



The  
Episcopal Diocese  
of New York

## **THE CANONS OF THE DIOCESE OF NEW YORK**

### **PART I - CONVENTION OF THE DIOCESE**

#### **CANON 1-CLERICAL MEMBERS**

**Section 1. List of Clerical Members:** The Bishop shall maintain a list of all Clergy who are entitled to membership in the Convention under Article IV of the Constitution, which list shall show their titles and places of residence; but members of the Clergy under suspension shall not be included on the list.

#### **Section 2. Clerical Records:**

- (1) The Secretary of Convention shall maintain a record, to be kept in accordance with the Canon of the General Convention relating to the Filling of Vacant Cures, of all notices of the election of Rectors that shall be transmitted to her/him in accordance with that Canon.
- (2) Every Bishop, Priest and Deacon who shall be received into this Diocese shall procure from the Bishop, or in case of the absence or disability of the Bishop, or of a vacancy in the Episcopate, from a majority of the clerical members of the Standing Committee, duly convened, a certificate stating that he/she has been received into this Diocese in compliance with the Canons of the General Convention. A copy of the certificate shall be filed with the Secretary of Convention.
- (3) Every Bishop, Priest, and Deacon employed as a Missionary under the direction of the Convention shall procure from the Bishop, or in case of the absence or disability of the Bishop, or of a vacancy in the Episcopate, from the Commission on Ministry, a certificate that he/she is so employed. A copy of said certificate shall be filed with the Secretary of Convention.
- (4) Every Bishop, Priest, and Deacon engaged as a Professor or Instructor in an incorporated institution of learning, or as Superintendent or Chaplain in any incorporated charitable institution, shall procure the written certificate of the President or Secretary of such Corporation that he/she is so employed. A copy of said certificate shall be filed with the Secretary of Convention.

#### **CANON 2-LAY MEMBERS**

#### **Section 1. Choosing and Qualifications of Lay Members, Vacancies and Provisional Members:**

- (1) Lay Members from each Congregation shall be chosen in accordance with rules established by the Congregation. Each congregation may also choose as many

Provisional Lay Members as may be required to fill vacancies among the elected Lay Members occurring by resignation, death, inability to attend Convention or otherwise.

- (2) Persons, whether male or female, of the age of eighteen years or more shall be eligible to serve as Lay Members or Provisional Lay Members to any Convention, and to be elected to any Diocesan committee, commission or other lay office of the Diocese. If a person selected as a Lay Member or Provisional Lay Member is not a member of his/her Congregation's Vestry, he/she must belong to the Congregation being represented; must be entitled to vote for wardens and vestry members thereof; and must have been a member of the Congregation for at least one year prior to his/her selection.
- (3) The evidence of the appointment of a Lay Member or a Provisional Lay Member shall be a certificate on the form provided by the Secretary of Convention stating the time and place of appointment, signed by the Rector of the Congregation and by the Clerk of the Vestry, or, in the case of any Congregation that does not have a Rector or a Vestry, by such other officers of the Congregation as may be acceptable to the Secretary. The certificate must show on its face that the appointment has been made in accordance with all the requirements of this Canon, and shall certify that the Lay Member or the Provisional Lay Member is duly qualified. No other evidence of appointment of any Lay Member or Provisional Lay Member shall be received or honored by the Secretary.
- (4) If for any reason a vacancy shall occur among the Lay Members of a Congregation, it shall be the duty of the Rector, or if there be no Rector or the Rector be absent or disabled, the duty of the Church Wardens or one of them, or in the case of a Congregation in a Strategic Setting, the duty of the Priest-in-Charge, or if there be no Priest-in-Charge or if the Priest-in-Charge be absent or disabled, the duty of the Clerk of the Advisory Board, to designate in writing a Provisional Lay Member to fill the vacancy. Such written designation, when filed with the Secretary of Convention, shall be sufficient evidence of the right of the person therein designated to represent the Congregation as a Lay Member.

**Section 2. Certificate of Appointment of Lay Members:** When the Secretary provides the notice required by Canon 4, he/she shall also mail or otherwise transmit to the Clerk of each Congregation in union with Convention a blank printed form of Certificate of Lay Members, together with a copy of Section 1 of this Canon 2.

**Section 3. List of Lay Members:** Immediately after the appointment of Lay Members, and at least sixty days prior to the meeting of the Convention, it shall be the duty of the Clerk of each congregation in union with Convention to certify all such appointments to the Secretary of the

Convention in the form prescribed by this Canon. From the certificates thus received, the Secretary shall prepare a list of Lay Members for use in organizing the Convention.

**Section 4. Choosing and Qualifications of Youth Members, Vacancies and Provisional Members:**

- (1) Youth Members from each Region of the Diocese or from each county where there is no Region shall be chosen by an Appointing Authority as follows: if from a Region, by the Regional Council from nominees presented by member congregations in accordance with rules established by the Region; if from a county within the Diocese in which there is no Regional Council, then by any other regional body set up pursuant to Canon 16; and, if there be none for that county, then by the Council of the Diocese. The Appointing Authority may also choose as many Provisional Youth Members as may be required to fill vacancies among the elected Youth Members occurring by resignation, death, inability to attend Convention or otherwise.
- (2) The Youth Member or Provisional Youth Member must be affiliated with a Congregation in the Region or county being represented, be regularly present at worship, and be more than twelve but less than eighteen years of age on the date Convention is scheduled to convene.
- (3) The evidence of the appointment of a Youth Member or a Provisional Youth Member shall be a certificate on the form provided by the Secretary of the Convention stating the time and place of appointment, signed by the Chair of the Appointing Authority, or if there be no Chair, then by such other officer as may be acceptable to the Secretary. The certificate must show on its face that the appointment has been made in accordance with all the requirements of this Canon and shall certify that the Youth Member or the Provisional Youth Member is duly qualified. No other evidence of appointment of any Youth Member or Provisional Youth Member shall be received or honored by the Secretary.
- (4) If for any reason a vacancy shall occur among the Youth Members of a Region or county, it shall be the duty of the Chair of the Appointing Authority, or if there be no Chair, by such other officer as shall be acceptable to the Secretary, to designate in writing a Provisional Youth Member to supply the vacancy. Such written designation, when filed with the Secretary of the Convention, shall be sufficient evidence of the right of the person therein designated to represent the Region or county.

**Section 5. Certificate of Appointment of Youth Members:** At the time for sending the notice required by Canon 4, the Secretary shall mail or otherwise transmit to the Appointing Authority a blank printed form of Certificate of Youth Members, together with a copy of Section 1 of this Canon.

**Section 6. List of Youth Members:** Immediately after the appointment of Youth Members, and at least sixty days prior to the meeting of Convention, it shall be the duty of the Chair of the

Appointing Authority, or, if there be no Chair, some other officer acceptable to the Secretary, to certify all such appointments to the Secretary in the form prescribed by this Canon. From the certificates thus received, the Secretary shall prepare a list of Youth Members for use in organizing the Convention.

### **CANON 3-ORGANIZATION OF CONVENTION**

**Section 1. Quorum:** The presence at convention of at least fifty clerical members and at least one lay member from each of forty congregations shall be necessary for the transaction of business, except that a smaller number may adjourn from day to day. When deemed necessary, the Bishop, with the concurrence of the President of the Standing Committee, may adjourn the Convention to a date certain not later than twelve weeks after the date originally set by the prior Convention.

**Section 2. Call to Order:** At the opening of the Convention, the President, as provided in the Constitution, shall call the meeting to order.

**Section 3. Roll Call of Members:** Satisfactory evidence of the presence of a canonical quorum of each order being laid before the Convention by the Secretary, the President shall dispense with the call of names appearing on the lists of Clerical Members and Lay Members, except that such call shall be required when requested by a majority vote of the Members of the Convention present. The Secretary shall secure a correct list of the Clerical and Lay Members present in any event.

**Section 4. Organization of Convention:** A quorum being present, the President shall declare the Convention organized.

**Section 5. Rules of Order:** Robert's Rules of Order shall be in effect, subject to the Constitution and Canons of the Diocese.

### **CANON 4-NOTICE OF CONVENTION**

**Section 1.** Unless otherwise directed by Convention, the Secretary shall give written notice of the time and place of any meeting of Convention by providing a copy of that notice to (1) each Clerical Member of Convention and (2) the Clerk of each congregation that is in communion with Convention. Notice to the Clerk of a Congregation shall be sent to the address listed on the congregation's Parochial Report. The notice shall be provided at least ninety days prior to the date set for holding the Convention.

