

SECTION 4 - General

Origin: Territory Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 22 November 2019

4.7 Parish Register and Property Records

4.7.1 Background

1. Parish Records are created for the purpose of recording the baptism, confirmation, marriage and burial of the faithful as well as documenting worship, ministry, stewardship and decision making of the Christian community;
2. The creation, maintenance and archiving of such records is one of the ways in which we come to take our place in the ongoing life of the Body of Christ through the centuries;
3. The unique and irreplaceable information contained within these parish records continues to be at risk of being lost or destroyed and, in the case of dissenting parishes leaving their respective Dioceses, of being alienated.

4.7.2 Parish Records and Registers

1. The Territory of the People and Fraser Basin Property Society in whose name parish property is held, hold parish registers and records in trust for members of the Anglican Church of Canada and, in so doing, are responsible for maintaining and preserving the security and integrity of the records;
2. Personal information must be protected and accessed according to provincial legislation and the Territory of the People privacy policy (see Policy 4.1);
3. Parish records and registers must be considered assets of the Territory from the outset should court proceedings develop and / or if negotiations are to be undertaken for change in ownership;
4. Inactive parish registers and records in their original form should be transferred on a regular basis to the Archives for safe-keeping. The Archives for the Territory of the People are held in the Diocese of New Westminster. Access to the Archives should be requested through the Territory office.
5. For legal purposes, alternate forms of the record (i.e. microfilm, digital copies, etc.) must be verified and monitored closely to ensure only authorized individuals can provide certified copies.
6. Parish Property Records are created by the Parish (and congregation) and/or the Territory of the People, and include the following key documents: deeds, land titles, agreements, photographs, architectural drawings, surveys and valuation reports.
7. Key Parish Property Records are required to support the legal interests of the Territory of the People and it is essential key Parish Property Records are retained, as much as possible in the original form, by the Territory of the People to ensure legal and property rights of parishes and the Territory are fully protected.

(This policy is based on guidelines from the Anglican Church of Canada dated January 26, 2009.)