

By-Laws of the Thunder Bay-North Shore Deanery Council

Adopted May 6, 2000

Amended April 5, 2003; October 2, 2004

Revised September 22, 2007

Amended October 18, 2008; March 13, 2010; May 26, 2012, May 29, 2021; May 14, 2022

The Diocese of Algoma [Canon G-1](#) on the Deanery Council provides for the purpose and organization of the Deanery Council.

Preamble: Canon G-1 Par 5. Each Deanery Council shall develop and strengthen the mission and ministry of the church in the Deanery and address such other areas of concern as may arise including the policies and programs referred to it from the Synod or the Executive Committee.

MEMBERS OF THE DEANERY COUNCIL

(Canon G-1 Par 2)

1. The voting members of Deanery Council shall be:
 - a. the clergy holding the Bishop's license to serve in the Deanery;
 - b. the lay incumbents licensed by the Bishop to serve in the Deanery;
 - c. the Deanery Lay Stewards;
 - d. the Lay Delegates to Synod from Deanery parishes or their alternates;
 - e. the three Deanery Youth Delegates to Synod, the Deanery Youth Representative to the Diocesan Youth Ministry Committee, and the Deanery Youth Coordinator(s);
 - f. the Churchwardens of the Deanery parishes or their deputies;
 - g. a representative of the Deanery Anglican Church Women;
 - h. the Deanery Warden of Lay Readers;
 - i. the Deanery Officers and appointments:
 - i. Deanery Council Chair;
 - ii. Deanery Secretary;
 - iii. Deanery Treasurer;
 - iv. Chair of any committee appointed by Deanery Council;
 - v. Deanery PWRDF Coordinator; and
 - vi. Chair of the Mission to Seafarers Board of Directors.

DEANERY FINANCIAL MANAGEMENT

2. Deanery Financial Management:

Establishment of the Deanery Fund

- a. There shall be a Thunder Bay Deanery Fund to provide for the necessary expenses of the Deanery and for projects to promote the common mission of the Deanery parishes.
- b. The intention is to maintain a reserve of one year's expenses in the Deanery bank account at the end of each year.
- c. The Fund shall be derived from any of the following sources:
 - i. levy assessed on each congregation;
 - ii. donations;
 - iii. transfers from the Diocese of Algoma;
 - iv. miscellaneous income; and
 - v. unexpended funds from the previous year, which shall include all budgetary balances.

Levy

- d. The Deanery Levy will be included in the Deanery budget at the Fall Deanery Council meeting or next available meeting, for the following year. The Deanery Levy will be assessed yearly for each congregation as a pro-rated amount based on the current Diocesan apportionment.

Disbursements from the Fund

- e. The process for approving disbursements is:
 - i. A budget shall be approved at the Fall Deanery Council meeting or next available meeting, including the following categories:
 1. Administrative Expenses,
 2. Travel re-imbursement to Deanery Council meetings,
 3. Projects,
 4. Deanery Communications Committee, and
 5. Seed Money for new Deanery projects;
 - ii. Deanery Council may approve an expenditure of \$300 or less;
 - iii. The Finance Committee may approve a request covered under the Seed Money in the approved Deanery Budget, in consultation with the Archdeacon and Deanery Officials;
 - iv. The Archdeacon and Deanery Officials may approve an expenditure of \$300 or less that was not previously approved by Deanery Council; and
 - v. All other financial motions providing for disbursements other than those covered in the annual budget must be submitted to the Chair of Deanery Council at least 30 days prior to an upcoming Deanery Council meeting.

Parish Reimbursement

- f. At the October Deanery Council meeting, the Deanery Finance Committee shall recommend the amount of a year-end reserve and the Deanery Council may pass a motion authorizing an amount of the reserve. The Deanery Treasurer will return any excess funds to congregations as a pro-rated amount based on the current Diocesan apportionment.

Signing Officers

- g. The Archdeacon, Deanery Officials (Regional Dean and 2 Lay Stewards) and Deanery Treasurer shall be signing officers and two signatures shall be required.

Financial Review

- h.
 - i. The fiscal year of the Deanery of Thunder Bay shall be from January 1st to December 31st;
 - ii. A person to do the financial review shall be appointed by the Deanery Council at the Fall Deanery Council meeting or next available meeting; and
 - iii. A financial review of the Deanery Financial Records shall be completed on an annual basis and in writing to the Signing Officers at least one week prior to the first Deanery Council meeting of the subsequent year.

TREASURER

3.
 - a. The Deanery Council elects the Treasurer. [Canon G-1 Par 3 b)]
 - b. The Treasurer is responsible to the Deanery Officials for the accounting of Deanery Funds, and the paying of authorized expenses. Specific duties include:
 - i. collection of the Deanery Levy from congregations;
 - ii. preparation of a Financial Report for each Deanery Council meeting in an outline that reflects the current year's budget format;
 - iii. distribution of an Annual Financial Report to each congregation in January; and
 - iv. maintaining financial files.