**Section 2.** Notice of any Special Convention shall specify the purpose for which the Convention is called.

**Section 3.** Any notice sent pursuant to this Canon shall invite Members to file with the Convention Office, no later than sixty days prior to the date set for Convention: (1) the text of any resolution they wish to place before Convention; (2) proposals for presentations to be made at Convention; and (3) proposals for any other business to be brought before Convention. The Secretary shall forward any matters so submitted as follows: resolutions requiring canonical changes to the Committee on Canons; all other resolutions to the Committee on Resolutions; and proposals for presentations or other business to the Convention Planning Committee. The committee to which a resolution or proposal is referred, working with the proponent, shall review

the matter, consider whether it is appropriately considered by Convention, and, in the case of resolutions, whether the text should be revised or refined prior to its presentation to Convention.

#### **CANON 5-CALENDAR OF BUSINESS**

**Section 1.** The Secretary shall prepare a calendar of business for Convention, which shall set forth (1) the text of every resolution reviewed by the Committee on Canons and the Committee on Resolutions as provided under Canon 4 and not withdrawn by its proponent, as revised or refined with the consent of the proponent, together with the name[s] of the proponent[s] of such resolution; (2) a list of the offices to be filled, together with information about the persons who have been nominated to fill them, as required by Canon 10; and (3) a list of the names of canonically resident clergy who are not entitled to vote at Convention.

**Section 2.** Not less than thirty days prior to the date set for the meeting of Convention, the Secretary shall cause the calendar of business to be forwarded to all Clerical Members of Convention and to each Lay Member, Youth Member and Provisional Lay or Provisional Youth Member whose appointment has been duly certified to the Secretary as provided in Canon 2.

### **PART II - OFFICERS OF CONVENTION AND THE DIOCESE**

#### **CANON 6-SECRETARY OF CONVENTION**

**Section 1.** The Secretary of Convention shall have such authority and duties as may from time to time be imposed by the Constitution and Canons of the Diocese and by the Canons of the General Convention. In addition, after each meeting of Convention, the Secretary shall transmit a copy of the Journal of such Convention to each Clerical Member thereof, to each Clerk of the Congregation, to each of the Bishops of The Episcopal Church, to each Secretary of a Diocesan Convention who requests it, and to any Member of this Convention who may request a copy in writing within 30 days after the close of such meeting. The expenses incurred by the Secretary in the performance of her/his official duties shall be paid out of the Assessment Budget.

**Section 2.** The Secretary shall have power to appoint Assistant Secretaries, whose terms of office shall coincide with the term for which the Secretary shall have been elected and shall not exceed the term of the Secretary. In case of a vacancy in the office of Secretary of Convention or in case of the Secretary's disability, her/his duties shall devolve upon one of the Assistant Secretaries, in the order of their appointment and, if there be no Assistant Secretary, then upon the Secretary of the Standing Committee.

**Section 3.** The Secretary shall notify, in writing, the members of all committees named as a result of any action of the Convention immediately upon their appointment or election.

#### **CANON 7-TREASURER, CHIEF OF FINANCE AND OPERATIONS, AND CONTROLLER OF THE DIOCESE**

**Section 1.** The Treasurer of the Diocese shall have such authority and duties as may from time to time be determined by the Constitution and Canons of the Diocese or by the Constitution and Canons of the General Convention. In addition, the Treasurer shall provide, through the Chief of

Finance and Operations and her/his staff, including the Controller, (a) for the deposit of all monies or funds belonging to the Diocese in such banks or places of deposit as the Trustees of the Diocese may authorize and (b) for the keeping of books of accounts, which shall be open to inspection of the Trustees of the Diocese. The Treasurer shall also give such information regarding the finances of the Diocese and the conduct of the Treasurer's Office as may be required by the Trustees of the Diocese or by a Convention. The Treasurer shall submit a report to each annual meeting of Convention identifying all accounts under her/his authority, which accounts shall be audited by a certified or independent public accountant or firm of accountants selected by the Trustees of the Diocese. The Treasurer shall give the bond or security that from time to time may be required by the Trustees of the Diocese, and the expense thereof, and any expenses incurred by her/him in the performance of her/his official duties, shall be paid out of the Assessment Budget.

**Section 2.** In case of a vacancy in the office of the Treasurer, or in case of her/his disability, the Trustees of the Diocese shall appoint a Treasurer Pro Tempore, and the person so appointed shall continue to act until Convention shall elect a new Treasurer.

**Section 3.** There shall be a Chief of Finance and Operations of the Diocese who shall be appointed by the Trustees of the Diocese. The Bishop shall define the duties of the Chief of Finance and Operations.

**Section 4.** There shall be a Controller of the Diocese who shall be appointed by the Bishop upon the advice of the Chief of Finance and Operations of the Diocese and who shall report to the Chief of Finance and Operations of the Diocese under the general supervision of the Treasurer and serve as the principal agent for the receipts and disbursements of the monies collected by the Diocese.

## **CANON 8-CHANCELLOR OF THE DIOCESE**

**Section 1.** There shall be a law officer to be known as the Chancellor of the Diocese of New York, who shall be a resident communicant and a member of the Bar of the State of New York. The office shall be held under the appointment and during the pleasure of, and for the purpose of giving legal advice to, the Ecclesiastical Authority of the Diocese.

**Section 2.** The Bishop may, from time to time, upon request of the Chancellor, appoint one or more Vice-Chancellors of like qualifications, to assist the Chancellor, such Vice-Chancellors to hold office at the pleasure of the Bishop.

## **CANON 9-ARCHIVIST OF THE DIOCESE**

**Section 1.** The Archivist of the Diocese shall hold office under the appointment and at the pleasure of the Bishop.

**Section 2.** It shall be the Archivist's duty, under the direction of the Bishop, to aid in keeping a record of Episcopal acts, and in preparing official documents for Episcopal signature, and in keeping lists of the Clergy and of Candidates for Holy Orders. It shall also be the duty of the Archivist, under the direction of the Bishop, to collect, preserve, arrange and edit historical and biographical matter pertaining to the Diocese and its Congregations, institutions and activities and Clergy.

**Section 3.** The Archivist shall have the custody of the archives of the Diocese and shall perform such other acts in relation to the custody, use, certification and transmission of official records and documents as the Bishop may prescribe.

### **PART III - NOMINATIONS AND ELECTIONS IN CONVENTION**

#### **CANON 10-NOMINATIONS AND ELECTIONS**

**Section 1. Membership Lists for Information.** Not less than ninety days before the meeting of the annual Convention of the Diocese, the Secretary shall send to all Clerical Members and clerks of all Congregations, for their information and for the information of the Lay Members in their Congregations, a list of the membership of all deputations, committees, commissions and boards (not including, however, trustees of funds) and of vacancies thereon to be filled by election at such Convention of the Diocese.

**Section 2. Nominating Committee.** The Leadership Development Commission of the Council of the Diocese shall act as the nominating committee for all offices to be filled by elections at the annual Convention, except the offices of Bishop, Bishop Coadjutor, or Bishop Suffragan. The Leadership Development Commission, after consultation with the Bishop and any regional bodies established pursuant to Canon 16, shall place in nomination candidates for each vacant office.

**Section 3.** Prior to every third convention beginning in 1997, the Leadership Development Commission, after consultation with the Bishop and the Committee on Canons, shall nominate one person for each position on the Disciplinary Board.

**Section 4.** The Leadership Development Commission, after consultation with the Bishop, shall submit to the Council of the Diocese a list of proposed nominees for the office of Trustee of the Diocese. The Council of the Diocese shall nominate candidates for that Office.

**Section 5. Nominations by Convention Members.** Any member of Convention may make nominations for the Standing Committee, for Clerical and Lay Deputies and Provisional Deputies to the General Convention and to the Provincial Synod of the Second Province, for Trustees of the Diocese, and for any other committees, commissions and boards (except the Disciplinary Board) to be elected by the Convention, provided such nominations are made in writing, signed by such Member and four other Members of the Convention, and delivered to the Secretary at least forty-five days before the opening of the Convention. With the nomination, the proposer shall deliver to the Secretary a statement, in writing, of the occupation, residence and congregation of the candidate nominated, together with a brief note setting forth the candidate's professional or business experience and any important activities or other qualifications. It shall be the duty of the Secretary upon receipt of such nominations to communicate, in writing, with each of the nominees for the same office and, in all instances where the Secretary receives notice from any nominee in writing that such nominee desires to withdraw his/her name from nomination, the nomination of such candidate or candidates shall be disregarded by the Secretary.

**Section 6. Nominees Listed in Calendar of Business:** The Secretary shall include in the Calendar of Business a list of persons nominated, their places of residence, congregational affiliations, their professional or business experience and any important activities or other qualifications together with the names of the present members of the Standing Committee,

Deputies to General Convention, Deputies and Provisional Deputies to the Provincial Synod of the Second Province, Trustees of the Diocese, and members of any other committees, commissions and boards (not including trustees of funds) to be elected by the Convention.

