

**ANNEXURE 1 (A)****LIST OF PAROCHIAL (PARISH) REGISTERS, ETC., WHICH SHOULD BE KEPT BY THE INCUMBENT AND THE CHURCHWARDENS AND HANDED TO THEIR SUCCESSORS.**

---

1. Register of Baptisms.
2. Register of Confirmations.
3. Roll of Communicants (to be revised annually).
4. Book of Questions to be answered by those desiring marriage.
5. Banns Book.
6. Register of Marriages.
7. Register of Burials - To include Ashes that are interred to be cross referenced to the service register.
8. Register of Services.
9. Indexed List of all Terriers, Title Deeds, Insurance Policies, Plans of Buildings, Contracts, Trusts, showing in whose custody such papers are.
10. A dated Record of all principal parochial events, likely to be of historical interest, with copies of special prayers, notices, etc.
11. List of Incumbents, Assistant Clergy, Lay Ministers and Churchwardens, with dates in each case of their tenure of office.
12. File of certified copies of Churchwardens' annual accounts.
13. Vestry Minute Book and Parish Council Minute Book.
14. List of congregations with the name of the responsible Catechist or the person in charge.
15. List of items of the church furniture and the equipment donated, with the name of the donor, date, etc.
16. List of all Dispensations, Excommunications, Suspensions from and Restorations to Holy Communion, etc., stating in each case by whose authority the act was performed.

[Note : All of the above should be kept under lock and key].

**ANNEXURE 1 (B)****Canon 32  
OF REGISTERS, RECORDS AND INVENTORIES**

---

**1. Keeping of Registers and Records**

The incumbent and Churchwardens of each parish shall:-

- (a) keep a register of all Parishioners and Communicants in the Parish;
- (b) ensure that all Baptisms, Marriages, Burials and Cremations conducted in the parish are recorded in suitable registers;
- (c) maintain an inventory of all movable property belonging to the Parish;
- (d) maintain a Register of all immovable property occupied by or belonging to the Parish;
- (e) cause Minutes to be taken at all meetings of the Vestry and the Parish Council, and ensure that these are securely kept;
- (f) ensure the financial records of the Parish are retained.

**2. Custody**

All Registers and Records shall be kept in a safe provided for this purpose, or in some other secure place.

**3. Registers and Minutes shall be retained in the Parish for a period to be decided by each Diocese, after which they or suitable copies shall be sent to the Diocesan Office for onward transmission, at the discretion of the Diocese, to the diocesan or provincial archives or the State Library.**

## ANNEXURE 1 (C)

**Canon 30**  
**OF THE ADMISSION OF CHURCHWARDENS,**  
**CHAPELWARDENS AND PARISH COUNCILLORS**

---

1. It shall be the duty of the chairman of the Vestry held in terms of section 1(a) of Canon 27 of Vestries to make a return of the election of Churchwardens, alternate Churchwardens, Chapelwardens, and Parish Councillors, with their full names, to the Archdeacon, within one week of their election or, in Pastoral Charges with many congregations, within such time as shall be determined by the Synod of each Diocese. If there be no objection to their election the Archdeacon or his Commissary shall admit them to their office according to the form set out in section 6 of this Canon.
2. By virtue of his office the Archdeacon has the power of objection, for sufficient canonical cause, to the election of any person. But any person or persons to whose election objection has been taken may appeal against the decision of the Archdeacon to the Bishop's Court under section 8 of Canon 36 Of the Tribunals of the Church, and the same right of appeal shall be open to any Churchwarden removed from office under section 6(b)(iii) of Canon 29 of Churchwardens and Chapelwardens. Any appeal shall be lodged within fourteen days of receipt of notice of objection or removal.
3. Everyone elected as above shall be considered invested with the office of Churchwarden, alternate Churchwarden, Chapelwarden or Parish Councillor twenty-one days after the date of election, unless the Archdeacon shall rule otherwise, or unless such person shall fail upon request of the Archdeacon to accept admission to his office and/or to make the appropriate declaration.
4. Sidesmen may be admitted by the use of a form of Declaration and Admission similar to that set out in sections 5 and 6 of this Canon.
5. Declaration to be made by Churchwardens, Alternate Churchwarden, Chapelwardens and parish Councillors.

