

CHAPTER III

PARISHES AND PAROCHIAL ORGANISATION

Part I

VESTRIES

1. The word “parish” in this Chapter shall include every church or chapel or church hall in which a beneficed or licensed member of the clergy of the Church of Ireland officiates, and in which there shall be a register of vestry members duly qualified as hereinafter provided, except where the context is inconsistent with such meaning. The terms “other member of the clergy officiating in the parish” and “other officiating member of the clergy” in this Chapter shall *not* include a deacon serving in an internship.

Vestry members

2. Every layperson who has attained the age of eighteen years, and any member of the clergy who is neither beneficed nor licensed in the diocese, who possesses the qualifications stated in either of the forms of declaration contained in the schedule to this Chapter shall, subject to the provisions of section 3 of this Chapter, be qualified to be registered as a vestry member: Provided that nothing herein contained shall affect any special qualifications of vestry members for any cathedral.
3. Any diocesan synod may require as a further qualification that a vestry member shall be a subscriber to the church funds, and may make regulations accordingly.
4. In every parish there shall be a list of persons qualified to be vestry members, which shall have been settled at a meeting of all persons claiming to be so qualified: Provided that the name of a person shall not be placed on the list until that person has signed either of the forms of declaration contained in the schedule to this Chapter.

Public notice shall be given of the holding of such meeting and of the place and hour of the same, and such notice shall be authorised by the incumbent or other member of the clergy officiating in the parish or, failing such person, by a churchwarden, and shall be widely communicated in advance and announced at all services in the parish for at least the two Sundays next preceding the day appointed for the meeting.

The list so formed shall be recorded in a book to be kept for that purpose by the incumbent and churchwardens and shall thereupon be the register of vestry members of the parish.

5. The register of vestry members shall be revised at least once in each year at such time and in such manner as the diocesan synod shall appoint. A select vestry may decide to review the register of vestry members at other times during the year, provided public notice of such review is given in accordance with Chapter III, Part 1, Section 4 above, and such review does not take place less than one calendar month before the date of a meeting of the General Vestry, including the Easter Vestry. At each revision of the register of vestry members, there shall be added to the register the name of any qualified person who has produced to the registering authority the appropriate form of declaration signed by such person not more than one month before the date of revision and there shall be removed the names of those who are no longer qualified.
6. An appeal shall lie to the diocesan council, in such manner as the diocesan synod shall provide, against the admission or rejection of any person in such registration or revision, and the decision of the diocesan council shall be final.
7. The original register until the first revision, and thenceforth the last revised register, shall, subject to appeal as aforesaid, be deemed conclusive evidence that the persons registered therein and none others are vestry members of such parish and entitled to vote. If any register of vestry members shall not have been settled as is hereinbefore provided, or revised at such time and in such manner as shall have been by the diocesan synod appointed, the diocesan council shall make arrangements for the settlement or revision of such register, and the register so settled or revised shall thereupon be the register of the vestry members of the parish.

General Vestry

8. In each parish for which a separate register of vestry members is maintained in accordance with the provisions of the Constitution there shall be a general vestry which shall consist of the incumbent or other member of the clergy officiating in the parish, the curates assistant and the registered vestry members of the parish.
9. At meetings of the general vestry all members may speak but only registered vestry members may vote.
10. Subject to the provisions of section 16 of this Chapter, the general vestry shall be chaired by the incumbent or other member of the clergy officiating in the parish or, in the absence of such person, the senior curate assistant present or, failing them, one of the churchwardens.
11. Public notice shall be given of the holding of such meeting and of the place and hour of the same, and such notice shall be authorised by the incumbent or other member of the clergy officiating in the parish or, failing such person, by a churchwarden, and shall be widely communicated in advance and announced at all services in the parish for at least the two Sundays next preceding the day appointed for the meeting of the vestry.