**Section 7. Ballots:** All nominations shall be reported to the Convention by the Secretary on or before the first day's session in the form of a ballot on which the names shall be arranged in alphabetical order, omitting therefrom the names of all nominees who have withdrawn. The number of vacancies to be filled shall be listed on each ballot or screen, and no vote shall be counted on which more names are marked than there are vacancies to be filled.

**Section 8.** In elections, unless otherwise directed by Canon, the voting shall be by ballot, provided that balloting may be dispensed with by a unanimous vote of the Convention. Balloting shall be by Orders, and, except in the case of a third ballot (if there be one), the concurrence of a majority of each Order shall be necessary for an election, provided that if in any election a greater number of persons than the number of offices to be filled shall receive a canonical majority of the votes cast, those who up to the number of offices to be filled receive the largest canonical majorities in both Orders shall be declared elected. Except in the election of a Bishop, Bishop Coadjutor or Bishop Suffragan, (1) the number of nominees on any second or third ballot shall be reduced, if necessary, so that there shall be twice as many nominees as there are vacancies remaining to be filled, such reduction to be effected by striking from the ballot, to the extent required for such reduction, the names of the nominees receiving in order the lowest aggregate number of votes of both Orders in the ballot last preceding, and (2) any vacancy or vacancies remaining unfilled after taking the third ballot shall be filled by the President's declaring elected to such vacancy or vacancies the remaining nominee or nominees who shall have received on the third ballot the highest aggregate number of votes of both Orders.

## **CANON 11-DEPUTIES TO GENERAL CONVENTION**

**Section 1.** The annual Convention of the Diocese in the second year preceding a stated meeting of the General Convention shall elect by ballot four Clergy and four Lay persons to act as Deputies from this Diocese to the General Convention. The annual Convention of the Diocese in the year preceding a stated meeting of the General Convention shall elect by ballot four Clergy and four Lay persons to act as Provisional Deputies from this Diocese to the General Convention. Deputies and Provisional Deputies shall hold their respective offices until their successors are appointed, and shall be Deputies, or Provisional Deputies, to any General Convention which may be held during their continuance in office.

**Section 2.** Should any vacancy occur among the Deputies or Provisional Deputies between the stated times of election, the vacancy shall be supplied by any Convention of the Diocese during or prior to which such vacancy shall occur.

**Section 3.** It shall be the duty of the Deputies-elect to signify to the Bishop within sixty days of their election their intention to perform their duties, in default of which the Bishop shall designate from the list of Provisional Deputies as many as may be necessary to insure, as far as practicable, a full representation of the Diocese appointing in order when possible those who have received the highest number of votes. The Bishop also from time to time shall similarly appoint one of the Provisional Deputies to supply, either temporarily or permanently, any vacancy caused by the

death, absence or disability of any Deputy. During such period as shall be stated in the certificate issued to her/him by the Bishop, the Provisional Deputy so designated shall possess, and shall be entitled to exercise, the power and authority of the Deputy in place of whom he/she shall have been designated.

## **CANON 12-DEPUTIES TO PROVINCIAL SYNOD**

**Section 1.** The annual Convention of the Diocese in the second year preceding a stated meeting of the Provincial Synod shall elect by ballot four Clergy and four Lay persons to act as Deputies from this Diocese to the Provincial Synod. The annual Convention of the Diocese in the year preceding a stated meeting of the Provincial Synod shall elect by ballot four Clergy and four Lay persons to act as Provisional Deputies from this Diocese to the ~~Provincial Synod~~**General Convention**. Deputies and Provisional Deputies shall hold their respective offices until their successors are appointed, and shall be Deputies, or Provisional Deputies, to any Provincial Synod which may be held during their continuance in office.

**Section 2.** Should any vacancy occur among the Deputies or Provisional Deputies between the stated times of election, the vacancy shall be supplied by any Convention during or prior to which such vacancy shall occur.

## **CANON 13-NOMINATION FOR ELECTION OF A BISHOP**

**Section 1.** Whenever the Ecclesiastical Authority of the Diocese shall call for the election of a Bishop, Bishop Coadjutor or Bishop Suffragan, and the Convention, where required shall have given its consent thereto, a Committee for the Election of a Bishop shall be appointed, consisting of (a) three appointments, one of whom must be clerical and two of whom must be lay members appointed by the Ecclesiastical Authority, (b) one clerical member and one lay member appointed by the Standing Committee, (c) two clerical members appointed by the Council of the Diocese, (d) one clerical member and one lay member elected each year by the Convention. In appointments and elections, effort should be made to reflect the geographic and other diversities of the Diocese. No person may be elected by the Convention to serve on the Committee for the Election of a Bishop for more than three consecutive years. The Committee for the Election of a Bishop shall be constituted not less than eight months prior to the date set for the Convention at which such election is to be held. Concurrently with the call for the election of a Bishop, Bishop Coadjutor or Bishop Suffragan, the Ecclesiastical Authority shall propose to the Convention a budget for the expenses of the election. The Committee for the Election of a Bishop may take no action until a budget for its work has been approved by Convention.

**Section 2.** The Committee for the Election of a Bishop may at any time fill any vacancies in its membership for whatever reason caused. Vacancies in the clerical membership shall be filled with clergy and in the lay membership with laity.

**Section 3.** The members of the Committee for the Election of a Bishop shall continue as members thereof until the close of the Convention at which the Bishop, Bishop Coadjutor, or Bishop

Suffragan shall have been elected or until the Committee for the Election of a Bishop shall have been discharged by action of the Convention.

**Section 4.** The Committee for the Election of a Bishop shall choose its chair and secretary from among its members and shall have power to adopt rules and regulations governing its procedures that are not inconsistent with this Canon.

**Section 5.** The Committee for the Election of a Bishop shall call for, receive and may itself propose for its consideration names of clergy who may lawfully be elected to the Episcopal office to be filled, and fix the time within which such suggested names may be filed with the Committee for the Election of a Bishop, but in no event less than 120 days prior to the date set for the Convention at which such election is to be held. Any member of the Committee for the Election of a Bishop whose name is proposed for consideration as a candidate for Episcopal office and who does not withdraw her/his name as candidate shall resign from the Committee for the Election of a Bishop.

**Section 6.** The Committee for the Election of a Bishop shall inform itself as to the persons so proposed and, after due consideration, shall select not more than five whom it deems qualified for such office. The Committee shall prepare a report to the Convention giving the names of the persons so selected, together with biographical information about each candidate.

**Section 7.** The Report of the Committee for the Election of a Bishop shall be released by the Secretary of the Convention in the manner provided in Canon 4, Section 1 not less than 60 days prior to the date set for the Convention at which such election is to be held. Not less than two weeks prior to the electing Convention, the Secretary shall release a copy of said Report to each Member and Provisional Lay Member, evidence of whose appointment shall have been duly certified to the Secretary as provided in Canon 2.

**Section 8.** The presentation of the Report of the Committee for the Election of a Bishop shall be the first order of business at any electing Convention, and it shall constitute a nomination of each of the candidates therein named. If any candidate so nominated shall withdraw her/his name, the Committee for the Election of a Bishop may substitute the name of another candidate theretofore considered by the Committee for the Election of a Bishop and deemed qualified, and such a substitution shall constitute a nomination of the person so named. The Standing Committee shall place in nomination those individuals nominated by petition and approved by the Standing Committee.

**Section 9.** Nominations may be made by petition of at least twenty members of Diocesan Congregations received by the Chair of the Committee for the Election of a Bishop not later than twenty-five days after the Secretary of Convention has released the Report of the Committee for the Election of a Bishop as provided in Section 7.

**Section 10.** All candidates for election shall complete background checks. For candidates submitted by the Committee for the Election of a Bishop, background checks shall be completed six weeks prior to the projected date of communication of the Report of the Committee for the

Election of a Bishop to the Standing Committee. For those nominated by petition, background checks shall be completed before wider gatherings, such as walkabouts, commence.

**Section 11.** The Chancellor shall convene the Committee for the Election of a Bishop and will preside only until the Committee for the Election of a Bishop elects its chair pursuant to Section 4. The chair of the Committee for the Election of a Bishop shall meet monthly with the President of the Standing Committee to report progress of the Committee for the Election of a Bishop. The final slate of candidates proposed by the Committee for the Election of a Bishop shall be communicated to the Standing Committee at least five days before release of the Report of the Committee for the Election of a Bishop to Convention as provided in Section 7.

