

Procedural Guidelines for the Demolition of Church Buildings



To prevent memorials, stained glass windows and other furniture from redundant church buildings being used inappropriately by those who demolish church buildings, the following procedure needs to be completed. The Executive Director, in consultation with the Area Bishop, will be responsible for and supervise this procedure.

1. A vestry resolution consenting to the demolition as well as the deconsecration of the building should begin the process. The title should be investigated and registered in the name of "The Incorporated Synod of the Diocese of Toronto".
2. The Regional Dean should be aware of the proposal to demolish the church building and communicate with other congregations which surround the building.
3. A pictorial record should be made, both inside and out, with specific detail of windows, memorials, etc.
4. The furniture, memorials and plaques should be inventoried, removed and cared for and a family member be notified as a form of courtesy. This is to be done by the Incumbent and Churchwardens.
5. Stained glass windows should be removed, inventoried and arrangements for storage made, or used in buildings in the Parish or the area.
6. Records and documents should be gathered and placed in the Diocesan archives.
7. The Secretary of Synod department will maintain an inventory list of all items in storage, their description and location.
8. Members of the Cemetery Board should be linked to the nearest Parish and the Cemetery Board made accountable to that vestry. If this is impossible, then other provisions for the cemetery should be made.
9. If possible, a cairn, or another form of a memorial, should be erected giving a short history and perhaps containing a sketch of the building.
10. The Area Bishop, or a designate, needs to inspect the building before any demolition contract is signed.

11. Application for the demolition of the building must be submitted to Diocesan Council with all of the above answered, including the method of payment for this demolition and by whom.
12. Insurance on the building should be terminated as of the date of demolition.
13. If possible, a future plan for the property be registered with the Executive Director. Can lots be severed? Should the Diocese release it to the municipality for care and maintenance? What other options might be possible?