;
 - (g) to make such regulations as are necessary for the day-to-day operation of the Archives;
 - (h) to Chair the meetings of the Archives Committee.
15. Diocesan Archivist, in cooperation with the Archives Committee, shall report to the Synod on the Services, acquisitions and activities of the Archives.

CANONS

16. The Bishop may appoint up to six persons to be Canons of the Cathedral of St. John the Baptist.

CHANCELLOR AND VICE-CHANCELLOR

The Chancellor

17. The Bishop shall appoint a Chancellor who shall be a regular communicant, resident in the Diocese and be a barrister-at-law and a practising member of The Law Society of Newfoundland of at least ten years standing.
18. The Chancellor shall hold office for 5 years and may be reappointed at the Bishop's pleasure.
19. The Chancellor shall be, ex officio, a member of the Synod, the Diocesan Council, the Legislation Committee, and the Synod Agenda and Resolutions Committee.
20. It shall be the duty of the Chancellor to advise the Bishop, the Coadjutor, Suffragan or Assistant Bishop(s), the Bishop's Commissary or the Administrator, and the Diocesan Administrative Assistant to the Bishop on all legal matters submitted to the Chancellor and all matters of discipline or cases of difficulty or doubt when requested so to do, and to act as Assessor in determining questions on points of order at any meeting of the Synod or of the Diocesan Council.
21. On the death or retirement of the Bishop the Chancellor shall tender his or her resignation of office to the Bishop's successor in the See.

The Vice-Chancellor

22. The Bishop shall, after consultation with the Chancellor, appoint a Vice-Chancellor, who shall be a regular communicant, resident in the Diocese, and be a practising member of The Law Society of Newfoundland of at least five years standing.
23. The Vice-Chancellor shall be, ex officio, a member of the Synod, the Diocesan Council, the Legislation Committee and the Synod Agenda and Resolutions Committee. The Vice-Chancellor shall be a member with voice, but not vote, of the Diocesan Council and in the absence of the Chancellor may vote in place of the Chancellor.
24. The Vice-Chancellor shall hold office for five years, and may be reappointed at the Bishop's pleasure.
25. It shall be the duty of the Vice-Chancellor to assist the Chancellor in the fulfilment of the duties of Chancellor.
26. In the absence of the Chancellor, the Vice-Chancellor shall act in the place of the Chancellor, and shall have all the duties, powers, and responsibilities of the Chancellor.

CHAPLAINS

27. At the recommendation of the Diocesan Council, the Bishop shall appoint clerics to be Diocesan Chaplains to serve in health care and correctional facilities and other institutions, as shall be determined by the Diocesan Council from time to time.
28. The Bishop shall, from time to time, appoint one of the Diocesan Chaplains provided for in Section 26 to be Co-ordinating Chaplain, who shall co-ordinate the work of the various Diocesan Chaplains and perform such other duties as the Bishop shall determine.
29. The duties of the Diocesan Chaplains shall be:
 - (a) to provide chaplaincy care to patients, residents or inmates, and the staff, of such health care and correctional facilities, and to their families;
 - (b) to report as requested from time to time by the Diocesan Council and Synod.
30. The Diocesan Council shall, from time to time, fix the amount of stipend to be paid to Diocesan Chaplains, and all necessary travel and other expenses incidental to the performance of their duties, and provide either a suitable house, free of rent, or a housing allowance in accordance with Diocesan Policy.
31. Where appropriate, the Diocese may enter into agreement with the other Anglican Dioceses in Newfoundland and Labrador to share chaplaincy services, the costs of such services to be apportioned among the dioceses as they shall agree from time to time.

COMMISSARY & ADMINISTRATOR

The Commissary

32. The Bishop shall, after consultation with Diocesan Council, appoint one of the following clerics to be Bishop's Commissary within the Diocese at the Bishop's pleasure:
 - (a) the Coadjutor Bishop;
 - (b) the Suffragan or Assistant Bishop;
 - (c) the Dean;
 - (d) an Archdeacon;
 - (e) the senior clerical member of Diocesan Council by date of first licensing in the Diocese.
33. The duties of the Bishop's Commissary, subject to the terms of appointment by the Bishop, shall be:

- (a) to assist the Bishop at any time in administering the affairs of the Diocese;
 - (b) during the temporary absence or incapacity of the Bishop, and during the vacancy of the See, to perform the duties of Administrator of the Diocese;
34. In the temporary absence of the Bishop and the Bishop's Commissary from the Diocese, another person listed in Section 31 of this Canon 2 shall be appointed acting Commissary by the Bishop.
35. On the installation of a new Bishop of the Diocese, any Commissary appointed by the former Bishop shall be deemed to have tendered his or her resignation.

The Administrator

36. (1) If the See should fall vacant by reason of the death, resignation, or removal of the Bishop, or in the physical or duly certified mental incapacity of the Bishop, the Bishop's Commissary shall be the Administrator of the Diocese following notification to, and approval having been received from, the Metropolitan.
- (2) If there is no Commissary, or if such Commissary is absent from the diocese or otherwise unable to perform the duties of Administrator, one of the following persons, in order of precedence, shall be the Administrator of the Diocese, notification to and approval of the Metropolitan having been transmitted:
- (a) the Coadjutor Bishop;
 - (b) the Suffragan or Assistant Bishop;
 - (c) The Administrative Assistant to the Bishop;
 - (d) the Dean;
 - (e) the Archdeacon by seniority of appointment;
 - (f) the senior clerical member of the Diocesan Council by date of first licensing in the Diocese.
37. The powers and duties of the Administrator shall be:
- (a) To preside over all boards, committees, and councils of which the Bishop is Chair;
 - (b) To act in the place and stead of the Bishop, so far as it is permissible, upon any committee of which the Bishop was a member, either active or ex officio, at the time the vacancy occurred;
 - (c) To maintain the discipline of the Church in the Diocese;