#### **PART IV - ORGANIZATION AND FUNDING PROGRAM OF THE DIOCESE**

##### **CANON 14-TRUSTEES OF THE DIOCESE OF NEW YORK**

**Section 1.** The Trustees of the Diocese shall consist of the Bishop, who shall serve as Presiding Officer; the Bishop Coadjutor (if there be one); the Treasurer of the Diocese; nine (9) members elected by Convention; eight (8) members appointed by the Bishop; and the Chancellor and the Chief of Finance and Operations of the Diocese. The Chancellor and the Chief of Finance and Operations of the Diocese shall have voice but not vote as members of the Trustees. The seventeen (17) members who serve other than by virtue of their office shall be elected or appointed, as may be, for terms of three (3) years. Vacancies in seats held by elected Trustees shall be filled by the Trustees until the next Convention, when the Convention shall elect a candidate to serve the unexpired term. Vacancies in seats held by appointed trustees shall be filled by the Bishop. An elected or appointed Trustee who has served for two consecutive three-year terms (or a total of six consecutive years) shall be ineligible to be elected or appointed until at least two years have elapsed since the end of such person's previous term as Trustee.

**Section 2. Trustees as Board of Managers.** The Board of Managers of the Diocesan Missionary and Church Extension Society of the Protestant Episcopal Church in the Diocese of New York shall consist of the Bishop, who shall be President; the Treasurer of the Diocese, who shall be treasurer of such Board of Managers; and those others persons who serve from time to time as Trustees of the Diocese of New York.

**Section 3. Duties of the Trustees.** The duties and responsibilities of the Trustees shall be:

1. To hold title to all Diocesan property as agents of the Board of Managers and to act as agent for the Diocese, including receiving referrals from the Property Support Committee for major improvements, new construction and other major capital activities.
2. To act as the managers of all Diocesan assets, including all financial and real properties and as such they shall:
  - a. Establish and monitor Diocesan investment policy;
  - b. Establish short- and long-term financial goals for the Diocese, including establishing a process to provide multiple-year commitment and funding for Diocesan program and mission;

- c. Supervise the management of all Diocesan funds;
- d. Act as agent for the Diocese with respect to the Diocesan Investment Trust.
- 3. Through the two Trustees appointed by the Bishop in accordance with Canon 17.1.2, to work with the Budget Committee to propose an annual budget for submission to the Council of the Diocese for approval or amendment.
- 4. To cause to be prepared quarterly and annually Diocesan Financial Reports and provide for an annual independent audit of all Diocesan finances.
- 5. To plan and to coordinate the raising of capital funds for the Diocese.
- 6. In the event of a vacancy, to consult with the Standing Committee prior to their appointing a Treasurer of the Diocese in accordance with the terms of Canon 7, Section 2.
- 7. To appoint a Chief of Finance and Operations of the Diocese in accordance with the terms of Canon 7, Section 3.
- 8. To review annually and provide for adequate insurance coverage for the Diocese;
- 9. To provide for adequate bonding or security associated with positions of Diocesan fiscal responsibility;
- 10. To serve as agent for the Diocese and the Bishop in monitoring the financial affairs of institutions affiliated with the Diocese under the terms of Canon 31.
- 11. To provide guidance to Congregations and affiliated agencies in the Diocese in the exercise of their fiscal duties.
- 12. To record all of their actions in minutes which shall be conveyed to Council.
- 13. To establish a Finance Committee as a standing committee of the Trustees, of which the Chair of the Budget Committee shall be a member (ex officio).
- 14. In performing their duties and responsibilities, the Trustees shall coordinate their deliberations and action with the Council of the Diocese and with other Diocesan bodies, committees, units and officers and the Bishop's staff.

## **CANON 15-COUNCIL OF THE DIOCESE OF NEW YORK**

**Section 1. The Council and its Role.** There will be a Council of the Diocese that shall, with the Bishop, oversee the mission, program and calendar of the Diocese of New York. In overseeing the mission, program and calendar of the Diocese, the Council of the Diocese shall coordinate its deliberations and actions with the Trustees, Standing Committee, and other Diocesan bodies, committees, units and officers and the Bishop's staff.

### **Section 2.**

- 1. **Convention Resolutions.** To further the mission and program of the Diocese, the Council of the Diocese shall oversee and coordinate the responses of the Diocese and its Congregations, and their efforts to implement, resolutions relating to the mission and program of the Diocese that may be passed by the Convention of the Diocese and/or the General Convention. Following any General Convention, the Council of the Diocese will report to the Convention of the Diocese regarding any resolutions pertinent to the mission and program of the Diocese and their implications for the Diocese and its Congregations.

2. **Emergency Resolutions.** The Council of the Diocese may adopt emergency resolutions, on matters not reserved to the Standing Committee, to express the position of the Diocese between Diocesan Conventions. Such resolutions shall be referred to the next ensuing Diocesan Convention and shall lapse as Diocesan position statements unless adopted by the next ensuing Diocesan Convention. The Council shall also make a report to Diocesan Convention regarding any actions it shall have taken between Conventions.
3. **Standing Commissions.** To further the mission and program of the Diocese, there shall be the following Standing Commissions of the Council of the Diocese: Christian Formation, Congregational Development, Congregational Life for Mission, Social Concerns, and Leadership Development. In addition, the Budget Committee shall be a committee of the Council of the Diocese. The jurisdiction and duties of each commission and committee of the Council of the Diocese, aside from those outlined by Canon 10, Section 2 and Canon 15, Section 5, shall be as determined by the by-laws of the Council, subject to the provisions of the Constitution and Canons of the Diocese of New York. The Council of the Diocese may appoint or conclude, with the exception of the Budget Committee and the Leadership Development Commission, such commissions or committees as from time to time may seem advisable.
4. **The Budget.** It shall be the responsibility of the Budget Committee of the Council of the Diocese to prepare the annual Diocesan budget for submission to Convention, and to involve staff, deans, the Trustees, the Standing Committee, and Regional and Interparish bodies in the development of the Diocesan budget as the Council of the Diocese deems appropriate.

**Section 3. Composition:** The Council shall consist of the Bishop or his/her designee, who shall be the President; the Bishop Coadjutor (if there be one); the Bishops Suffragan; the Assistant Bishops; the Treasurer of the Diocese (ex-officio); the Chair of the Budget Committee (ex officio); the President of the Episcopal Church Women (ECW) (ex officio); and 24 members elected and appointed in accordance with Canon 15, Section 4.

**Section 4. Elections and Appointments:** A total of 18 members of the Council of the Diocese shall be elected by the annual Convention, six each year for staggered three-year terms. Terms of members of the Council of the Diocese shall start on December 1 following their election or appointment. Nominees for such election shall be presented to Convention by the Leadership Development Commission. To the extent practicable, the Leadership Development Commission shall use its best efforts to ensure that nominees for the Council of the Diocese shall be chosen so as to be representative of the diversity of the Diocese as a whole, including representation from all geographic regions of the Diocese. In addition to the 18 members elected by Convention, six members shall be appointed by the Bishop for three-year, staggered terms.

**Section 5. Executive Committee:** The Council of the Diocese may appoint from its membership an Executive Committee consisting of the Bishop and no fewer than four other members, with power to act between meetings of the full Council of the Diocese.

**Section 6. Vacancies:** In the event any vacancy occurs in the membership of the Council of the Diocese between annual Conventions, the Council of the Diocese shall be empowered to fill such vacancy until the next annual Convention, at which time the Leadership Development Commission shall propose a nominee to fill the balance of the unexpired term.

**Section 7. Term Limits:** Members who have served a full term on the Council of the Diocese may be elected to one additional term and then shall be ineligible to be elected or appointed until at least two years have elapsed.

## **CANON 16-REGIONAL BODIES**

**Section 1. Definition.** A “Region” shall be defined as an area comprising a portion, but not all, of the Diocese as determined from time to time by the Bishop.

**Section 2. Assignment of a Bishop or other Diocesan Officer to a Region.** At the direction of the Bishop, a bishop or other Diocesan officer may be assigned to reside within any region, with executive responsibility, as delegated by the Bishop, for the work of the Diocese in such region. The responsibilities of any bishop or other Diocesan officer so assigned shall include pastoral oversight, program development, and administrative authority with respect to clergy and Congregations within such Region.