I declare that, in obedience to my Bishop and in accordance with the Constitution and Canons of the Anglican Church of Southern Africa, I will faithfully and truly execute the office of Churchwarden/Alternate Churchwarden/Chapelwarden/Parish Councillor within the Parish of \_\_\_\_\_ to the best of my skill and knowledge, and for the furtherance of the work of God in this place.

6. Form of Admission of Churchwardens, Alternative Churchwarden, Chapelwardens and Parish Councillors.

I, \_\_\_\_\_ Archdeacon of \_\_\_\_\_  
admit you \_\_\_\_\_ to the office of \_\_\_\_\_  
in the Parish of \_\_\_\_\_ for the year beginning  
\_\_\_\_\_ enjoining you in the name of the Lord duly to discharge your  
office to the utmost of your ability.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19  
\_\_\_\_\_

(See also Annexure 17)

**ANNEXURE 2****Canon 27  
OF VESTRIES**

---

**1. Meetings of Vestry of Parish**

The Confirmed Parishioners of the Parish shall meet in Vestry (saving that where geographical conditions make the presence of all parishioners impracticable, the Diocesan Synod shall lay down such regulations as shall ensure representation of all congregations in the parish) -

- (a) at least once every calendar year not later in the year than 15 March;
- (b) whenever required under these Canons or by the rules of the Diocese;
- (c) when convened from time to time by those authorized to do so by section 7 of this Canon either of their own motion or if directed thereto by the Bishop or the Archdeacon, or by requisition of the Parishioners when they are permitted to do so by the Rules of the Diocese and then to the extent therein permitted.

**2. Definition of Parishioner**

By Parishioner shall be understood any person not being under Church censure who either:

- (a) is on the list of confirmed Communicants as defined in Article XXIV 10 of the Constitution; or
- (b) except the Synod of the Diocese rule to the contrary, being baptized, and not being a member of any other religious body, is an habitual worshipper in the Church or Chapel of the Pastoral Charge in respect of which a vote is claimed.

**3. Meetings of Vestry of Chapelries**

Where Chapelries have been established in any Pastoral Charge in accordance with the provisions of section 4 of Canon 23 *Of Pastoral Charges*, the Parishioners thereof, being of the age of eighteen years and upwards shall meet in Vestry to elect Chapelwardens as required in Canon 29 *Of Churchwardens and Chapelwardens*, and for the exercise of such functions and the transaction of such business in relation to the Chapelry as the Rules of the Diocese may allow, but this shall in no way diminish their rights as full members of the Parish Vestry.

#### 4. Voting at Vestry

No person ordinarily resident outside the limits of the Pastoral Charge shall be entitled to vote at Vestry meetings until individual application shall have been made to the Incumbent to be entered in the register of parishioners and such name shall have been registered.

#### 5. Functions of Vestry

The functions of Vestry shall include:-

- (a) the reception of the Churchwardens' accounts;
- (b) the election of Churchwardens and Parish Councillors;
- (c) the care, with the Incumbent, of the Parish in matters affecting worship, stewardship, ministry, education, evangelism, unity, development and social responsibility.

#### 6. Parochial Accounts

Proper accounts of all parochial finance shall be presented at the Vestry held in terms of section 1 (a) of this Canon and at any other Vestry called to elect a Churchwarden and shall be accepted by the meeting before such election takes place.

#### 7. Notice of Vestry Meetings

Meetings of the Vestry shall be convened by notice given in writing, signed by the Incumbent and by the Churchwardens. In the absence or incapacity of any one or more of them, the signature or signatures required in each case shall be that of a person or persons appointed by the Bishop or Archdeacon. Such notice shall state the place, date, time and objects of the meeting, together with, for the Annual Vestry meeting, a statement of the functions of the Vestry as set out in section 5 of this Canon, and shall be affixed to the noticeboard of all licensed places of worship in the Pastoral Charge at least seven days before the day appointed for the meeting, and shall, where possible, be read during Divine Service prior to the day of meeting. The incumbent, or his deputy, shall preside over each meeting of the Vestry, failing which a chairperson chosen by the meeting shall preside. No business other than that stated on the notice calling the meeting shall be transacted, except with the consent of the chairperson. During the vacancy of a Pastoral Charge and at other times when the Bishop or Archdeacon deems it necessary, he or some other person appointed by him, shall preside at Vestry meetings.