

Resolutions

(Received as of May 11, 2017)

Resolution No. 1

MOVED/SECONDED Diocesan Council
(no Second required for a motion proposed by Diocesan Council)

RESOLVED:

In order to ensure that that each Parish is entitled to no fewer than 2 Lay Delegates to Diocesan Synod as well as an additional Lay Delegate youth delegate, that Paragraph 1461 (a) of Canon 14 be amended by deleting the following:

	Lay Delegates	Alternate Lay Delegates
for less than 100	1	3
for 100 but less than 200	2	3

and replacing it with the following:

	Lay Delegates	Alternate Lay Delegates
for less than 200	2	3

so that Paragraph 1461 (a) of Canon 14 will now read as follows (effect of change shown in bold):

1461. (a) Each parish shall be entitled to a number of Lay Delegates and Alternate Lay Delegates based on the number of baptized persons of the age of 15 years or over on its membership roll as follows:

	Lay Delegates	Alternate Lay Delegates
for less than 200	2	3
for 200 but less than 400	3	3
for 400 but less than 600	4	4
for 600 but less than 800	5	5
for 800 or more	6	6

Each of the foregoing Lay Delegates and Alternate Lay Delegates shall be communicants of at least one year's standing and shall be at least 15 years of age. [7(11)(a); amended 102nd, 107th & 117th Sessions]

Resolution No. 2

MOVED/SECONDED Diocesan Council
(no Second required for a motion proposed by Diocesan Council)

RESOLVED:

In order to amend the assessment system in use in the Diocese and remove some of the costs of carrying out the operations and mission of the Diocese from the assessment costs and fund the same from investment income, this Synod does hereby:

- (a) Enact Regulation 24 as presented to Synod and attached as Annexure 1 to this resolution;
- (b) Repeal the current Canon 30 (New Development Fund) and replace it in its entirety with Canon 30 (Mission & Ministry Fund) as presented to Synod and attached as Annexure 2 to this resolution; and
- (c) Recommend to Diocesan Council that it enact Regulation 25 as presented to Synod and attached as Annexure 3 to this resolution
- (d) Amend the Canons and Regulations of the Diocese by changing the name “New Development Fund” to “Mission and Ministry Fund” in each place that it appears in the Canons and Regulations.
- (e) Authorizes the Constitution and Canons Committee to make such further consequential canonical changes to the Canons and Regulations of the diocese, arising out of clauses (a) to (d) of this resolution, in respect of grammar and nomenclature, as the Constitution and Canons Committee shall deem advisable provided that the same are merely corrective and do not change the intent of the provision changed.

ATTACHED:

Annexure 1 to Resolution 2 – (new) Regulation 24

Annexure 2 to Resolution 2 – (new) Canon 30

Annexure 3 to Resolution 2 – (new) Regulation 25

ANNEXURE 1 - Draft Regulation 24

REGULATION 24 - FAIR SHARE ASSESSMENT AND DIOCESAN MINISTRY SUPPORT FUND

Index

Part 1	General
Part 2	Interpretation
Part 3	Calculation of and Payment of the Assessment of a Parish
Part 4	Diocesan Ministry Support Fund
Part 5	Reporting Requirements
Part 6	Procedure
Part 7	Appeals
Part 8	Collection and Recovery of Unpaid Assessments
Part 9	Effective Date and Transition
Part 10	Consequential Amendments
Schedule 1	Automatic Assessment Assistance to Parishes in 2018 Only

Part 1 - General

- 1.1 This Regulation is made by Synod and may only be amended by Synod.
- 1.2 The Fair Share Assessment and the Diocesan Ministry Support Fund Assessment are the means by which the Parishes, as the members of the Diocese, participate together in God's mission by providing financial support to the ministries of the Diocese.
- 1.3 The Parishes' Fair Share Assessment of the Synod Budget and the Diocesan Ministry Support Fund Assessment is to be determined transparently and fairly.
- 1.4 This Regulation supersedes Regulation 12 commencing in 2018.

Part 2 - Interpretation

- 2.1 In this Regulation:

"Appeals Committee" means the committee described in Section 7.1;

"Arrears Procedures" has the meaning set forth in Section 8.1;

"Assessment" means the total of the Fair Share Assessment and the Diocesan Ministry Support Fund Assessment;

"Assessment Year" means the calendar year in which Assessment of a Parish is payable;

"Closing Date" has the meaning set forth in Section 6.2(b);

“Diocesan Ministry Support Fund” has the meaning ascribed by Section 9.2 and is established for the purposes set forth in Section 4.1;

“Diocesan Ministry Support Fund Assessment” means the assessment payable to the Diocesan Ministry Support Fund under Section 3.3;

“Diocesan Ministry Support Fund Assessment Rate” shall be a variable percentage rate set annually by Diocesan Council in accordance with and subject to the maximum rate provide by Section 3.4;

“Dramatic Revenue Drop Appeal” has the meaning ascribed by Section 7.4;

“Fair Share Assessment” means the assessment payable under Section 3.1;

“Fair Share Assessment Rate” has the meaning ascribed by Section 3.2;

“Former Assessment Regulation” means Regulation 12 as it exists when this Regulation is passed;

“Mission” means any present or future congregation established by the Bishop as a Mission until such time as that Mission shall become a Parish pursuant to Canon 13;

“Parish” includes all present parishes of the Diocese together will all future parishes created, merged or amalgamated under Canon 13;

“Parish Operating Receipts” means the aggregate of

- (a) Open Offerings;
- (b) Envelope or pledged support to defray current expenses;
- (c) Donations from individuals to defray current expenses;
- (d) Donations from parish organizations to defray current expenses including the payment of principal and interest;
- (e) Sunday School Offerings;
- (f) Income on invested capital including interest on bank accounts, funds deposited in the Diocesan Consolidated Trust Fund, term deposits, etc. used to defray current expenses;
- (g) Gross rental income from the church and parish hall, plus the net rental income for use of all other Parish facilities and premises, including without limitation rectory, land, etc.; and
- (h) Income from any other source used to defray current expenses (including grants from any source unless otherwise excepted), annual income from

bequests, capital funds including funds deposited in the Diocesan Consolidated Trust Fund, etc.