**Section 3. Regional Councils.** A Regional Council may be formed by Congregations or Interparish Councils as the Region shall determine, provided that any such Regional Council shall be constituted as set forth in by-laws to be adopted by such Council after approval by the Bishop. The Bishop’s approval shall not be granted unless such constitution and by-laws provide, in the Bishop’s judgment, a mechanism to insure broad participation in such Council by all of the Congregations in the Region. Any Regional Council so constituted and approved shall hold not less than one meeting annually. The Bishop or Regional Bishop or Regional Diocesan Officer, as designated by the Bishop, shall be the Chairperson of the Regional Council. A Secretary shall be elected from the membership. Each Regional Council shall advise the Diocesan Council with respect to the creation, integration, and coordination of programs undertaken within the Region and on Regional missionary strategy. A Regional Council may also make recommendations to the Council of the Diocese with respect to the budgets of Regional Congregations and area ministries receiving Diocesan funds, may make recommendations to the Leadership Development Commission on personnel matters within the Region and may make recommendations to the Council of the Diocese on changes in existing commitments and the development of new undertakings, and may appoint such number of Youth Members to attend Diocesan Convention as the by-laws of such Regional Council shall provide.

**Section 4. Interparish Councils.** Interparish Councils shall be formed by participating Congregations within regions defined by the Bishop. The Bishop may invite a member of the clergy or a lay person to convene any Interparish Council until the Council elects its chair. The activities of an Interparish Council shall include the following:

1. Nominate candidates to the Leadership Development Commission for election to the Council of the Diocese.
2. Identify issues, problems, and opportunities affecting its Congregations and communities.
3. Participate in developing and implementing the mission portion of the Diocesan Budget in response to identified needs.
4. Provide opportunities for leadership development for clergy and laity.
5. Strengthen the ecumenical witness of the Church.

## **CANON 17-FUNDING PROGRAM OF THE DIOCESE**

### **Section 1. Submission of Budget to Convention.**

1. It shall be the responsibility of the Budget Committee of the Council of the Diocese to prepare the annual Diocesan budget for submission to Convention, and to involve Regional and Interparish bodies in the development of the Diocesan budget in such manner and to such extent as the Council of the Diocese shall deem appropriate.
2. The Budget Committee shall consist of: a Chair of this Committee appointed by the Bishop, the Treasurer of the Diocese (ex officio), the Chief of Finance and Operations of the Diocese (ex officio), the Chair of the Finance Committee of the Trustees (ex officio), three (3) members of the Council of the Diocese appointed by the Bishop, two (2) members of the Trustees appointed by the Bishop, and others as appointed annually by the Bishop to this Committee.
3. No later than fifty (50) days before annual Convention, the Budget Committee shall submit to the Council of the Diocese and to the Trustees a draft budget of Diocesan expenditures for the following year with an accompanying narrative. The budget shall be presented at the next meeting of the Council of the Diocese at which members of Trustees are invited to attend and given voice. The Council of the Diocese may approve, reject, or modify the budget or narrative; provided, however, that no budget may be approved in which projected receipts are less than projected expenses. The draft budget approved by the Council of the Diocese shall be the proposed budget.
4. The Budget Committee of the Diocese shall submit to each annual Convention the proposed budget of Diocesan expenditures for the following year with an accompanying narrative. The Convention may approve, reject, or modify the budget; provided, however, that no budget may be approved in which projected receipts are less than projected expenses.
5. This budget shall include funds for the support of:
  - a. The Episcopate;

- b. The Episcopal Church;
  - c. Diocesan administration and program.
6. When in the course of their duties in managing the finances of the Diocese, the Trustees determine that the Diocesan budget needs to be materially adjusted between annual Conventions, they shall present the adjustment to the Budget Committee of the Diocese. The Budget Committee shall review the proposed adjustment and present its recommendation thereon to the Council of the Diocese and, unless the Council of the Diocese objects at its next meeting, the adjustment shall take place.

## **Section 2. Congregation's Apportioned Share.**

1. "Congregation" is defined as any Congregation in union with the Diocese of New York, including a Congregation that is a Congregation in a Strategic Setting or a Vulnerable Congregation in union with the Diocese of New York.
2. After the annual Diocesan budget has been approved by Convention, the Chief of Finance and Operations shall compute the share (hereinafter referred to as the "Apportioned Share") to be paid by each Congregation, in accordance with the formula set forth in Section 3 hereof, and shall give notice to each Congregation thereof within thirty (30) days after the budget is adopted. Within sixty (60) days of receipt, each Congregation shall certify to the Chief of Finance and Operations of the Diocese that the Diocesan Budget and its Apportioned Share for the year in question has been submitted for review to its Vestry or Trustees or Advisory Board, as the case may be.

## **Section 3. Apportionment Formula.**

1. "Normal Operating Income" is defined in the same manner as that term is defined from time to time in the Instructions for The Episcopal Church Parochial Report as set forth in the Manual of Business Methods in Church Affairs (the "Manual") as published by The Episcopal Church, or any successor publication. It includes all funds, from whatever source, that are used for the general operation of a Congregation, including payment of the Congregation's Apportioned Share, compensation of clergy and lay staff, operation and insurance of buildings, altar supplies, and administrative expenses. Sources of operating income include contributions from individuals, contributions from organizations within the Congregation, income from the Congregation's trusts or foundations or amounts drawn from a Congregation's invested funds, whether income, principal, or a percentage takeout; space use income (net of direct costs of providing space); and excess revenues available for general operations derived from the Congregation's schools, cemeteries, or other enterprises. This Canon shall be deemed amended automatically, without the need for further action by the Convention, whenever the definition of Normal Operating Income, or the sources from which such income is derived, shall be changed in the Manual or in any successor publication, so as to bring the terms of this Canon into conformity therewith.

2. The Chief of Finance and Operations shall compute the apportioned share of each Congregation by computing the average Normal Operating Income for the two latest years as reported by the Congregation on the Parochial Report. The Chief of Finance and Operations shall apply the following formula to the averaged Normal Operating Income:

4% of income from \$1 to \$50,000, plus  
10% of income from \$50,000 to \$200,000, plus  
15% of income from \$200,000 to \$500,000, plus  
20% of all income above \$500,000.

The Trustees shall be authorized from time to time to increase the dollar amounts that divide the brackets in the foregoing formula to take into account inflation in the cost of the major items making up the budgets of Congregations in the Diocese of New York.

3. No Congregation's computed Apportioned Share for any year shall increase by more than 12.5% over its computed Apportioned Share for the immediately preceding year, in each case as computed in accordance with the immediately preceding subsection, without reference to any adjustment or appeal, unless the Bishop and Trustees specifically authorize a larger increase.
4. If the Apportioned Share of any Congregation shall exceed 25% of the total budget of Diocesan expenditures in any one budget year, the excess shall be applied to the Diocesan General Endowment Fund.

#### **Section 4. Adjustment and Appeal Procedure.**

1. Any Congregation may appeal to the Adjustment Board for a reduction in or deferral of payment to a future year of part or all of its Apportioned Share for any year in accordance with the guidelines established by the Adjustment Board and approved by the Trustees.
2. The Adjustment Board, which shall be a committee of the Trustees consisting of not fewer than seven members appointed by the Bishop, shall conduct all adjustment hearings and may affirm, temporarily reduce, or defer payment of part or all of the Apportioned Share payable for any year by any Congregation requesting a hearing. The Adjustment Board shall inform each Congregation requesting a hearing of its decision within a reasonable time after such hearing.
3. Any Congregation may appeal the decision of the Adjustment Board to the Trustees, which may affirm or modify any decision of the Adjustment Board. Appeals to the Trustees must be made within 30 days after receipt by such Congregation of the decision of the Adjustment Board.

## **Section 5. Payments.**

1. Each Congregation's Apportioned Share for a year shall be paid in four equal installments, no later than the fifth days of January, April, July and October, and it shall be the duty of the Chief of Finance and Operations to attend to the collection thereof.
2. Payments made after the fifth days of January, April, July and October shall be deemed by the Chief of Finance and Operations to be late.

## **Section 6. Incentives.**

1. A Congregation that pays for any year its entire annual Apportioned Share or adjusted Apportioned Share as determined by Sections 3 and Section 4 of this Canon and has no arrears may apply in the following year for grants that are funded by the Apportioned Share budget.
2. It shall be the duty of the Chief of Finance and Operations to report quarterly to the Bishop, the Trustees, and the Council of the Diocese, all Congregations that have not paid in full any payment required by Section 5.
3. The Chief of Finance and Operations shall produce a list which the Secretary of Convention shall publish in the Calendar of Convention. The list shall include each Congregation of the Diocese and:
  - a. whether or not such Congregation has filed an audit for the preceding year;
  - b. whether or not such Congregation has filed a Parochial Report as required by the Canons of General Convention for the preceding year;
  - c. whether or not such Congregation has submitted stipend information for the Journal of Convention.
  - d. whether or not such Congregation has provided evidence that proper insurance is in place covering all parish property and activities;
  - e. such Congregation's Apportioned Share for the preceding and current year as calculated by Section 3;
  - f. any adjustment of such Congregation's Apportioned Share made by the Adjustment Board;
  - g. whether or not such Congregation's Apportioned Share or adjusted Apportioned Share payments are current;
  - h. whether such Congregation is in default as specified by Section 7.