11A

1. For the avoidance of doubt, the references to 'place' in section 4 and section 11 shall include a meeting held by electronic communications technology, provided that such electronically held meeting complies with the requirements and procedures prescribed in subsections (2) to (8).
2. The General Vestry may conduct its meetings wholly or partly by the use of electronic communications technology provided that all attendees have a reasonable opportunity to participate in the meeting in accordance with the provisions of this section.
3. The Select Vestry may provide for participation in meetings of the General Vestry by providing or facilitating for that purpose, the use of electronic communications technology, including a mechanism for casting votes by a member during the meeting.
4. The mechanism referred to in subsection (3) shall not require the member to be physically present at the meeting.
5. The use of electronic communications technology pursuant to subsection (3) may be made subject only to such requirements or restrictions put in place by the Select Vestry as are necessary to ensure the identification of attendees and the security of the electronic communications technology.
6. The Select Vestry shall inform the members of the General Vestry before the meeting concerned, of any requirements or restrictions which it has put in place pursuant to subsection (5).
7. If the Select Vestry determines that electronic communications technology is to be used for all or part of a meeting of the General Vestry, it shall ensure as far as practicable that –
 - a. in the case of any failure or disruption of such technology, that failure or disruption is remedied as soon as practicable; and
 - b. such technology enables the members of the General Vestry to hear what is said by the chairperson as well as anyone else addressing the meeting; and
 - c. speak and submit questions and comments during the meeting to the Chairperson.
8. Any temporary failure or disruption of electronic communications technology shall not invalidate the meeting or any proceedings relating to the meeting.
9. For the purposes of this section the phrase 'the General Vestry' shall include a meeting of persons pursuant to section 4.

12. A meeting of the general vestry of each parish, to be known as the Easter vestry, shall be held each year not earlier than twenty seven days before, and not later than twenty days after, Easter Day and this meeting may be adjourned from time to time to any day or days not later than the sixth Monday after Easter Day: Provided that the general vestry meeting may not be held on, or adjourned to, a day within the period from the Sunday next before Easter (Palm Sunday) to Easter Day (inclusive)..

13. At the Easter vestry each year there shall be appointed from among the registered vestry members:

(a) Churchwardens as follows:

- (i) an incumbent's churchwarden nominated by the incumbent or other member of the clergy officiating in the parish, which nomination may be in writing. If there is no such nomination at the Easter vestry such churchwarden shall be elected by the registered vestry members at the same meeting or at some adjournment thereof;
- (ii) a people's churchwarden elected by the registered vestry members;
- (iii) where there are two or more churches in the parish to which the Easter vestry pertains, and the diocesan council so orders, two churchwardens for each or any of such churches other than the principal church for which there are already two churchwardens, which additional churchwardens shall be appointed in the manner provided in (i) and (ii) above.
- (iv) In this section "church" shall be deemed to include a hall or chapel which has been dedicated for public worship.

(b) Glebewardens as follows:

Where the glebe appropriated to the use of the incumbent is situated in the parish to which the Easter vestry pertains,

- (i) an incumbent's glebewarden nominated by the incumbent or other member of the clergy officiating in the parish, which nomination may be in writing. If there is no such nomination at the Easter vestry such glebewarden shall be elected by the registered vestry members at the same meeting or at some adjournment thereof;
- (ii) a people's glebewarden elected by the registered vestry members.

Where the glebe appropriated to the use of the incumbent is not situated in the parish to which the Easter vestry pertains, a glebewarden or glebewardens, if the diocesan council so order, elected by the registered vestry members in such numbers and for such glebes in the union or group as the diocesan council may appoint.

- (c) Not more than twelve other persons elected by the registered vestry members to be members of the select vestry; Provided that the diocesan council may direct an alternative number of other persons be elected by the registered vestry members to be members of the select vestry. Such number shall not be less than twelve nor more than twenty. Any directions given by the diocesan council in accordance with this provision shall be reviewed at least every seven years and the reasons for such directions shall be reported in writing to the diocesan synod.
- (d) Should the Easter General Vestry fail to elect the full complement of select vestry members, the select vestry may subsequently, at its discretion, co-opt suitable registered vestry members on to the select vestry, to bring the select vestry up to its full complement provided that the total number co-opted be less than the number elected.