BUT does not include:

- (1) All receipts for onward transmission, e.g. P.W.R.D.F., Anglican Appeal, Canadian Bible Society, Diocesan voluntary contribution programmes (such as the *care+share* programme), Anglican Initiatives Fund, etc.;
- (2) Grants received under the Parish Development Grant programme;
- (3) All receipts, including grants from any source, specifically designated for capital purposes, such as building funds so long as they are not used to defray current expenses;
- (4) Bequests received by Parishes and used for (i) capital purposes or (ii) investment to produce income for operating purposes;
- (5) Funds borrowed for either short-term or long-term purposes; and
- (6) Funds resulting from the sale of capital assets of a Parish (e.g. a rectory, an organ) which are invested in the Diocesan Consolidated Trust Fund for future building purposes.

“Supporting Parishes” has the meaning ascribed by Section 3.3; and

“Three-Year Average Parish Operating Receipts” means the average of the Parish Operating Receipts for the fourth, third and second years prior to the year the Assessment is due, e.g. 2014, 2015 and 2016 Parish Operating Receipts are averaged for use in calculating the 2018 Assessment.

- 2.2 Notwithstanding Section 3.6, a Mission is not a Parish for the purposes of calculating the median Three-Year Average Parish Operating Receipts of all Parishes as defined in the definition of Supporting Parishes.
- 2.3 Amounts paid to any Diocesan voluntary contribution programme (such as the *care+share* programme) are not assessable.
- 2.4 Where a Parish:
 - (a) has not been in existence for a sufficient number of years for it to be able to provide sufficient information to calculate a Three-Year Average Parish Operating Receipts;
 - (b) has been created by merging with another Parish or Mission;
 - (c) has been created by converting a Mission to a Parish;
 - (d) has been split to create two or more Parishes or a Parish and a Mission; or

(e) has had a change in circumstances similar to those set forth above;

then the Parish shall, in consultation with the Director of Finance and Property, propose a figure to be used for its Parish Operating Receipts and/or Three-Year Average Parish Operating Receipts, which figure shall be presented by the Parish or the Director of Finance and Property to the Standing Committee on Management, Finance and Property of the Diocese for ratification or amendment.

- 2.5 Where for any reason the Three-Year Average Parish Operating Receipts of a Parish is not ascertainable, or a Parish described in Section 2.4 fails to propose a figure to be used for its Parish Operating Receipts and/or Three-Year Average Parish Operating Receipts, then the Director of Finance and Property, in consultation with the Parish, shall propose a figure to be used for its Parish Operating Receipts and/or Three-Year Average Parish Operating Receipts which figure shall be presented by the Parish or the Director of Finance and Property to the Standing Committee on Management, Finance and Property of the Diocese for ratification or amendment.
- 2.6 If the Parish is not satisfied with the decision of the Standing Committee on Management, Finance and Property made under Sections 2.4 or 2.5, it shall have ten (10) days from the date of that decision to appeal to Diocesan Council who shall either hear the appeal or delegate the hearing of the appeal to the Appeals Committee.
- 2.7 Sections 2.4 to 2.6 shall also apply to Missions that pursuant to Section 3.6 are required to pay Assessment as if the Mission were a Parish.
- 2.8 Headings have been added for convenience only and shall neither expand, diminish nor limit the meaning of any provision of this Regulation.
- 2.9 Schedule 1 to this Regulation are hereby incorporated by reference.

Part 3 - Calculation of and Payment of the Assessment of a Parish

- 3.1 Each Parish shall pay, in each Assessment Year, an assessment (the “**Fair Share Assessment**”) based on the Three-Year Average Parish Operating Receipts and calculated on the Fair Share Assessment Rate detailed in Section 3.2 below.
- 3.2 The Fair Share Assessment Rate for 2018 and ensuing years shall be
- (a) \$1,200 on the first \$35,000 of the Three-Year Average Parish Operating Receipts;
 - (b) 15.5% on the portion of the Three-Year Average Parish Operating Receipts that exceeds \$35,000 and does not exceed \$150,000; and
 - (c) 17.75% on the portion of the Three-Year Average Parish Operating Receipts that exceeds \$150,000.
- 3.3 Parishes whose Parish Operating Receipts are equal to or greater than the median Parish Operating Receipts of all Parishes (the “**Supporting Parishes**”) shall pay Diocesan Ministry Support Assessment based on the Three-Year Average Parish Operating Receipts and

calculated on the Diocesan Ministry Support Fund Assessment Rate detailed in Section 3.4 below.

- 3.4 The Diocesan Ministry Support Fund Assessment Rate shall be a variable rate established annually by Diocesan Council which shall not exceed 1.75% of the Three-Year Average Parish Operating Receipts.
- 3.5 The Assessment of a Parish shall be payable in twelve (12) equal monthly instalments no later than the 22nd day of each month.
- 3.6 For the purposes of this Regulation, a Mission shall pay Fair Share Assessment as if it were a Parish commencing on the second anniversary of its creation unless the Diocesan Council, upon recommendation of the Bishop, shall require it to pay the Fair Share Assessment earlier than that date or shall extend the date for such commencement. The Diocesan Council, upon recommendation of the Bishop, may extend the commencement date for a Mission commencing payment of the Assessment for up to twenty-three months without approval of Synod. Any further extension shall be subject to the approval of Diocesan Synod.
- 3.7 The Diocese may set off amounts due by it to Parishes or Missions against amounts due by the Parish or Mission to the Diocese.
- 3.8 A Parish may voluntarily pay Fair Share Assessment in an amount greater than assessed.

Part 4 - Diocesan Ministry Support Fund

- 4.1 The Diocesan Ministry Support Fund is established to support existing and new Parishes and Missions based on the criteria set by Diocesan Council from time to time. Diocesan Synod may direct Diocesan Council on appropriate criteria.
- 4.2 Notwithstanding Section 4.1:
 - (a) Diocesan Council may include in the criteria the support of Parishes whose Assessment has changed dramatically as a consequence of significant decline in Parish Operating Receipts as defined in Section 2.1 of this Regulation.
 - (b) Automatic support of Parishes whose Assessment has changed dramatically in 2018 over 2017 shall be provided in 2018 out of the Diocesan Ministry Support Fund in the manner set forth in the Schedule 1 to this Regulation.
 - (c) Support of Parishes suffering dramatic drops in revenue may be provided with financial support out of the Diocesan Ministry Support Fund in the manner set forth in Section 7.6(b) of this Regulation.
- 4.3 Payments required to be made under Schedule 1 to this Regulation shall form a first charge on the resources of the Diocesan Ministry Support Fund.