## **Section 7. Congregations In Default In Apportioned Share**

1. Prior to each annual Convention the Chief of Finance and Operations shall notify the Bishop of any Congregation that does not satisfy any of the conditions listed in clauses a-d below, noting that the Congregation may be designated as a Congregation In Default In Apportioned Share. The Bishop, with the concurrence of the Trustees of the Diocese, may then designate the Congregation as a Congregation In Default In Apportioned Share. No Congregation shall be

designated as a Congregation In Default In Apportioned Share, and no Congregation designated as a Congregation In Default In Apportioned Share shall remain a Congregation In Default in Apportioned Share, if the Congregation satisfies any of the following conditions:

- a. The Congregation is current in the payment of its Apportioned Share through all but the most recently due quarterly installment, or
- b. The Congregation has a completed application pending with the Adjustment Board, is actively participating in the Adjustment Board process by meeting with its members and representatives of the Diocese as requested by the Adjustment Board, and is making payments on account of its Apportioned Share in a minimum amount specified by the Adjustment Board for Congregations that have applications pending, or
- c. If the Adjustment Board has made its decision and the Congregation has chosen to appeal the decision, the Congregation has a completed appeal pending with the Trustees, or
- d. If the Adjustment Board has made its decision on the application that, after any appeal to and any modification by the Trustees, is final and no longer subject to appeal, the Congregation is current in its payment of all its Apportioned Share as they may have been adjusted through all but the most recently due installment and is in compliance with any conditions imposed by the Adjustment Board or the Trustees in approving any adjustment, which conditions may include participation in programs organized by the Diocese to help a Congregation address problems in the Congregation.
- e. When a Congregation has been designated as a Congregation In Default In Apportioned Share, the following remedies are applied.
  - (i) The Chancellor shall inform the annual Convention that the Congregation is a Congregation In Default In Apportioned Share;
  - (ii) The lay delegates from a Congregation In Default In Apportioned Share shall be denied any vote in Convention;
  - (iii) The Rector or Priest-in-Charge of the Congregation In Default In Apportioned Share shall be denied a vote in Convention;
  - (iv) As provided in Canon 29, Section 3, Subsection (g), the Congregation In Default In Apportioned Share may be designated a Vulnerable Congregation in accordance with Canon 29.

## **CANON 18-EPISCOPAL CHARITIES**

**Section 1. Objectives.** There shall be a corporation called Episcopal Charities to carry out the following objectives in furtherance of the mission and ministry of the Diocese of New York:

1. To coordinate the funding of social programs related to and connected with the Diocese and its Congregations;
2. To raise, hold, and disburse funds to be used to fund such programs;

3. To establish funding priorities, evaluate proposals, and award grants in support of such programs;
4. To provide training and support services to Congregations and institutions affiliated with the Diocese that wish to apply for grants to carry out such programs; and
5. To carry out such other functions as shall be determined from time to time by the Board of Managers of the Diocese.

**Section 2. Organization.** At all times, Episcopal Charities shall be incorporated under the Not-for-Profit Corporation Law of the State of New York, and shall be organized and operated so as to qualify for a tax exemption pursuant to Section 501(c)(3) of the Internal Revenue Code. The corporation shall be managed by a Board of Directors appointed by the Trustees of the Diocese.

**Section 3. Reports.** Episcopal Charities shall report quarterly to the Trustees of the Diocese and annually to the Convention of the Diocese on all activities of the corporation.

**Section 4. Advisory Committee.** The Board of Directors of Episcopal Charities shall establish an Advisory Committee consisting of 19 members:

8 members appointed by the Bishop of New York, including a chairperson and 10 members elected by the Council of the Diocese, as follows:

2 members from Congregations in Sullivan, Ulster, Dutchess and Orange counties; 3 members from Congregations in Westchester, Rockland and Putnam Counties; 2 members from Congregations in the Bronx; 2 members from Congregations in Manhattan; 1 member from Congregations in Staten Island; the Chair of the Social Concerns Commission of the Council of the Diocese.

Members shall be elected or appointed for a term of three years. No member shall serve more than two consecutive terms. A member who serves two consecutive terms shall be eligible for election or appointment one year after the end of his/her second term.

The Advisory Committee shall make recommendations to the Board of Directors about program funding, disseminate information about funding cycles and grant proposals, and assist in the provision of training and support services to Congregations and institutions affiliated with the Diocese. The Advisory Committee shall review the Annual Report of Episcopal Charities before it is submitted to the annual Convention of the Diocese and shall certify to Convention that the corporation's affairs are being conducted in conformity with the mission statement of the Diocese.

## PART V - COMMITTEES OF THE DIOCESE

### CANON 19-STANDING COMMITTEE

**Section 1. Membership.** The Standing Committee shall consist of four clerical members and four lay persons of the Diocese to be elected by ballot. At each annual Convention, one clerical member and one lay person shall be elected to serve for four years and no longer. Any Person so elected shall be deemed to have resigned from the Standing Committee if he/she fails to attend three meetings of the Standing Committee during any twelve-month period. Vacancies in the Standing Committee occurring by death or otherwise shall be filled temporarily by the concurrent vote of the clerical and lay members of the Standing Committee until the next annual Convention and then shall be filled by the Convention. Except in the case of members chosen to fill vacancies, no Standing member of the Standing Committee shall be eligible for membership for one year after the expiration of her/his term of office.

**Section 2. Duties.** The Standing Committee shall serve as the Council of Advice to the Bishop and shall have such other duties as may from time to time be prescribed in the Constitutions and Canons of The Episcopal Church and of this Diocese. In case of the absence or disability of the Bishop, or of a vacancy in the Episcopate, the powers and duties to be performed by the Bishop in matters of discipline shall be performed by the Standing Committee, except in those cases where such powers and duties are or may be specially delegated to, or enjoined upon, the clerical members of the Standing Committee; in which cases such powers and duties shall be exercised by the clerical members alone; provided that no sentence shall be pronounced on a Priest or Deacon but by a Bishop.

**Section 3. Records under Canon 33.** The record of all proceedings upon the presentment or the trial of a Priest or Deacon shall be preserved by the Standing Committee, and for that purpose shall be delivered to the Secretary of the Standing Committee.

**Section 4. Consents under Religious Corporations Law §12.** Whenever application shall be made to the Standing Committee for its consent for leave to sell, mortgage, or lease real property, which at the time of such application is used by a Congregation for regular religious services, the Standing Committee shall not give its consent until it shall appear to its satisfaction that notice of the proposed sale, mortgage or lease has been given to the Congregation.

**Section 5. Annual Reports.** The Standing Committee shall annually report to the Convention for its information such of its completed official acts as do not pertain to the exercise of its functions as a council of advice to the Bishop.

### CANON 20-COMMISSION ON MINISTRY

**Section 1.** There shall be a Commission on Ministry consisting of not fewer than ten members, to be appointed by the Bishop and to serve at the pleasure of the Bishop. The chair of the Commission on Ministry shall be appointed by the Bishop from among the Commission on Ministry's members. Insofar as possible, clergy and laity shall be represented in equal numbers on

the Commission on Ministry, and the membership shall reflect the geographic diversity of the Diocese.

**Section 2.** The duties of the Commission shall be to assist the Bishop in all matters specified by the Canons of the General Convention as follows:

1. Determining present and future needs for ministry in the Diocese.
2. Recruiting and selecting persons for holy orders and in guiding and examining postulants and candidates for orders.
3. Providing for the guidance and pastoral care of clergy and lay persons who are in stipendiary and non-stipendiary positions accountable to the Bishop.
4. Promoting the continuing education of the clergy and of lay persons employed by the Church.
5. Supporting the development, training, utilization and affirmation of the ministry of the laity in the world.

#### **CANON 21-OTHER COMMITTEES OF THE DIOCESE**

To facilitate the work of the Diocese, the Convention may from time to time establish such committees of the Diocese with such duties as it may determine, and, unless otherwise provided, the Bishop shall appoint members thereto.

### **PART VI - CLERGY AND CONGREGATIONS**

#### **CANON 22-UNION BETWEEN CONGREGATIONS AND CONVENTION**

**Section 1.** Every Congregation subject to the Ecclesiastical Authority of this Diocese shall also be subject to the Convention and required to maintain union therewith.