DEANERY EXECUTIVE COMMITTEE

4.
 - a. The purpose of the Deanery Executive Committee is to provide leadership for the Deanery Council: monitoring the implementation of decisions of Deanery Council, preparing the agenda for the Deanery Council and from time to time ensuring that the Deanery By-Laws are updated.
 - b. The Deanery Executive Committee consists of the Archdeacon, Deanery Officials, Deanery Council Chair, Deanery Secretary, Chairs of the Deanery Committees and a youth member who is a Deanery Youth Delegate to Synod and appointed by the Deanery Youth Unit.
 - c. The Deanery Council Chair calls meetings of the Deanery Executive Committee.
 - d. The Deanery Council Chair chairs the Deanery Executive Committee meetings.
 - e. If the Chair is unavailable, the Regional Dean shall carry out the duties of the Chair.

DEANERY YOUTH DELEGATES TO SYNOD

5.
 - a. The composition of the synod includes three youth delegates from each deanery, between the ages of 16 and 24, to be elected by Deanery Council prior to synod based on a slate of names brought by a nominating committee and allowing for nominations from the floor (*Constitution of the Diocese of Algoma Article 1 (e)*).
 - b. In order for the youth delegates to receive the synod circular in a timely fashion, the election of the youth delegates is normally held at the second Deanery Council meeting prior to a regular synod.
 - c. The Deanery Youth Coordinator along with members of the Deanery Youth Unit, or equivalent group, shall function as a nominating committee for the election of deanery youth delegates to synod. They shall ensure that notice of the nomination process is sent to members of Deanery Council so that they may ensure that youth in parishes are aware of this election.
 - d. The Deanery Council will also select three substitute youth delegates.
 - e. The Deanery Youth Coordinator shall forward the names of the youth delegates and substitute delegates with contact information to the Synod Office immediately following their election.
 - f. In the event that the Deanery Youth Coordinator position is vacant, the Archdeacon shall appoint an individual to fulfill the function of the Deanery Youth Coordinator in this bylaw.

DEANERY PWRDF CO-ORDINATOR

6.
 - a. Appointment of Deanery Primate's World Relief and Development (PWRDF) Co-ordinator:
 - i. The term of the Deanery Co-ordinator is from Synod to Synod;
 - ii. The Deanery Council Chair shall call a meeting of Deanery Council within the month prior to the convening of Synod to elect the Deanery PWRDF Co-ordinator; and
 - iii. For a person to be nominated as the Deanery PWRDF Co-ordinator, he or she does not need to be a member of the Deanery Council at the time of election.
 - b. The Deanery PWRDF Co-ordinator will:
 - i. work with the parish PWRDF Co-ordinators to plan Deanery events; and
 - ii. liaise with the Diocesan PWRDF Co-ordinator to facilitate the flow of resources to the parish PWRDF Co-ordinators.

TERMS OF REFERENCE FOR DEANERY COMMITTEES

7.
 - a. The Deanery Council Chair shall call a meeting of Deanery Council within the month prior to the convening of each regular Synod to elect Deanery Committees and make other Deanery appointments.
 - b. The term for a standing committee is from a regular Synod to the following regular Synod.
 - c. The Deanery Council at any time may appoint an ad hoc committee for a limited term.

- d. To be eligible to sit on a Committee, a person must be nominated by a member of Deanery Council with the prior consent of the person.
- e. Each Committee elects its chair and secretary from among its own members.

NOMINATING COMMITTEE

- 8.
 - a. The Deanery Council shall appoint a Nominating Committee to present nominations for Regional Dean, Lay Steward, Deanery Council Chair, Deanery Council Secretary, Deanery Treasurer, Deanery PWRDF Coordinator, and standing Deanery Committees.
 - b. The Nominating Committee shall consist of:
 - i. The Archdeacon or one Deanery Official; and
 - ii. Two or more members of Deanery Council.

MUTUAL MINISTRY COMMITTEE

- 9.
 - a. Mutual Ministry is the *sharing*, by laity and clergy, of promoting God's Word and caring for God's people. Every Christian has an important role or ministry, as members of the Body of Christ. (1 Corinthians 12:27)
 - b. The Mutual Ministry Committee's mandate is to promote a "ministry attitude", rather than a "volunteer attitude" (for what the laity do), amongst the laity and clergy, and to provide opportunities to enhance skills required for these roles. (Ephesians 4:12)

COMMUNICATIONS COMMITTEE

- 10. The Deanery Communications Committee's mandate is to advise the Deanery Council on communications policy and to collect and distribute information in the Deanery that will promote parishes and church organizations.

FINANCE COMMITTEE

- 11.
 - a. The Finance Committee's mandate is to:
 - i. Prepare an annual Deanery Budget;
 - ii. Advise the Treasurer on the preparation of Financial Reports;
 - iii. Make recommendations to the Deanery Council on financial policy; and
 - iv. Nominate a person to review the financial records.
 - b. The Deanery Finance Committee shall consist of:
 - i. The Deanery Treasurer;
 - ii. The Archdeacon and Deanery Officials appoints the Archdeacon or one Deanery Official; and
 - iii. The Deanery Council elects at the Pre-Synod meeting two or more persons.

AMENDING BY-LAWS

- 12. A motion to amend By-laws must be sent out in writing, including electronic means, to the members of Deanery Council at least 30 days prior to the Deanery Council meeting at which the motion will be considered, and the motion must be passed by a 60% majority of voting members present.