- 4.4 The Supporting Parishes contribute to the Diocesan Ministry Support Fund in the manner described in Part 3 of this Regulation and may voluntarily pay Diocesan Ministry Support Fund in an amount greater than assessed.
- 4.5 Missions and those Parishes who are not Supporting Parishes may make a voluntary contribution to the Diocesan Ministry Support Fund.
- 4.6 Diocesan Council may from time to time advance monies from the Diocesan Synod Budget to the Diocesan Ministry Support Fund and may recover such advances from the Diocesan Ministry Support Fund.
- 4.7 No Parish shall be required to accept funds from the Diocesan Ministry Support Fund.

Part 5 - Reporting Requirements

- 5.1 For the purpose of determining the Parish Operating Receipts, the Fair Share Assessments and the Diocesan Ministry Support Fund Assessments, all Parishes and Missions shall provide the following information to the Director of Finance and Property (on a calendar year basis unless otherwise specified by the Director of Finance and Property) on or before the date set by Diocesan Council or, if no such date is set, then on or before the last day of February in each year:
 - (a) Annual Statement of Receipts and Disbursements;
 - (b) Annual Parish Financial Statements and Budgets;
 - (c) Annual Statistical Report in the form provided by the Diocese; and
 - (d) Such other information as the Director of Finance and Property or the Bishop shall request.

Part 6 - Procedure

- 6.1 The Director of Finance and Property shall compile the data required in order to determine Fair Share Assessments and Diocesan Ministry Support Fund Assessments of all Parishes and Missions and shall prepare preliminary calculations of Parish Operating Receipts, Three-Year Average Parish Operating Receipts and Assessments. The preliminary calculations for a Parish shall be forwarded to the Parish Treasurer and Wardens for review. Copies shall be provided to the Standing Committee on Management, Finance and Property on request. In making such preliminary calculations, the provisions of Sections 2.4 to 2.7 shall be applied where they are applicable.
- 6.2 The Director of Finance and Property shall send with the preliminary calculations a notice:
 - (a) advising that the Diocesan Ministry Support Fund Assessments calculations are subject to change based on appeals and re-assessments of the Parishes; and
 - (b) requesting written advice of discrepancies, errors or inaccuracies be reported to the Director of Finance and Property on or before a date (the **"Closing Date"**) set by the

Director of Finance and Property, provided that the Closing Date shall not be earlier than six (6) weeks from the mailing date of the notice.

- 6.3 If a Parish reports any discrepancies, errors or inaccuracies in the preliminary calculations sent under Section 6.2 by the Closing Date, it shall provide such information and assistance as the Director of Finance and Property requests in order that the preliminary calculations can be revised by the Director of Finance and Property. If the Parish Treasurer or Wardens approve the revised preliminary calculations of Parish Operating Receipts, Three-Year Average Parish Operating Receipts, they shall be deemed correct and shall not be appealable. If the Parish Treasurer or Wardens do not approve the revised calculations or have not responded by the time set for hearing appeals, the Parish shall be entitled to appeal to the Appeals Committee.
- 6.4 A Parish shall be obliged to report any discrepancies, errors or inaccuracies in its Parish Operating Receipts and Three-Year Average Parish Operating Receipts which have the effect of reducing or misstating those items. Notwithstanding any provisions of this Part 6 to the contrary, failure to report the same shall not relieve the Parish of paying any additional Assessment that may have been charged had the same been properly reported and the same, at the option of the Standing Committee on Management, Finance and Property, shall be re-assessed and collected. Any re-assessment under this Section is appealable to the Appeals Committee.
- 6.5 If a Parish has not reported any discrepancies, errors or inaccuracies in the preliminary calculations sent under Section 6.2 by the Closing Date, the preliminary calculations of Parish Operating Receipts, Three-Year Average Parish Operating Receipts and Assessments shall be deemed correct and shall not be appealable.
- 6.6 After all preliminary calculations of Parish Operating Receipts, Three-Year Average Parish Operating Receipts and Assessments have been deemed correct, revised and agreed to or appeals heard and decided, the Parish Operating Receipts and Three-Year Average Parish Operating Receipts as so determined shall be used to calculate the final Assessments.
- 6.7 The final Assessments shall be sent to the Treasurer and Wardens of the Parish and paid in accordance with this Regulation.
- 6.8 If final Assessments have not been issued by January 15 of the Assessment Year, the Parish shall pay as interim monthly instalments $1/12^{\text{th}}$ of the preliminary Assessment or the past year's Assessment. Once the final Assessment is determined, the monthly instalments up to that time shall be paid in full, less the sum of interim instalments actually paid. If a refund is due to the Parish, the Parish Treasurer may request that it be paid to the Parish by the Diocese or may deduct the refund from subsequent monthly instalments. Any deductions made under this Section shall be accompanied by a note of explanation.

Part 7 - Appeals

- 7.1 The Appeals Committee shall consist of:
 - (a) the Diocesan Treasurer (Chair),
 - (b) two clerics and two lay persons appointed by the Diocesan Council; and
 - (c) the Director of Finance and Property.

All members of the Appeals Committee shall have both voice and a vote except the Director of Finance and Property who shall have voice but no vote.

- 7.2 A Parish may, on or before the Closing Date, appeal, in writing:
- (a) the calculation of its Parish Operating Receipts and Three-Year Average Parish Operating Receipts to the extent permitted by Part 6 of this Regulation. The Appeals Committee shall review the matter and affirm or substitute corrected calculations as it sees fit in the circumstances.
 - (b) the calculation of its preliminary Assessment on the grounds of accuracy or appropriateness or upon such other grounds as Diocesan Council may set from time to time. Diocesan Synod may direct Diocesan Council on appropriate criteria.
- 7.3 A Parish may appeal, in writing, on or before the date that is 6 weeks after issuance of the Parish's final Assessment to it, the calculation of its final Assessment on the grounds of accuracy or appropriateness or upon such other grounds as Diocesan Council may set from time to time. Diocesan Synod may direct Diocesan Council on appropriate criteria for establishing such grounds. However, for the purposes of such appeal, the preliminary calculations of Parish Operating Receipts, Three-Year Average Parish Operating Receipts and Assessments are deemed to be accurate for the purpose of the appeal. The sole purpose of the appeal shall be to deal with inaccuracies or inappropriateness of the final Assessments in the light of the preliminary Assessments.
- 7.4 Parishes may appeal to the Appeals Committee for retroactive relief in respect of the prior year's Assessment on the grounds of a hardship created by a dramatic drop in revenue (in this Part 7 referred to as a "**Dramatic Revenue Drop Appeal**") if each of the following circumstances is true:
- (a) The Assessment in the prior year expressed as a percentage of the Parish's prior year's Parish Operating Receipts exceeded:
 - (1) 16.65% if the Parish was not a Supporting Parish in that year; or
 - (2) 19.35% if the Parish was a Supporting Parish in that year;
 - (b) The Parish is financially unable to pay the full amount of the said Assessment; and
 - (c) The Parish has submitted a written request to appeal under this Section 7.4 no later than April 15 of the year following the year for which retroactive relief is requested or such later date as Diocesan Council may permit.
- 7.5 Each Dramatic Revenue Drop Appeal shall be made in writing documenting the matters set out in Section 7.4 and shall include:
- (a) The information required by Section 5.1 for the prior three years if it has not already been provided plus any corrections, if applicable;
 - (b) A budget for the current year;

