



**FORM 1 – Declaration of Parish Leaders for 2024**

Deanery: \_\_\_\_\_ Parish: \_\_\_\_\_ Congregation: \_\_\_\_\_

As per Bylaw.5.07, at least one Lay Member of Synod **must** be a churchwarden.

Please complete the form below with proper contact information. An email address must be provided for each person.

Churchwarden: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Churchwarden: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Deputy Churchwarden (optional): \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Deputy Churchwarden (optional): \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I certify that each churchwarden is duly qualified, is not less than 18 years of age, and is a member in full communion of the Vestry of the congregation in which they regularly worship and is appointed to serve.

Incumbent Name: \_\_\_\_\_

Per Bylaw 5.07 (see end of form), how many Lay Synod Members will your Parish be sending? \_\_\_\_\_

Each Lay Member of Synod is elected for a two-year term.

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_



**ALTERNATE**

Each Alternate Lay Member of Synod is elected for a one-year term.

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Lay Member's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Year Elected: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

I certify that each person elected Lay Member of Synod is duly qualified, is of the full age of 16 years, and is a member of the Vestry of this Parish, and at least one of such persons is a Churchwarden.

Incumbent Name: \_\_\_\_\_

**Parish Contacts**

Name	Mailing Address	(T) Telephone (E) Email
Treasurer	_____	(T): _____ (E): _____
Central Treasurer (where applicable)	_____	(T): _____ (E): _____
Cemetery Treasurer (where applicable)	_____	(T): _____ (E): _____
Cemetery Coordinator (where applicable)	_____	(T): _____ (E): _____
Parish Administrator (where applicable)	_____	(T): _____ (E): _____
Stewardship Contact	_____	(T): _____ (E): _____
Privacy Contact	_____	(T): _____ (E): _____

I, the incumbent of the above parish, hereby certify that the above persons were duly elected, appointed or affirmed to their ministries.

Incumbent Name: \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITHIN TEN DAYS OF THE VESTRY MEETING.**



B.5.07 LAY MEMBERS OF SYNOD

1. The aggregate number of persons that the Vestries of a Parish may elect as Lay Members of Synod shall be determined from time to time by the number of units, determined as herein provided, in that Parish, as certified by the Incumbent and Churchwardens, for the purpose of such election, as follows.

Where the number of units in the Parish:

- a) is not in excess of 300 - 2 Lay Members elected;
- b) exceeds 300 but is not in excess of 500 - 3 Lay Members elected;
- c) exceeds 500 but is not in excess of 800 - 4 Lay Members elected;
- d) exceeds 800 but is not in excess of 1200 - 5 Lay Members elected;
- e) and where the number is in excess of 1200 - 6 Lay Members elected.

For the purposes of this Section:

- a) two or more persons of any age in the same household shall constitute a family, and a family shall equal two units;
  - b) a person, who is not a member of a family, and is of the age of 16 years or over shall equal one unit; and
  - c) "person" means one who attends and supports the Church in the Parish or who looks to the clergy of the Parish for spiritual ministrations.
2. All persons elected Lay Members of Synod by the Vestry of a Parish shall be members of the congregation or congregations in that Parish and at least one of such persons shall be a Churchwarden. In electing other Lay Members, Parishes shall have regard to representation of both sexes and of young persons in the Church, provided always that such persons are available and otherwise qualified to serve.
  3. The election of Lay Members of Synod shall be conducted in such manner as the Chairperson of the Meeting may deem proper.
  4. When a Parish has more than one congregation and the number of Laity Members to which the Parish is entitled cannot be allotted to each congregation without exceeding the limit for the Parish, then the Lay Representatives shall be divided among the congregations as evenly as may be in proportion to the number of units in each congregation, or as may be otherwise agreed upon by the Incumbent and all the Churchwardens of the Parish.
  5. Lay Members of Synod shall be elected for a period of two years. In the case of a first election, one Lay Member shall be elected for two years and one for one year. The first term of one Lay Member of three being elected, and of two of five, shall be for one year; one half of an even number of members being elected shall be for one and two years respectively.
  6. ALTERNATE LAY MEMBERS  

Alternate Lay Members of Synod may be elected by a Vestry of a Parish, and such Alternate Lay Member may be designated to act in the place of a Lay Member who from any cause is unable to attend the Session or Sessions of the Synod or any sitting thereof during the period for which he or she has been elected.
  7. An Alternate Lay Member of Synod shall serve only during the Session of the Synod for which he or she is reported to the Synod to act and shall not be eligible for election to any Committee of the Synod.
  8. If a Lay Member of Synod dies, resigns, or ceases to be a Member of the Vestry which elected him or her, the office of Lay Member of Synod shall be vacated. Any such vacancy shall be filled by election at the next meeting of that Vestry.