To obtain admission into such union the Congregation must deliver its application to the Secretary of the Convention at least 40 days before the meeting thereof together with the following:

1. The resolution of the Vestry, Trustees or Advisory Council under seal (a) authorizing such application for admission, (b) agreeing to be bound by the Constitution and Canons of The Episcopal Church and the Constitution and Canons of the Diocese, and (c) agreeing to pay its clergy in regular installments, but not less frequently than monthly, a salary (in proportion to the time engaged) not less than the minimum provided in Canon 26, and to provide a suitable residence or housing allowance.
2. The Certificate of the Vestry, Trustees or Advisory Council under seal evidencing that the Congregation is willing and able among its own members to provide the salary required by Canon 26 and to provide a suitable residence or housing

allowance and that not less than 25 members of the Congregation have regularly attended divine service for at least one year.

3. A copy of the Certificate of Incorporation of the Congregation duly certified by the County Clerk of the county of recording, which certificate, if not pursuant to Article 3 of the New York State Religious Corporations Law, shall contain the declaration that the Congregation is an Episcopal Church and will forever continue as such, in communion with the Diocese of New York and The Episcopal Church.
4. The Certificate of the Ecclesiastical Authority (a) approving such incorporation, and (b) adjudging the Congregation duly established.

**Section 2.** It shall be the duty of the Secretary of Convention to examine, consider and report upon any such application to Convention.

**Section 3.** Whenever any Congregation shall be in default by more than sixty (60) days in filing the reports required by the Canons of the General Convention, or shall for two (2) years in succession not have employed a Rector or Priest-in-Charge, or shall for one or more years be in arrears in payment of the minimum clergy salary as provided in Canon 26, the Bishop shall report such Congregation to the annual Convention of the Diocese, and such Congregation shall thereby forfeit its right to send lay delegates to the Convention of the Diocese. Such Congregation, however, may be restored to its right to send lay delegates to the Convention of the Diocese upon application to the Convention of the Diocese upon such terms as shall appear just.

## **CANON 23-REGISTERS AND PAROCHIAL REPORTS**

**Section 1.** In the Register of Baptisms, Confirmations, Communicants, Marriages and Burials, required by the Canons of the General Convention to be kept by the member of the clergy in charge of a Congregation of this Church, the record shall specify the name and date of birth of each child baptized, with the names of the parents and sponsors; the name of each adult baptized; the name of each person confirmed; the names of the parties married, with the names of the witness or witnesses required by civil law; the name of each person buried; and also the time when each rite was performed. The Register shall be kept by the member of the clergy in charge of a Congregation, in a book to be provided for that purpose; and shall be preserved by the Vestry or Advisory Council as a part of the records of the Congregation. The list of communicants shall embrace all within the cure of the Member of the Clergy in charge of a Congregation as nearly as can be ascertained; and he/she shall also keep a list of the families and individuals in his/her cure insofar as practicable.

**Section 2.** Every Member of the Clergy in charge of a Congregation shall present, or cause to be delivered to the Diocese:

1. The Parochial Report as required by the Canons of General Convention, with such additional information as the Diocese may reasonably require from time to time; and
2. A copy of the annual audited financial statement as required by the Canons of General Convention.

The deadline for submission of the Parochial Report and the annual audited financial statement shall be the date established by The Episcopal Church. It shall be the responsibility of the Chief of Finance and Operations' office to notify Congregations of the due dates.

**Section 3.** Where a Congregation is without a Member of the Clergy in charge of a Congregation, the Register shall be kept by the Wardens of the Congregation, and the annual Parochial Report and the audited financial statement shall be presented or forwarded to the Bishop by them.

**Section 4.** The Registers of all Congregations shall be inspected from time to time by the Bishop or by such persons as he/she may appoint.

**Section 5.** Upon the dissolution of a Congregation, the Register provided for by this Canon shall immediately become the property of the Diocese and shall be deposited with the Archivist.

### **CANON 24-VACANT CURES AND CLERGY WITHOUT CURE**

**Section 1. Notice of Vacancy.** Whenever a clergy position in a Congregation becomes, or is about to become, vacant, the Bishop shall be notified by the Wardens of such Congregation if the vacancy occurs in the position of Rector or other Member of the Clergy in charge of a Congregation, and by the Rector or other Member of the Clergy in charge of the Congregation if the vacancy is in any assistantcy.

**Section 2. Interim Clergy.** It shall be the duty of the Church Wardens of any Congregation to provide for the regular conduct of worship and pastoral care of the Congregation whenever there is a vacancy in the position of Rector. It shall be the duty of the Bishop to provide for the conduct of regular worship and pastoral care of any Congregations in Strategic Settings whenever there be a vacancy in the position of Priest-in-Charge that must be filled by the Bishop. The Vestry or Advisory Board of such Congregation shall provide for the compensation of any interim clergy.

**Section 3. Vacancies in the position of Rector.** Vacancies in the position of Rector shall be filled by the Vestry of the Congregation after consulting with the Bishop. The Church Wardens of the Congregation shall notify the Archivist of the Diocese upon the election of a new Rector.

**Section 4. Vacancies in Positions of Priest-in-Charge of a Congregation in a Strategic Setting.** Vacancies in the positions of clergy shall be filled by the Bishop, in consultation with the Advisory Board of the Congregation in a Strategic Setting. The procedures to be followed in searching for suitable candidates and selecting nominees to present to the Bishop shall be as adopted from time to time by the Bishop or the Bishop's designee in charge of clergy deployment.

**Section 5.** No member of the clergy shall be called to fill any clerical position in this Diocese if the Bishop has stated that he/she will not be licensed to officiate in this Diocese.

### **CANON 25-CLERGY NOT CANONICALLY RESIDENT**

Any member of the clergy who is not canonically resident in this Diocese and who desires to take temporary or occasional service therein shall so signify to the Bishop. A list of such clergy as shall be licensed by the Bishop for such duty shall be kept by the Bishop. A Rector of a Congregation

may not employ the services of any member of the clergy who is not canonically resident for more than sixty days, unless he/she shall have the written license of the Bishop.

## **CANON 26-CLERGY AND LAY STAFF: COMPENSATION AND ALLOWANCES**

**Section 1.** Every Congregation in union with the Convention shall pay clergy serving such Congregation not less than the minimum stipends and allowances set forth in the Compensation Guidelines of the Diocese of New York most recently adopted by the Convention of the Diocese. Every Congregation in union with the Convention having lay employees on its staff shall provide these employees with compensation and benefits not less than the minimum guidelines for lay employees set forth in the Compensation Guidelines of the Diocese of New York most recently adopted by the Convention of the Diocese.

**Section 2.** Each year, the Trustees of the Diocese shall review the Compensation Guidelines of the Diocese and shall make proposals to Convention with respect to additions or modifications thereto no later than the time for filing proposed resolutions with the Secretary of Convention.

**Section 3.** The Trustees may approve specific variations from the Compensation Guidelines of the Diocese.

**Section 4.** Any Congregation that fails to provide the stipends and allowances established by the Convention, except as permitted pursuant to Section 3 herein, or that shall be in arrears in the payment of such salary and allowances for a period of one or more years shall be reported by name to the Trustees at least three months before the meeting of the Convention, and the Trustees may include the same in its report to the Convention.

**Section 5.** All Congregations and other ecclesiastical organizations or bodies subject to the authority of the Diocese of New York, and all other societies, organizations or bodies in the Diocese which under the regulations of The Church Pension Fund have elected or shall elect to come into the pension system, shall provide all lay employees who work a minimum of 1,000 hours annually retirement benefits through participation in the Episcopal Church Lay Employees' Retirement Plan (ECLERP) or in an equivalent defined contribution or defined benefit plan, the provisions of which are at least equal to those of ECLERP.

## **CANON 27-ESTABLISHMENT OF CONGREGATIONS**

**Section 1. Authority to Establish New Congregations:** The authority to establish new Congregations is vested in the Bishop, acting with the advice and consent of the Standing Committee and the Trustees of the Diocese.

**Section 2. Form of Application for Recognition as a New Congregation:** A group of twenty (20) or more baptized persons seeking to worship together and to be recognized as a Congregation in communion with this Diocese may apply to the Bishop for organization as a Congregation in a Strategic Setting in the following form:

To the Right Reverend \_\_\_\_\_, *Bishop of New York*  
We, the undersigned baptized persons, residents in the Town(s) of \_\_\_\_\_, in the County or Counties of \_\_\_\_\_, New York,

respectfully request that we be duly received as a Congregation in a Strategic Setting under the authority and direction of the Bishop of the Diocese of New York, to be known as \_\_\_\_\_, in the Town of \_\_\_\_\_.