- (d) To exercise such general inspection and surveillance of affairs and conditions within or affecting the Diocese as may be exercised by a Bishop;
 - (e) To appoint provisionally to vacant positions in the Diocese and in parishes where such appointments are ordinarily within the purview of the Bishop, such provisional appointments being subject to review by the Bishop when the See is filled and the new Bishop duly installed in office;
 - (f) To sign cheques and execute all other documents on behalf of the Diocese as might be executed by the Bishop, with full power to approve of and consent to the sale or lease of any lands and to affix the seal of the Diocese;
 - (g) Generally to do and to perform every temporal function pertaining to the office of Bishop.
38. The Administrator shall keep a full record of all actions, and preserve all official correspondence, and shall account and report fully to the Bishop upon all matters and things done or dealt with while holding office as Administrator immediately upon the installation of a Bishop or upon the Bishop resuming episcopal duties.
39. Should the physical or duly certified mental incapacity referred to in paragraph 34(1) continue for a period of six months, the Administrator shall call the Diocesan Council to convene to consider whether or not to request that the Metropolitan declare the See vacant. Should the Bishop be the Metropolitan, the appeal shall be made to the senior Bishop in the Province by date of episcopal ordination.

DEAN

40. The Bishop may appoint the Rector of the Cathedral of St. John the Baptist to be Dean of the Diocese of Eastern Newfoundland and Labrador, who shall hold office at the pleasure of the Bishop and shall perform such duties as may from time to time be required by the Bishop.

DIOCESAN SOLICITOR

41. The Diocesan Solicitor shall be a practising member of The Law Society of Newfoundland as a Barrister and Solicitor within the Province of Newfoundland. The Chancellor or the Vice-Chancellor may be the Diocesan Solicitor.

42. The Diocesan Solicitor shall act professionally on behalf of the Diocese in all matters requiring the services of a solicitor except as may otherwise from time to time be decided by the Diocesan Council.

THE ADMINISTRATIVE ASSISTANT TO THE BISHOP

43. At the recommendation of the Diocesan Council the Bishop shall appoint a person to be Administrative Assistant to the Bishop of the Diocese, who shall also be the Secretary-Treasurer of the Synod.
44. The duties of the Administrative Assistant to the Bishop shall be:
- (a) To have general management of the business of the Diocese;
 - (b) To have general oversight and supervision of the staff and work of the diocesan office;
 - (c) To co-ordinate the preparation for meetings of the Synod, and of the Diocesan Council and the Administration and Finance Committee;
 - (d) To ensure that the minutes of all meetings of the Synod, the Diocesan Council, and all committees of the Diocese, are properly recorded and maintained, and to be responsible for the publication of the Synod Journal;
 - (e) To be responsible for seeing that the policies and directives of the Synod and of the Diocesan Council are carried out effectively;
 - (f) To advise and assist the clerics and parish officers in matters and questions connected with their respective parishes;
 - (g) To perform such further services as may be, in the opinion of the Bishop, compatible with the office of Administrative Assistant to the Bishop.
45. If in Priest's Orders, the Administrative Assistant to the Bishop shall normally hold the title of Archdeacon.
46. The Diocesan Council shall, from time to time, fix the amount of stipend or salary to be paid to the Administrative Assistant to the Bishop, and all necessary travel and other expenses incidental to the performance of the Administrative Assistant to the Bishop's duties, and provide other benefits in accordance with diocesan policy.

THE REGISTRAR

47. The Bishop shall appoint a Registrar who shall hold office during the pleasure of the Bishop.
48. The Registrar shall keep suitable books, to be provided by the Synod, in which shall be recorded such official acts of the Bishop or of the Synod as require record or registration.
49. It shall be the duty of the Registrar to enter and record:
 - (a) a short description of the boundaries of the Diocese and of the several archdeaconries, regional deaneries and parishes therein.
 - (b) a list of the clerics of the Diocese from time to time with their academic standing and the respective dates of their admission as deacons, priests, or bishops, and a list of the different parishes or appointments in which they have served.
 - (c) the election or appointment of clerics or laity to any office in the Diocese, such as Chancellor, Dean, Archdeacon, Canon, Honorary Canon, Registrar or Regional Dean.
 - (d) all letters of orders, licenses, letters of institution, mandates of induction, and the results thereof, and other official instruments issued by the Bishop to the clerics of the Diocese from time to time.
 - (e) all confirmations, and all consecrations of churches and cemeteries.
50. The Registrar shall be the proper custodian of all grants, deeds, conveyances and other documents relating to land or property of the Diocese, and shall enter in the books provided by the Synod the date of every such grant, conveyance, or other document and the names of the grantors, vendors or testators, also a short description of the property and a memorandum of any trust under the grant or devise.
51. The Registrar shall make a report annually to the Bishop of the Registrar's acts during the year.
52. The Registrar shall be entitled to charge such fees and receive such remuneration as may be fixed by the Diocesan Council.

53. The Registrar shall have such powers and authority as may from time to time be assigned by the Diocesan Council.

THE BISHOP'S COUNCIL

54. The Bishop may appoint a Bishop's Council consisting of the Archdeacons and the Dean.