14. In the year 2005 and triennially thereafter, there shall be elected:

- (a) Diocesan synod members and supplementarists in accordance with the provisions of Part I of Chapter II;
- (b) Parochial nominators and supplementarists in accordance with the provisions of Part II of Chapter IV.

15. In any election, should two or more persons receive an equal number of votes and the result of the election, or the order of names on a supplemental list, be thereby in doubt, the matter shall be determined by lot.

AMENDED 2013

AMENDED 2014

AMENDED 2022

16. Should default be made in any parish in convening or holding the Easter vestry, or should such vestry, if held, omit to discharge any of the business or duties entrusted to it under the Constitution, or make any default in the manner of the discharge of such business or duties, the diocesan council, upon such default or omission being brought to its notice, shall by notice in writing under the hand of its secretary, by registered or recorded letter addressed to the incumbent or other member of the clergy officiating in the parish, or to a churchwarden, require such vestry to be convened forthwith and such default or omission rectified thereat. Should such vestry not be held within one month from the date of the posting of such notice, or should it, if so held, fail to rectify such omission as aforesaid, the diocesan council shall convene a meeting of such vestry for such time and place and for the discharge of all such business and duties as it shall specify in the notice convening the same, and shall provide for an appointment to the chair thereat, and it shall thereupon be the duty of such meeting to discharge the business and duties so specified.
17. Nothing in this Chapter shall be deemed to require or authorise the general vestry of any proprietary or trustee church coming within the provisions of the Irish Church Act, 1869, section 70, to discharge any business or duties which shall be otherwise provided for by the trusts under which such church is held, or which may be in conflict with the same.

Select Vestry

18. The select vestry of every parish shall consist of the incumbent or other member of the clergy officiating in the parish, the assistant curates, the churchwardens, the glebewardens, and the persons elected as provided in section 13 (c) of this Chapter, and such select vestry shall continue in office until the next election subject to the provisions of section 32 (b) of this Chapter.

18A. If, within twenty-one days of being duly called upon to do so, a lay member of the Select Vestry, shall fail, refuse or neglect to execute any documentation that may be required of him or her, as a charity trustee, under the Charities Act (Northern Ireland) 2008 or the Charities Act 2009 (as applicable), that person shall automatically vacate office as a member of the Select Vestry and the casual vacancy thereby arising shall be filled in accordance with the provisions of Section 22 or 23, as applicable, of this Chapter.

18B. If, within twenty-one days of being duly called upon to do so, a member of the clergy who is a member of the Select Vestry, shall fail, refuse or neglect to execute any documentation that may be required of him or her, as a charity trustee, under the Charities Act (Northern Ireland) 2008 or the Charities Act 2009 (as applicable) that person shall be liable to disciplinary action pursuant to Part IV of Chapter VIII and shall not be entitled to receive notice of, or to attend or vote at meetings of the Select Vestry for so long as he or she shall fail, refuse or neglect to execute the said documentation.

19. The select vestry shall meet at such times as shall be fixed by itself or by the diocesan synod. Special meetings may be convened at any time by the incumbent or other officiating member of the clergy. In the event of the churchwardens or either of them requesting a special meeting to be summoned and of the failure of the incumbent or other officiating member of the clergy to do so within ten days of such request, then the churchwardens or either of them may summon such special meeting.
20. (1)The select vestry shall be chaired by the incumbent or other member of the clergy officiating in the parish or, in the absence of such person, the senior curate assistant present or, failing them, one of the churchwardens.
(2)At all meetings the person chairing meetings of the select vestry shall have an ordinary as well as a casting vote.
(3)It shall be established from the chair that there is a quorum of not less than half the voting membership of the select vestry present, before proceeding to any business.
21. The select vestry shall at its first meeting after the Easter vestry appoint from among its members a secretary (to act also as secretary of the general vestry) and also a parochial treasurer or treasurers, and shall fill any casual vacancies in these offices; such appointed persons to hold office until the first ordinary meeting of the select vestry held after the next Easter vestry: Provided that if the circumstances require it, a secretary and treasurer may be appointed who are not members of the select vestry but who are members of the general vestry.
22. A casual vacancy in the office of incumbent's churchwarden or glebewarden shall be filled by the incumbent or other member of the clergy officiating in the parish or, in the case of default by such person for the space of one month after having been required by the select vestry to fill the same, then by the select vestry; and any person appointed to fill any such vacancy shall continue in office until the next ordinary election.