- (c) A description of what resources the Parish has available to it including all funds and other assets held by it or available to it and detailing to what degree, if any, funds or assets are restricted and what those restrictions are together with such further information as the Appeals Committee or the Diocesan Council may prescribe or the Director of Finance and Property shall request from time to time.

7.6 The Appeals Committee shall review each Dramatic Revenue Drop Appeal and if the Parish does meet the criteria set out in Section 7.4, it may recommend to Diocesan Council that the Parish be granted relief of all or part of the Assessment paid in the prior year that is in excess of the amount prescribed by Section 7.4(a). The Appeals Committee's recommendation shall provide reasons upon which the recommendation is made. Diocesan Council may accept or reject the recommendation in whole or in part. Diocesan Council may, but is not required to, receive further representations from the Parish. If Diocesan Council accepts, in whole or in part, the recommendation of the Appeals Committee that a Parish ought to be granted relief, it may provide relief by:

- (a) Reducing the Assessment for the prior year; or
- (b) Making a grant to the Parish from the Diocesan Ministry Support Fund; or
- (c) Providing such other relief or assistance as Diocesan Council may consider to be appropriate in the circumstances;

in order to reduce the net Assessment actually paid or payable by the Parish to an amount equal to or in excess of:

- (d) 16.65% of the Parish's prior year's Parish Operating Receipts if the Parish was not a Supporting Parish in that year; or
- (e) 19.35% of the Parish's prior year's Parish Operating Receipts if the Parish was a Supporting Parish in that year.

In granting the foregoing relief, Diocesan Council is not limited by the recommendations of the Appeals Committee as to the scope of relief that may be granted. The decisions of Diocesan Council made under this Section 7.6 shall be final and binding on the Parish.

7.7 Notwithstanding any other provision of this Regulation 24 to the contrary, a grant as a result of a Dramatic Revenue Drop Appeal shall not be included in the Parish Operating Receipts for calculating Fair Share Assessment for future years.

7.8 If the Appeals Committee is of the opinion that the matter appealed properly falls under Section 2.4 of this Regulation, it shall refer the matter to the Chancellor for a decision as to whether the matter ought to proceed under this Part 7 or under Section 2.4 of this Regulation. The decision of the Chancellor shall be final. If the Chancellor is unable to deal with the matter, another legal officer of the Diocese chosen by the Bishop shall replace the Chancellor for this purpose.

7.9 If the Appeals Committee is of the opinion that they are unable to rectify an inequitable or unjust result within the grounds of appeal permitted, they may refer the matter to Diocesan Council for review and Diocesan Council may, but need not, provide further relief to the

Parish including but not limited to providing funds from the Diocesan Ministry Support Fund in accordance with the criteria established for that fund.

- 7.10 The Appeals Committee may prescribe forms to be used in making appeals. Nevertheless if an appeal is received prior to the last day for appeal under Sections 7.2, 7.3 or 7.4, as applicable, in a non-prescribed form, the appeal shall not be rejected due to form and the applicant shall be forthwith advised to re-submit the appeal in the proper form and within 14 days of being so advised, or such longer time as the Appeals Committee may prescribe, shall be permitted to re-submit the appeal in the proper form.

Part 8 – Collection and Recovery of Unpaid Assessments

- 8.1 Diocesan Council shall be responsible for ensuring that Assessments are paid and shall establish procedures for recovery of unpaid Assessments by establishing policies or regulations or both (herein called “**Arrears Procedures**”). Those Arrears Procedures shall specify the actions to be taken if a Parish is in arrears in paying its Assessment.
- 8.2 The Arrears Procedures shall not be limited to arrears of Assessment but may also address amounts due by Parishes to the Diocese for other financial matters, including but not limited to payroll remittances and insurance.
- 8.3 Unless the Arrears Procedures specify otherwise, if a Parish is three months or more in arrears in paying its Assessments the Appeals Committee shall be responsible to negotiate with that Parish in respect of the timely payment of the unpaid Assessment. Nothing in the prior sentence shall preclude the Director of Finance and Property or Treasurer from taking steps to obtain payment of Assessments in arrears prior to the Appeals Committee becoming involved.
- 8.4 Any arrangement negotiated with a Parish for recovery of unpaid Assessment is subject to approval of Diocesan Council and the Bishop if such negotiated arrangement includes either:
- (a) payment of the unpaid Assessment over a payment period in excess of six months; or
 - (b) waiver of payment of any part of the Assessment.
- 8.5 Where a Parish is in arrears of payment of Assessment or any other amount due to the Diocese, and the Parish is also entitled to payment of funds due to it by the Diocese, the Diocese may set off any amount due to the Parish against any amount due by the Parish.
- 8.6 Unpaid Assessments shall be allocated pro rata between Fair Share Assessment and the Diocesan Ministry Support Fund Assessment due from the Parish in question.

Part 9 - Effective Date and Transition

- 9.1 The purpose of this Part is to transition from the assessment system under the Former Assessment Regulation to the assessment system established under this Regulation.

