



Canonical Requirements to Enter Into a Search Process

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Annual parish report (Parochial Report) to Bishop

“A report of every Parish and other Congregation of this Church shall be prepared annually for the year ending December 31 preceding, in the form authorized by the Executive Council and approved by the Committee on the State of the Church, and shall be filed not later than March 1 with the Bishop of the Diocese.” *Constitution and Canons of the Episcopal Church (Canon I.6.1)*

CANON XIV

OF PARISHES

SECTION 1. A Parish in union with Convention shall:

- (a) Consist of a group of people (1) which accede to the Constitution, Canons, Doctrine, Discipline, and Worship of the Episcopal Church, (2) acknowledge the jurisdiction of the Ecclesiastical Authority of the Diocese of Southern Virginia, (3) among whom there is a weekly program of identifiable Episcopal services (**including a celebration of Holy Communion at least monthly**) at a designated place or places of worship.
- (b) **Contribute to the operating account of the Diocese as outlined in Canon VII, Section 3.**
- (c) Call a rector or priest-in-charge and any additional clergy by **maintaining an annually-approved agreement between vestry and clergy** which will:
 - i. Address the issues of clergy compensation and benefits as recommended annually by the Compensation Commission and approved by the Executive Board.
 - ii. Provide a base salary figure not less than the annual Diocesan Minimum Standard as fixed by the Executive Board, which may be adjusted for part-time clergy.
 - iii. Adhere to Canon XXXI, of the Denominational Health Plan.
- (d) **Execute a ministry program** to include, at a minimum, Christian formation, pastoral administration to its members, and mission beyond the congregation.
- (e) **Elect a vestry** in conformity to Canon XVII.

- (f) **Provide for all its other operating expenses and obligations**, including proper maintenance of any buildings or property held in trust by the congregation.
- (g) **Provide for Comprehensive Liability and Property insurance coverage as offered by the Church Insurance Company**; or, if insured by another carrier, to certify to the Diocesan Treasurer and Canon for Administration yearly that policy provisions are at least equal to the coverage offered by the Church Insurance Company.
 - i. **Provide that all Parish clergy, lay employees and appropriate volunteers have had background checks and training** consonant with the guidelines of the Church Insurance Company and current policies and practices designated by the Ecclesiastical Authority for maintaining safe church environments.
 - ii. It will be the responsibility of the Diocesan Treasurer and the Diocesan Administrator to ascertain that all congregations have complied with the requirements of this Canon.
- (h) **Elect and send delegates to Diocesan Convention** pursuant to Canon II, and Article IV, Section 3.
- (i) **Complete and submit a yearly audit.**
- (j) **Complete and submit the reports required by Canon I.6.1** of the Episcopal Church