- AMENDED 2005**
23. Casual vacancies in the places of elected churchwardens, glebewardens, select vestry members, or other parochial officers, by death, resignation or otherwise, shall be filled by the select vestry; and any persons chosen to fill such vacancies shall continue in office until the next ordinary election.
24. (1) Subject to any regulation of the diocesan synod, the select vestry shall have the control and charge of all parochial charity and church funds not excluded from the operation of this clause by the trusts on which the same are held.
- (2) The select vestry shall ensure that the churches and other parochial buildings are kept in a proper state of repair and maintenance.
- (3) The select vestry shall ensure that churches and their furnishings are kept in a proper state of cleanliness.
- (4) The select vestry shall keep the churches and other parochial buildings insured against fire. The amount for which a church or a glebe house is insured shall be not less than such amount as the diocesan council, having taken account of all the circumstances of the particular case, shall fix: Provided always that the diocesan council may delegate to a committee of its members the duty conferred on it in this sub-section.
- (5) The select vestry shall provide for each ecclesiastical residence such carpets, curtains and equipment as may be determined by regulation of the diocesan council.
- (6) The select vestry shall provide from the funds at its disposal all the requisites for Divine Service, including
- (a) one or two Books of Common Prayer;
 - (b) one or two books of the Communion Office;
 - (c) where the whole or part of Divine Service is conducted in the Irish language, one Book of Common Prayer and one book of the Communion Office in the said language;
 - (d) a Bible in a version authorised for use in churches of the Church of Ireland;
 - (e) one or two copies of the Church Hymnal;
 - (f) a reading desk;
 - (g) a pulpit;
 - (h) a font;
 - (i) a suitable table, a chalice or chalices, a paten or patens, a flagon or cruets, a fair linen cloth and a fair linen napkin, for the celebration of the Holy Communion;
 - (j) subject to the advice and direction of the member of the clergy officiating in the parish, for each celebration of the Holy Communion a quantity of fine white bread and of good and wholesome wine sufficient for the number of communicants;
 - (k) a surplice for each officiating member of the clergy.
- (7) The select vestry shall provide from the funds at its disposal an adequate safe for the custody of the Communion plate and the registers.
- (8) The select vestry shall ensure that the churchyards are adequately fenced and maintained.
- (9) Save as otherwise prescribed herein or by the diocesan synod, the select vestry shall appoint and control all church and parochial officers and servants, and may provide for their payment from the funds at its disposal.
25. (1) The select vestry shall provide for each church or chapel or church hall, where there is authority to baptise or to bury, a register or registers which shall be in the custody of the incumbent or other member of the clergy officiating in the parish and in which shall be written the day and year of each baptism or burial of a member of the Church of Ireland which shall take place in the parish or district attached to such church or chapel or church hall: Provided that, where there is in a parish a public cemetery for which records of burials are maintained, it shall not be necessary to record such burials in the burial register of the parish.

- (1A) The select vestry shall also provide in each parish a Marriage Record Book in which shall be recorded any marriages which may be celebrated in that parish according to the rites and ceremonies of the Church of Ireland.*
- (1B) The select vestry shall also provide in each parish a Confirmation Register in which the incumbent or other member of the clergy officiating in the parish shall maintain records of those who are confirmed by the Bishop in that parish.
- (2) Every incumbent or other member of the clergy officiating in the parish, who shall have the custody for the time being of any registers of baptisms, or of confirmations, or of marriages, or of burials, shall at all reasonable times, on demand, allow search in such registers, and shall give a signed certified copy of any entry or entries in the same, on payment of the fee hereinafter mentioned; that is to say, for every search in a register of baptisms, or of confirmations, or of burials and for every single certificate of baptism, or of confirmation, or of burial the fees prescribed from time to time by the Standing Committee of the General Synod; and for every search in a register of marriages, and for each certified copy of an entry therein, the statutory fees prescribed by the State in which is situated the church to which the relevant register of marriages pertains.