- 9.2 The Diocesan Growth Fund established under the Former Assessment Regulation shall, effective January 1, 2018 be called the Diocesan Ministry Support Fund and shall, from and including January 1, 2018, be regulated by this Regulation.
- 9.3 Diocesan Assessment (as defined in the Former Assessment Regulation) and Growth Fund Assessment (as defined in Former Assessment Regulation) will continue to be calculated under the Former Assessment Regulation to and including the 2017 Assessment Year. Commencing in the 2018 Assessment Year:
- (a) Fair Share Assessment will come into effect, in replacement of Diocesan Assessment (as defined in the Former Assessment Regulation); and
 - (b) Diocesan Ministry Support Fund Assessment will come into effect, in replacement of Growth Fund Assessment (as defined in the Former Assessment Regulation).
- 9.4 For the 2018 Assessment Year only, any reference in this Regulation to “**past year’s Assessment**” (or similar phrasing) shall be deemed to be a reference to the past year’s Assessment under the Former Assessment Regulation.
- 9.5 For the 2018 Assessment Year only, any reference to “Assessment” in Sections 7.4 to 7.6 of this Regulation, shall be deemed to be a reference to “2018 Adjusted Assessment” as that term is defined in Schedule 1 of this Regulation.
- 9.6 For clarity, in calculating Assessment, the definition of “**Parish Operating Receipts**” used for current and prior years will be the definition set out in this Regulation and not the definition set out in in the Former Assessment Regulation.
- 9.7 The Former Assessment Regulation shall cease to be in force once all Assessment payable thereunder have been paid.

Part 10- Consequential Amendments

- 10.1 The Former Assessment Regulation is hereby amended by adding the following as Section 1.2:
- 1.2 This Regulation is superseded by Regulation 24 effective January 1, 2018 but nevertheless remains in effect to the degree set out in in Part 9 (Effective Date and Transition) of Regulation 24.
(new 11th session)

SCHEDULE 1 of REGULATION 24
Automatic Assessment Assistance to Parishes in 2018 Only

WHEREAS it is envisioned that some Parish's 2018 Assessment will be less than what their 2018 Assessment (as defined in the Prior Assessment Regulation) would have been under the Prior Assessment Regulation but other Parishes will experience an increase.

AND WHEREAS it is desirable to limit the amount of that increase for any one Parish to \$500.

THEREFORE, in order to accomplish the foregoing, Parishes shall be entitled to automatic assistance from the Diocesan Ministry Support Fund as hereinafter set forth:

11. The definitions set out in Part 2 of this Regulation 24 apply to this Schedule 1.

12. In this Schedule:

"Adjusted 2018 Assessment" means the lesser of a Parish's:

- (a) 2018 Assessment; or
- (b) 2018 Old Assessment Figure plus \$500;

"2018 Assessment" means the Assessment of a Parish for 2018 as calculated under Regulation 24;

"2018 Old Assessment Figure" means the Assessment that would have been paid by a Parish in 2018 if the Prior Assessment Regulation had been in effect; and

"Transition Support Amount" means, in the case of each Parish whose 2018 Assessment exceeds the 2018 Old Assessment Figure by more than \$500, the difference between the 2018 Assessment and the Adjusted 2018 Assessment.

13. In 2018, each Parish's Assessment shall be paid as follows:

13.01 The Parish's Adjusted 2018 Assessment shall be paid by the Parish; and

13.02 The Transition Support Amount, if any, shall be paid on behalf of the Parish by the Diocesan Ministry Support Fund.

14. Notwithstanding any other provision of this Regulation 24 to the contrary, the Transition Support Amount shall not be included in the Parish Operating Receipts for calculating Fair Share Assessment for future years.

15. This Schedule 1 applies only to the 2018 Assessment Year.

END OF SCHEDULE 1

[Regulation 24: New 117th Session]

ANNEXURE 2 - Draft Canon 30

CANON 30 – MISSION & MINISTRY FUND

PART 1 - THE FUND AND ITS PURPOSES

3001. The New Development Fund established by the prior Canon 29 passed at the 94th Session, is hereby continued under the name of the Mission & Ministry Fund (in this canon hereinafter referred to as the “Fund”) and all the assets therein contained shall be held and governed in accordance with this Canon. *[New 98th Session; amended & re-enacted 117th Session]*

3002. The purposes of the Fund are as follows:

- (a) To finance by grants such ongoing and new ministries of the Diocese as the Administrators shall see fit, including those ministries carried out by any of:
 - (i) the Diocese on its own or in conjunction with one or more Parishes and/or one or more Missions; and/or
 - (ii) a Parish or Mission on its own or in conjunction with one or more other Parishes or Missions or both;
 - (iii) other entities or programs operated in the Diocese which may be approved by the Administrators and by the Bishop from time to time.
- (b) To fund the operations of the Diocese as set out in the vision budgets passed by Synod from time to time.
- (c) To finance by loans or grants or a mix of loans and grants the creation of new parishes or ministry centres within the Diocese.
- (d) To finance by loans or grants or a mix of loans and grants the redevelopment of any existing parish or ministry centre within the Diocese.

[Old 2924/ re-enacted 98th Session as 3005; renumbered, amended & re-enacted 117th Session]

PART 2 - GOVERNANCE

3021. The Diocesan Council shall be the Administrators of the Fund. *[Old 3002/ renumbered, amended & re-enacted 117th Session]*

3022. The Fund will be governed by the following:

- (a) Allocations of funds for disbursement from the Fund shall be made by the Administrators subject to the final approval of the Bishop.
- (b) Diocesan Council shall have the power to delegate, by Regulation, all or any of the functions of the Administrators of the Fund to any standing committee or sub-committee of Diocesan Council provided that Diocesan Council shall maintain the

ultimate control to cancel such delegation and all parties to whom such functions are delegated shall be responsible to and shall report to the Diocesan Council.

- (c) If Diocesan Council delegates any functions of the Administrators of the Fund, it may establish limits on authority as it sees fit and shall require all matters exceeding such limits to be brought back to it for further approval and ratification by Diocesan Council.
- (d) At any time all or any part of the capital of the Fund may be restricted by a 75% majority vote of Diocesan Council with the concurrence of the Bishop. Any such restriction may be removed by a 75% majority vote of Diocesan Council with the concurrence of the Bishop.
- (e) The income on the capital of the Fund and accumulating income of the Fund, plus any capital that is unrestricted, may be used for the purposes of the Fund unless otherwise provided by this Canon. Any income received in one year that is not expended in the year of receipt shall be deemed to be accumulating income unless it is, by resolution of Diocesan Council, and with the consent of the Bishop, added to the capital of the Fund.
- (f) The Administrators shall have the power to determine:
 - (i) the terms of repayment of any monies advanced by way of loan having regard both to the importance of the proposed use within the life of the Diocese and to the importance of preserving the capital of the Fund for future use; and
 - (ii) the terms and conditions upon which grants are advanced.
- (g) Administrators shall take into consideration the effect that the making of grants out of the capital of the Fund will have on the future income streams of the Fund.
- (h) The Fund shall be invested in accordance with paragraph 3024.

