



Unless otherwise directed by the Incumbent and Churchwardens, the order of business at the annual Vestry meeting shall be as follows:

1. opening prayers;
2. election of Chairperson (if applicable);
3. announcement by the Churchwardens of their appointment of the Vestry Clerk, and if the Vestry Clerk is absent, the election of a member present to act as Secretary of the meeting;
4. reading, correction and confirmation of the Minutes of last annual meeting, and Minutes of any other meeting that have been confirmed;
5. Incumbent's report upon condition, progress and needs of the Parish;
6. presentation and adoption of Churchwardens' financial statement with Auditor's report;
7. adoption of the budget for the ensuing year, including a statement of the share of the Diocesan Budget for Maintenance and Mission;
8. report from Parish or Congregational Council and Parish Central Committee as applicable;
9. appointment and election of Churchwardens;
10. appointment or election of a Convenor of Sidespersons;
11. election Lay Members of Synod;
12. appointment and election of the Parish or Congregational Council;
13. election of one member to serve on multi-point Parish Central Committee (if applicable);
14. election of Auditors;
15. election of any other officers or committees;
16. receipt of reports of all parochial organizations;
17. general business; and 18. adjournment.