26. It shall be the duty of the churchwardens

- (a) to ensure that the churches, chapels, church halls and churchyards under their care are not used for any common or profane purpose;
- (b) to ensure that, during the time of Divine Service, peace and order are maintained in the church, the church porch and churchyard, and to prevent any disturbance which may hinder the officiating member of the clergy or the congregation.

Part II

UNIONS AND GROUPS

27. The diocesan synod (or the diocesan council if the powers of the diocesan synod have been assigned to it in accordance with the provisions of section 36 of Chapter II) may, with the consent of the Representative Body,

- (a) group any number of parishes together under one incumbent;
- (b) unite two or more parishes;
- (c) alter the boundaries of existing parishes;
- (d) divide any parishes now united;
- (e) dissolve any group of parishes;
- (f) form any portion of a parish into a separate parish;
- (g) unite a portion of a parish to any other parish or portion of a parish;
- (h) unite a parish or portion of a parish to any church without a district;

such grouping, union or division to take effect either immediately or prospectively.

28. When a union of parishes shall have become effective the several parishes included in such union shall cease to exist as separate parishes for the purposes of this Chapter, and the separate registers of vestry members of such parishes shall no longer be maintained unless the diocesan council shall otherwise order. Notwithstanding the foregoing, the diocesan council may make such regulations as it may think fit to provide for the separate representation of an individual parish or parishes comprised in a union on the select vestry of such union.

29. A group of parishes constituted in accordance with the provisions of section 27 of this Chapter shall for the purposes of

- (a) the election of diocesan synod members, and the number thereof,

* In accordance with Statute Chapter I of 2005, the provisions of Sub-section 1A of Section 25 came into effect on 12 May 2005 in respect of parishes all or part of which are located in Northern Ireland, and shall come into effect on a day to be appointed by the Standing Committee in respect of parishes which are located in the Republic of Ireland.

- (b) the election of parochial nominators, and the number thereof,
- (c) the appointment of the incumbent,
- (d) the stipend and locomotory allowance, and
- (e) the residence of the incumbent

be deemed to be a union of parishes under one incumbent; and the provisions of the Constitution applicable to a union of parishes under one incumbent, in relation to the said purposes, shall apply to such group and the several parishes comprised in the same accordingly. For all other purposes, the several parishes comprised in such group shall continue to exist as separate parishes, with their separate rights, duties, registers of vestry members, and general and select vestries, and other organisations.

30. Upon the formation of a new cure or cures, to take effect either immediately or prospectively, in accordance with the provisions of section 27 of this Chapter, the diocesan council shall:

- (a) notify the same forthwith to the incumbents and churchwardens of the several parishes affected by the formation of the new cure or cures;
- (b) determine:
 - (i) in the case of a union or group, which parish shall be the principal parish for the purposes of section 33 of this Chapter;
 - (ii) in the case of a union, whether the existing registers of vestry members shall be maintained until further order or a new register of vestry members for the whole union be formed forthwith in accordance with the provisions of paragraph (c) of this section;
 - (iii) where separate registers of vestry members are to be maintained for the several parishes of a union or group, whether diocesan synod members and parochial nominators are to be elected at a combined general vestry of the whole union or group, or at the separate general vestries of the several parishes and, in the latter case, the number of diocesan synod members and the number of parochial nominators to be elected by each such general vestry, the total number of diocesan synod members being in accordance with the provisions of section 5 of Chapter II and the total number of parochial nominators being four;
 - (iv) which glebe in the union or group shall be appropriated to the use of the incumbent; and
 - (v) in the case of a group, or a union where separate select vestries are to be maintained for the constituent parishes thereof, what liabilities and expenses of the cure are for the common benefit of the parishes comprised in the union or group, and in what manner and proportion the said liabilities and expenses shall be borne by each of the said parishes;
- (c) when necessary, appoint a person who shall summon forthwith, and preside at, a meeting of the incumbents, churchwardens and registered vestry members of the parishes affected by the formation of the new cure or cures, by notice posted on the principal doors of, and by announcement at all services in, every church in each of the said parishes on the two Sundays next preceding the day fixed for the holding of the said meeting. This meeting shall form, from the existing lists of registered vestry members, new lists of registered vestry members for the new cure or for each new cure, as the case may be, having regard to the decisions of the diocesan council made in accordance with the provisions of paragraph (b) of this section. The vestry members whose names are so placed on such list or lists, as the case may be, shall (subject to the right of appeal hereinafter given) be the vestry members for such new cure or cures, and shall proceed at the same meeting, with power of adjournment, to elect parochial nominators for such new cure, or each such new cure. The nominators so elected shall thenceforth be the parochial nominators of such cure or cures, and shall form portion of the Board of Nomination, although a vacancy in any such new cure may exist at the time of their election, notwithstanding the provisions of section 10 of Chapter IV, and shall hold office until the next election of nominators under the provisions of section 14 of this Chapter: Provided always that any person aggrieved by any act of such meeting or vestry shall have the right of appeal to the diocesan council, whose decision shall be final.

31. If parochial nominators shall have been previously appointed for any parish forming a part of a new cure, the said parochial nominators, upon the formation of such new cure and the election of parochial nominators therefor, as hereinbefore provided, shall cease to be parochial nominators for such parish.

32. When a new cure or new cures shall have been formed to take effect prospectively in accordance with the provisions of section 27 of this Chapter, the diocesan council

- (a) may order for any such prospective new cure that all elections shall thenceforth be held, and returns of diocesan synod members made, as if such new cure had actually come into being; and

- (b) shall determine if a select vestry be required for any such new cure and, if so, which of the officiating clergy and churchwardens of the existing parishes shall be *ex officio* members of such select vestry and in what order they shall have the right of summoning and presiding at the meetings thereof. The elected members of such select vestry shall be elected by the registered vestry members enrolled in accordance with the provisions of section 30 (c) of this Chapter at a meeting duly convened by notices posted on the principal doors of, and announced at all services in, every church in the parish or parishes affected by the formation of such new cure on the two Sundays next preceding the date of such meeting.
33. On the occurrence of a vacancy in the incumbency of any of the parishes included in a prospective new cure, a member of the clergy shall be nominated by the Board of Nomination to discharge the duties of the parish, but such person shall not be regarded as an incumbent, nor instituted by the bishop, save as hereinafter provided; and should such person be already incumbent or curate of any other parish in the new cure, or of any parish adjoining the vacant parish, that person shall not of necessity vacate that incumbency or curacy in consequence of having been so nominated: Provided always that should the vacant parish be the principal parish in the new cure, the Board of Nomination may nominate such person to be incumbent, in which case that person may be instituted by the bishop to the vacant parish in accordance with the provisions of Chapter IV, and to the other parishes of the new cure as they become vacant: Provided also that if the person nominated by the Board of Nomination to discharge the duties of the vacant parish is the incumbent of the principal parish of the new cure, the Board may nominate such person to be incumbent of the vacant parish, in which case that person may be instituted by the bishop thereto, and to the other parishes of the new cure as they become vacant.
34. When during an existing incumbency the diocesan synod, with the consent of the Representative Body, shall have prospectively divided a benefice into two or more cures, or shall have prospectively annexed any portion or portions of the area of a benefice to any other cure or cures, the incumbent may at any time, with the consent of the bishop and of the diocesan council, resign the cure of souls and all interest as incumbent in any one or more of the said new cures, or in any of the portion or portions of the area of the benefice so annexed to any other cure or cures, and shall be entitled to retain all rights as incumbent in respect of the remainder of the benefice. Any such resignation of the cure of souls in part of an existing benefice shall be subject to the provisions of section 32 of Chapter IV.