[Part Old 2925/ Re-enacted 98th Session as 3006; renumbered, amended & re-enacted 117th Session]

3023. Any net monies realised by the Diocese from the disposition of assets of a closed parish or a merged parish shall be paid into the Fund. *[New 98th Session as 3003; renumbered, amended & re-enacted 117th Session]*

The Administrators shall have the power to receive money or property from any source and add it to the capital assets of the Fund. All such money or property shall be held for the sole purposes of the Fund as set out in this Canon, as amended from time to time. *[Old 2926/ Re-enacted 98th Session as 3007; renumbered, amended & re-enacted 117th Session]*

3024. The Standing Committee on Management, Finance and Property shall manage the investment of the Fund in:

- (a) All investments authorized by the Trustee Act of British Columbia; and,
- (b) Mutual funds.

The Standing Committee on Management, Finance and Property may delegate day to day management functions of the Fund to the Diocesan Directors of Finance and Property and/or independent investment counsel provided that the Standing Committee on Management, Finance and Property shall maintain the ultimate control to cancel such delegation and that all parties to whom such management is delegated shall be responsible to and shall report to the Standing Committee on Management, Finance and Property. *[Old 2923/ Re-enacted 98th Session as 3004; Amended 115th Session; renumbered & re-enacted 117th Session]*

PART 3 - REGULATIONS

3031. Diocesan Council may pass regulations with respect to:
- (a) The procedure, form and method of application to obtain funds from the Fund;
 - (b) Guidelines for use by the Administrators in setting priorities for the use of monies in the Fund;
 - (c) Procedures governing the Administrators and their proceedings not inconsistent with this Canon; and
 - (d) Without limiting the generality of the foregoing, the matters set out in paragraph 3022.

[New - 98th Session; Renumbered & Re-enacted 117th Session]

(Part - 94th Session, Re-numbered and re-enacted 98th Session; Part 98th Session; Amended 115th Session; Renamed, amended, renumbered & re-enacted 117th Session)

ANNEXURE 3 - Draft Regulation 25

REGULATION 25 - DIOCESAN MINISTRY SUPPORT FUND - ALLOCATIONS

Index

Part 1	-	General
Part 2	-	Interpretation
Part 3	-	Administrators (Administrators of Anglican Initiatives Fund)
Part 4	-	Criteria for Allocation of the Fund
Part 5	-	Procedure
Part 6	-	Transition, Effective Date And Consequential Amendments
Schedule A	-	Form of Application

Part 1 - General

- 1.1 Authority and Purpose: Pursuant to Part 4 of Regulation 24 [**Fair Share Assessment and Diocesan Ministry Support Fund**] this Regulation is made by Diocesan Council to deal with the allocations of monies from the **Diocesan** Ministry Support Fund. It is effective from January 1, 2018.
- 1.2 Amendment: This Regulation may be amended by Diocesan Council or Synod. Schedule A of this Regulation may be amended by the Administrators in the manner set forth in Section 5.4 of this Regulation.

Part 2 - Interpretation

- 2.1 Regulation 24 takes precedence: In the event that any provision of this Regulation 25 shall conflict with **Regulation** 24, Regulation 24 shall take precedence.
- 2.2 Definitions: In this Regulation 25,
- (a) The definitions set out in Regulation 24 apply to this Regulation 25 unless the context otherwise requires; and
- (b) "**Administrators**" has the meaning set out in Section 3.1.
- 2.3 Headings: Heading have been added for convenience only and shall neither expand, diminish nor limit the meaning of any provision of this Regulation.
- 2.4 Schedule: Schedule A to this Regulation are hereby incorporated by reference.

Part 3 - Administrators

- 3.1 Responsibility of Administrators: The Administrators of the Anglican Initiatives Fund (herein called the “**Administrators**”) shall be responsible for allocating funds from the Diocesan Ministry Support Fund in accordance with Regulation 24 and this Regulation.
- 3.2 Staff Support: The Director of Finance and Property shall provide staff support to the Administrators.

Part 4 - Criteria For Allocation Of The Fund

- 4.1 Purpose of the Fund: The purpose of the Diocesan Ministry Support Fund is to support ministry, growth and stability in existing and new Parishes and Missions and Diocesan Ministries approved by Diocesan Council within the meaning of Section 4.1 of Regulation 24 and to provide transition funding in the manner prescribed by Section 4.2 of Regulation 24. The Administrators shall only allocate funds where the application meets the purposes of the Fund and the criteria as set out below and pursuant to such additional criteria and guidelines as Diocesan Council shall set from time to time.
- 4.2 Restrictions: The Administrators shall only allocate monies not already allocated under the mandatory provisions of Schedule 1 [**Automatic Assessment Assistance to Parishes in 2018 Only**] of Regulation 24.
- 4.3 Purposes and Criteria for Allocations: The Administrators shall consider the following purposes and criteria in making allocations:
- (a) Transitional Support: The Funds shall be used for the purpose of assisting parishes and missions in the transition from the prior assessment formula to the current assessment formula. This shall be the first priority for funding.
 - (b) Restrictions: Funding is not available to parishes or missions for the following:
 - (1) Outside programs,
 - (2) Extra parochial uses, or
 - (3) Capital projects or needs.
 - (c) Guidelines: Such guidelines as Diocesan Council may from time to time provide to the Administrators.
 - (d) Applications will be reviewed not on a first come first serve basis, but on the basis of the criteria. No applications shall be considered between the deadlines set out in Section 5.1.

Part 5 - Procedure

- 5.1 Application Review deadlines and Allocations: The Administrators shall consider applications on at least a quarterly basis.
- 5.2 Method and Amount of Allocations: The Administrators may, but need not allocate all funds available in the Diocesan Ministry Support Fund. Funds not distributed in one year shall be carried forward to the next year. The distribution of funds shall be subject to the receipt of all Diocesan Ministry Support Fund Assessments. In the event of a shortfall or

non-payment of Diocesan Ministry Support Fund Assessments, Diocesan Council shall reduce or cancel grants in order to avoid a deficit and the Administrators shall recommend to Diocesan Council the manner in which grants should be cancelled or reduced. However, if Diocesan Council feels it is warranted, it may by resolution make advances from the Diocesan General Fund or other Diocesan Funds to the Diocesan Ministry Support Fund provided such advances shall be repaid in future years.

- 5.3 It is recognized that available funds may possibly be fully committed in the first quarterly period leaving no funds for allocation in the second, third or fourth quarters of a fiscal year.
- 5.4 Form of Application: All applications must be in the form prescribed by the Administrators. The initial form is set out in Schedule A. This form may be changed at any time by the Administrators. All applications shall be signed by all Wardens of the Parish, the Parish Treasurer and the Minister in Charge of the Parish unless the Administrators rules otherwise. All applications shall be accompanied by: current financial statements and financial statements for the most recently completed fiscal year plus current year financial statements not more than 4 months old unless the Administrators rules that there are exceptional circumstances which warrant providing an exemption to this requirement. Financial statements shall include Income and Revenue Statements and a Balance Sheet for the Parish's operating, and capital funds and any other funds controlled by or used for the benefit of the Parish.
- 5.5 Rectification of Deficient Applications: Notwithstanding Section 5.4, if an application is received by the deadline in a non-prescribed form, the application shall not be rejected due to form and the applicant shall be forthwith advised to re-submit the application in the proper form. If the application is not resubmitted within sufficient time for the Administrators to deal with the application at its current set of deliberations, the application may be deferred to the next quarter for consideration.
- 5.6 Publication of Results: The Administrators shall publish its list of allocations by delivering a list to all Applicants, Diocesan Council, Standing Committee on Management, Finance and Property, Standing Committee on Mission and Ministry Development, all Archdeacons and any other persons that the Administrators shall deem as appropriate. Copies shall be available to all parishes on request.

Part 6 - Transition, Effective Date And Consequential Amendments

- 6.1 Consequential Amendments: Regulation 13 is hereby amended by adding the following as Section 1.3
- 1.3 This Regulation is superseded by Regulation 25 effective January 1, 2018 but nevertheless remains in effect for the 2017 and prior Assessment Years until such time as Regulation 12 [**Parish Assessments and Diocesan Growth Fund**] is no longer in effect. (*new 11th session*)
- 6.2 Transition: This Regulation replaces Regulation 13 [**Diocesan Growth Fund – Allocations**] for the 2018 and subsequent Assessment Years.

**REGULATION 25 - Schedule A
Diocesan Ministry Support Fund
Form of Application**

**DIOCESE OF NEW WESTMINSTER
DIOCESAN MINISTRY SUPPORT FUND
FOR PARISHES
*Application for Financial Assistance***

In order to assist us in assessing your request for financial assistance, would you please answer the following questions. You may use this form or answer the questions on another piece of paper. Where available, please add any supporting documentation (e.g., parish statistics, demographic data, regional or municipal planning material).

Application for assistance must be received IN ACCORDANCE WITH THE APPROVED TIMETABLE INCLUDED IN THE OUTLINE OF THE CRITERIA. Please RETAIN one copy of this application and FORWARD a signed copy to the Director of Finance and Property.

Parish: _____

The Mission Plan

[1] Please give a brief description of the community served by the parish or congregation (demographics, social issues and needs).

[2] What is the mission you believe God is calling you to fulfil in this community?

[3] What are the major strengths available to the parish to assist in fulfilling this mission?

[4] What are the major challenges or obstacles confronting the parish or congregation in fulfilling this mission?

[5] What specific plans do you have to assist the parish or congregation in fulfilling its mission?

[6] How will you know whether or not these plans have been achieved? In other words, what would you need to see or hear to be convinced that the parish or congregation is, in fact, fulfilling its mission?

The Financial Development Plan

[1] What financial resources will the parish or congregation require to fulfil its mission and how will these resources be found? [PLEASE PROVIDE THE MOST RECENT FINANCIAL STATEMENTS (BALANCE SHEET, INCOME AND EXPENSE STATEMENT, DETAILS OF OTHER FUNDS AND/OR INVESTMENTS) AND A DETAILED PROJECTED BUDGET FOR 20____ .]

[2] What are the trends in your average Sunday attendance and givings?

[3] Why is the congregation or parish seeking financial assistance at this time?

[4] What specific plans do you have to address the root causes of this shortfall?

[5] What specific plans do you have to move the congregation or parish toward financial self-sufficiency?

[6] How will you know whether or not these plans have been achieved? In other words, what concrete results do you expect to see?

Signed:

_____, 20____
Churchwarden *Churchwarden* *Date*

Churchwarden *Churchwarden*

Rector or Priest-in Charge *Treasurer*

Resolution No. 3

MOVED/SECONDED Diocesan Council
(no Second required for a motion proposed by Diocesan Council)

ANGLICAN INITIATIVES FUND INCREASE IN NUMBER OF ELECTED ADMINISTRATORS ¹

RESOLVED AS A 2/3 MAJORITY RESOLUTION OF SYNOD:

1. THAT the number of Administrators for the Anglican Initiatives Fund be increased by amending paragraph 2.6 [Administrators] of Regulation 21 [Anglican Initiatives Fund] as follows:

(note that only clauses (a) and (c) are changing; the other clauses are provided for context only)

DELETE:

2.6 Administrators

- (a) The Fund shall have five (5) Administrators.
- (b) The Bishop, Treasurer and Chancellor shall be Administrators by virtue of their office.
- (c) Two (2) Administrators (hereinafter sometimes referred to as the “Elected Administrators”) shall be elected by Synod and shall serve a term expiring at the closing of the first regular synod after their election. One of the Elected Administrators shall be a cleric and the other shall be a lay person. Elected Administrators, at the time of their taking office shall be communicants of at least one year’s standing and at least 21 years of age. Elected Administrators need not be members of Synod. No elected Administrator shall serve in office for more than three consecutive terms. Except as aforesaid, all Elected Administrators are eligible for re-election.
- (d) Any vacancy in the office of Elected Administrator may be filled by appointment or election by Diocesan Council.
- (e) Notwithstanding any other provision to the contrary, the first Elected Administrators shall be elected by Diocesan Council and shall serve a term expiring at the closing of the first regular synod after their election.

¹ Paragraph 6.3 [Special Restrictions on Amendment] of Regulation 21 requires any change to specified paragraphs of Regulation 21 (including both Paragraphs 2.6 and 6.3) to be approved by a two-thirds majority of Synod at two successive Regular Synods. The 117th Session (2017) of Synod is the first time this is being presented to Synod. If it passes this year it will be presented to Synod for a second time at the next regular Synod (currently scheduled for 2019).