Part III

GENERAL PROVISIONS

35. The diocesan synod shall define the powers and duties of the general vestry, the select vestry, and the churchwardens in all matters not herein prescribed.
36. Whensoever any dispute shall arise as to the election of any churchwarden, glebeward, or of any select vestry member, or other official, who shall be the subject of election by a general or select vestry, an appeal shall lie to the diocesan council in such manner as the diocesan synod shall provide, and the decision of the council shall be final.
37. None of the provisions of this Chapter shall apply to or affect the Cathedral of St Patrick, Armagh; the Cathedral of the Holy Trinity, commonly called Christ Church, Dublin; the Collegiate and Cathedral Church of St Patrick, Dublin; the Cathedral of the Holy Trinity, Down; or the Cathedral of St Anne, Belfast; insofar as they conflict with the prerogatives, rights, privileges, or constitution of any or either of them.

Part IV

CHURCH PLATE AND PAROCHIAL DOCUMENTS

38. (1) The incumbent and churchwardens of each parish shall furnish to the Representative Body, on a form to be supplied by it, a complete statement of the church plate and parochial documents of the parish which are in the custody of the incumbent and/or churchwardens, together with a statement of the arrangements for their safe custody; and shall retain in their custody a copy of the said form as completed by them.

(2) The Representative Body shall furnish to the diocesan council of the diocese concerned two copies of each statement so received, and the diocesan council shall, within one month of receiving a statement, furnish one copy to the rural dean of the parish concerned.

(3) In this section and in sections 39, 41 and 42 of this Chapter the term “incumbent” shall be deemed to include a member of the clergy appointed to discharge the duties of a cure.

- 39.** Each rural dean, in each year, shall examine the church plate and parochial documents then in the custody of the incumbent and churchwardens, or any of them, of each parish in the rural deanery and shall report to the diocesan council whether the same are correctly recorded in the statement received by the rural dean from the diocesan council and, if not, in what respects the said statement requires alteration and amendment to render it a correct record of the said plate and documents.
- 40.** Each diocesan council shall, on or before the 31st day of December in each year, furnish to the Representative Body particulars of all such alterations and amendments as shall have been reported to the diocesan council by the rural deans as required under the last preceding section.
- 41.** Whenever in the case of any parish any such alterations or amendments shall have been furnished by the diocesan council to the Representative Body, the Representative Body shall amend the copy of the statement held by it, and furnish to the diocesan council three copies of the same as so amended, and the diocesan council shall, within one month of receiving such amended copies, furnish copies to the incumbent and to the rural dean, and the rural dean shall, when making any subsequent examination under section 39 of this Chapter, substitute the amended copy received by the rural dean for the copy originally furnished or any previously amended copy furnished by the diocesan council.
- 42.** When a vacancy in an incumbency shall occur, the rural dean in whose rural deanery the parish is situate, or in that rural dean’s absence the archdeacon, shall take over and provide for the safe custody of the church plate and parochial documents of the parish during such vacancy, and shall with the churchwardens hand the same over to the new incumbent at the institution of the incumbent to the parish.

SCHEDULE MENTIONED IN THE FOREGOING CHAPTER

No 1 - Form of declaration by a resident

I, [A.B.....], do hereby solemnly declare that I am a member of the Church of Ireland, and that I am usually resident at the address below, in the parish or district of....., in the diocese of....., and that I am not registered as a vestry member in any church or chapel or church hall within the same parish or district as an accustomed member of the congregation.

Signed

Name (in block capitals)

Address

.....

.....

Date.....

No 2 - Form of declaration by an accustomed member of a congregation

I, [A.B.....] of the below address, do hereby solemnly declare that I am a member of the Church of Ireland, and that I have for three calendar months last past been, and now am, an accustomed member of the congregation attending the church or chapel or church hall of....., in the parish or district of in the diocese of....., and that I am not registered as a vestry member in any church or chapel or church hall in Ireland as an accustomed member of the congregation.

Signed

Name (in block capitals)

Address

.....

.....

Date.....