Changes to Bylaw 5.6 of the AIF Bylaws only need be approved by Synod once.

REPLACE WITH:

2.6 Administrators

- (a) The Fund shall have seven (7) Administrators.
 - (b) The Bishop, Treasurer and Chancellor shall be Administrators by virtue of their office.
 - (c) Four (4) Administrators (hereinafter sometimes referred to as the "Elected Administrators") shall be elected by Synod and shall serve a term expiring at the closing of the first regular synod after their election. Two of the Elected Administrators shall be clergy and the other two shall be lay persons. Elected Administrators, at the time of their taking office shall be communicants of at least one year's standing and at least 21 years of age. Elected Administrators need not be members of Synod. No elected Administrator shall serve in office for more than three consecutive terms. Except as aforesaid, all Elected Administrators are eligible for re-election.
 - (d) Any vacancy in the office of Elected Administrator may be filled by appointment or election by Diocesan Council.
 - (e) Notwithstanding any other provision to the contrary, the first Elected Administrators shall be elected by Diocesan Council and shall serve a term expiring at the closing of the first regular synod after their election.
2. THAT if carried, paragraph 1 of this resolution be placed on the agenda of the next regular Synod to be approved for a second time by Synod as required by paragraph 6.3 [Special Restrictions on Amendment] of Regulation 21.
3. THAT this Synod approves the change to the Bylaws of the Anglican Initiatives Fund by deleting and replacing Bylaws 5.6 [Quorum] as follows:

DELETE:

5.6 Quorum:

A quorum of the Administrators shall be either:

- (a) the Bishop and any other two (2) Administrators provided at least one Administrator shall be an Elected Administrator; or
- (b) any four (4) Administrators.

REPLACE WITH:

5.6 Quorum:

A quorum of the Administrators shall be either:

- (a) the Bishop and any other three (3) Administrators provided at least two (2) Administrators shall be Elected Administrators; or

(b) any five (5) Administrators.

PROVIDED HOWEVER THAT the approval of the amendment of Bylaw 5.6 of the Anglican Initiatives Fund Bylaws so approved shall not come into effect until the first meeting of the Administrators after all of the following having been effected:

- (a) paragraph 1 of this resolution has been approved by a two thirds majority of Synod expressed at two consecutive regular sessions of Synod (the first having been this session of Synod);
- (b) the Bishop having assented to the amendments to each of paragraph 2.6 of Regulation 21 and Bylaws 5.6 of the Anglican Initiatives Fund Bylaws, as contemplated by these resolutions; and
- (c) the first set of 4 Elected Administrators have been elected or appointed in accordance with paragraph 2.6 of Regulation 21.

Resolution No. 4

MOVED/SECONDED Constitution and Canons Committee (with Diocesan Council's concurrence)
(no Second required for a motion proposed by Constitution and Canons Committee)

ANGLICAN INITIATIVES FUND
CHANGE TO AMENDMENT PROCEDURES

RESOLVED AS A 2/3 MAJORITY RESOLUTION OF SYNOD:

RESOLVED:

1. THAT the procedure for amending Regulation 21 [Anglican Initiatives Fund] be changed by amending paragraph 6.3 [Special Restriction on Amendment] of Regulation 21 [Anglican Initiatives Fund] as follows:

(note that only clause (a) is changing; the other clauses are provided for context only)

DELETE:

6.3 Special Restrictions on Amendment.

The substance of the provisions of paragraphs 1.1, 2.1, 2.3, 2.4, 2.5, 2.6 (except clause 2.6(e)), 5.1, 5.2, 5.3, 6.1, 6.2 and 6.3 of this Regulation may not be amended without:

- (a) the approval of a two thirds majority of Synod expressed at two consecutive regular sessions of Synod; and,
- (b) the assent of the Bishop.

For the purposes of this Paragraph 6.3, the creation of a Canon in replacement of this Regulation shall be considered an amendment to this Regulation.

REPLACE WITH:

6.3 Special Restrictions on Amendment.

The substance of the provisions of paragraphs 1.1, 2.1, 2.3, 2.4, 2.5, 2.6 (except clause 2.6(e)), 5.1, 5.2, 5.3, 6.1, 6.2 and 6.3 of this Regulation may not be amended without:

- (a) the approval of a two thirds majority of Synod; and,
- (b) the assent of the Bishop.

For the purposes of this Paragraph 6.3, the creation of a Canon in replacement of this Regulation shall be considered an amendment to this Regulation.

2. THAT if carried, this resolution be placed on the agenda of the next regular Synod to be approved for a second time by Synod as required by paragraph 6.3 [Special Restrictions on Amendment] of Regulation 21.

Resolution No. 5

MOVED/SECONDED Constitution and Canons Committee (with Diocesan Council's concurrence)
(no Second required for a motion proposed by Constitution and Canons Committee)

CANON 24 AMENDMENTS

RESOLVED:

That Canon 24 be amended by adding the following as paragraph 2404.

2404. The Constitution and Canons Committee has the power to make the following forms of changes to the Canons and Regulations as and when the need to do so comes to its attention:

- (a) Corrections of grammar, spelling, nomenclature and numbering;
- (b) Consequential amendments where a new or revised Canon or Regulation causes an inconsistency with a pre-existing Canon or Regulation;

Provided that clause (b) shall not be used to make a consequential amendment to a Canon where the inconsistency arises from a new or revised Regulation passed by Diocesan Council. Changes made under this paragraph 2404 shall take effect from the date of such change. Any changes made by the Constitution and Canons Committee under this paragraph 2404 shall be reported to the next Regular Synod.

Resolution No. 5 A

MOVED/SECONDED Diocesan Council 2
(no Second required for a motion proposed by Diocesan Council)

RESOLVED that the term "Business Administrator" be changed to read "Director of Finance and Property" in each of the following provisions of the Constitution, Canons and Rules:

- a. Article 5, paragraph 51 (Diocesan Council Membership)
- b. Article 5, paragraph 58B (Steering Committee)
- c. Electoral Synod Rules (2013) paragraph 1.4

² That Diocesan Council, recommends to Synod, that if the motion in respect of proposed amendments to Canon 24 to permit minor corrections to the Constitution, Canons, Rules and Regulations to be made by the Constitution and Canons Committee is not passed, then Resolution 5A be adopted by Synod in respect of the provisions of the Constitution, Canons and Rules requiring amendment due to new job descriptions.