And we do hereby promise conformity to the direction and authority of the Bishop and Diocese, and to the Doctrine, Discipline and Worship of this Church as found in the Constitution and Canons of The Episcopal Church and the Diocese of New York.

**Section 3. Hearing on Application by a New Congregation in a Strategic Setting:** Prior to any action on a proposal to establish a new Congregation in a Strategic Setting, the Standing Committee shall conduct a formal hearing, at which hearing any person who wishes to address the advisability of the proposal shall be heard. The Standing Committee shall publish notice of any such hearing not less than twenty (20) days prior to the date of the hearing, and shall also give twenty (20) days' written notice of any such hearing to any person or Congregation that, in the opinion of the Standing Committee, may be affected by the proposal.

## **CANON 28-CONGREGATIONS IN STRATEGIC SETTINGS**

**Section 1. Becoming a Congregation in a Strategic Setting.** Any Congregation established pursuant to Canon 27 shall initially be established as a Congregation in a Strategic Setting, and shall continue as such until the Bishop, the Standing Committee and the Trustees of the Diocese approve a change of status from Congregation in a Strategic Setting to Congregation.

**Section 2.** Any other Congregation that wishes to conduct its affairs in accordance with this Canon may apply to the Bishop for permission to become a Congregation in a Strategic Setting. An application to change status from Congregation to Congregation in a Strategic Setting must be approved by the Bishop and the Vestry of the Congregation and may include the transfer all of the real and personal property of the Congregation to the Trustees of the Diocese. Upon notification by the Bishop, Standing Committee and Trustees, the Advisory Board shall complete the transfer of all the real and personal property of the Congregation to the Trustees.

**Section 3. Operation of the Congregation in a Strategic Setting** A Congregation in a Strategic Setting shall conduct its affairs under the direction and authority of the Bishop and in accordance with the following provisions:

1. When the Bishop consents to the organization of a Congregation in a Strategic Setting, the Bishop shall appoint a member of the Clergy to serve as Priest-in-Charge. The Priest-in-Charge shall serve at the pleasure and direction of the Bishop. The Bishop shall have the sole power to appoint and remove clergy serving a Congregation in a Strategic Setting.
2. The first annual meeting of the Congregation in a Strategic Setting shall be held as soon as possible following the establishment of the Congregation, and each annual meeting thereafter shall be held on the Sunday closest to the date of the first annual meeting.

3. Persons of the age of eighteen (18) years or more, belonging to the Congregation, who have been regular attendants at its worship and contributors of its support for at least twelve months prior to an annual meeting or since the establishment of such Congregation or approval of the Congregation's change of status, shall be qualified voters at the annual meeting. The action of an annual meeting upon any matter or question shall be decided by a majority of the qualified voters voting thereon.
4. At the first annual meeting of a Congregation in a Strategic Setting, such Congregation in a Strategic Setting shall adopt By-laws, which shall be subject to the approval of the Bishop, and which shall not be inconsistent with the Canons of General Convention or these Canons.
5. The Congregation shall, in its Articles of Incorporation or By-laws, make provision for an Advisory Board, to consist of no fewer than five nor more than twelve members, including senior and junior Wardens, to be elected from among qualified electors of the Congregation for staggered, three year terms. The Bishop shall have the right to appoint an Advisory Board and Church Wardens to the Congregation in a Strategic Setting should the Bishop deem it necessary. The Bishop may also remove the Advisory Board and Church Wardens of a Congregation in a Strategic Setting for just cause.
6. The Priest-in-Charge shall serve as the Chair of the Advisory Board.
7. The Advisory Board shall meet regularly, at least quarterly, at such time and place as it shall by resolution determine. A special meeting shall be called upon the written request of the Bishop, of any two members of the Advisory Board, or by the Priest-in-Charge; or, in the absence of a Priest-in-Charge, by the senior Warden; or, in the absence of both Priest-in-Charge and senior Warden, by the junior Warden.
8. At the first meeting of the Advisory Board following the annual meeting in each year the Board shall elect a Clerk and a Treasurer to hold office for one year. The duties of the Clerk and the Treasurer shall be similar to the duties of the Clerk and Treasurer of any Congregation.
9. The Advisory Board shall have power to fill vacancies in its membership until the next annual meeting of the Congregation. It shall also elect the delegates to the Convention of the Diocese as provided in Canon 2.

**Section 4. Role of the Bishop and Trustees of the Diocese.** The Bishop and/or the Bishop's designees shall be responsible for the supervision and regulation of the affairs of each Congregation in a Strategic Setting. The Trustees of the Diocese shall receive all gifts and bequests for the Congregation in a Strategic Setting; have custody of its permanent funds; may hold title to all of its real estate and make such rules to preserve the assets of the Congregation in a Strategic Setting and require such reports as it shall see fit. No gift or donation of real estate shall be accepted, nor any purchases made, for the Congregation in a Strategic Setting, nor any location of

such Congregation's site affected, nor any part of the buildings and grounds of the Congregation leased or developed without the consent of the Bishop.

**Section 5. Transfer of Status from Congregation in a Strategic Setting to Congregation.** The Bishop, with the approval of the Standing Committee and the Trustees of the Diocese, may approve a request from a Congregation in a Strategic Setting to become a Congregation when, in the Bishop's opinion, such change of status is warranted, and upon such terms as the Bishop shall deem appropriate.

**Section 6. Dissolution of a Congregation in a Strategic Setting.** The Bishop, with the approval of the Standing Committee and the Trustees of the Diocese, may dissolve a Congregation in a Strategic Setting when, in the Bishop's opinion, such action shall be warranted. In the event of such dissolution, the Trustees of the Diocese shall become custodian of all funds and all property of the Congregation in a Strategic Setting not held by some other corporate body, and it shall be the duty of the Priest-in-Charge and Advisory Board to surrender control of such funds and property to the Trustees.

## **CANON 29-AIDED INTERVENTION FOR VULNERABLE CONGREGATIONS**

**Section 1.** The Bishop shall make available to the Congregations of the Diocese a system of support, resources, and mutual accountability to encourage and enable the development of their life and ministry.

**Section 2.** Every Congregation is responsible to live within a system of support and mutual accountability that links its life and ministry with that of the Bishop and with those of other Congregations in the Diocese. In addition to the system of support referred to in Section 1, above, this Canon sets out a process for aided intervention to help Congregations that are or may be vulnerable, as described in Sections 3 and 5, below.

**Section 3.** A Congregation may be designated a Vulnerable Congregation under Section 5, below, when one or more of the following conditions exists:

1. The Congregation employs a member of the clergy under ecclesiastical discipline or process; permits a church edifice to be used for purposes incompatible with its consecration; or pursues any persistent course inconsistent with the doctrine, discipline or worship of The Episcopal Church.
2. The Congregation refuses or neglects to assemble and elect a Vestry as provided in these Canons; or neglects to send delegates to any annual Convention of this Diocese.
3. The Congregation does not search for and elect clerical leadership after a reasonable period of time.
4. The Congregation does not comply with the provisions of Canon 26 in that it is not compensating its clergy with at least the minimum stipends and allowances set forth in the Compensation Guidelines of the Diocese of New York most recently adopted by the Convention of the Diocese; or does not pay canonically required pension

assessments for its clergy and eligible lay employees; or does not maintain adequate insurance as determined by the Trustees.

5. The Congregation does not file timely reports including financial statements or a Parochial Report as required by these Canons or the Canons of General Convention on an annual basis.
6. Financial reports or other financial data reveal invasion of the principal portion of endowment funds or other evidence of financial instability sufficient, in the judgment of the Bishop or Standing Committee, to warrant action under this Canon.
7. The Congregation has been designated a Congregation In Default In Apportioned Share, according to Canon 17, Section 7.
8. There is attempted or effected alienation or encumbrance of the real property of the Congregation without the consent of the Bishop and the Standing Committee.
9. There exists any other condition that would render the Congregation liable to action under the Constitution and Canons of the Diocese.

**Section 4.** A process to determine the need for aided intervention may be initiated in any of the following ways:

1. The Rector or Priest-in-Charge, or the Vestry or Advisory Board by a majority vote, may invite the pastoral intervention of the Bishop who may appoint a committee of three persons to confirm and aid in the amelioration of the condition(s), and to report to the Bishop and Standing Committee thereon.
2. On the Bishop's own initiative, the Bishop may appoint a committee of three persons to confirm and aid in the amelioration of the condition(s), and to report to the Bishop and Standing Committee thereon.
3. The Standing Committee may, by a majority vote, request the Bishop to appoint a committee of three persons to confirm and aid in the amelioration of the condition(s) and to report to the Bishop and Standing Committee thereon.

**Section 5.** In the event that the committee appointed under Section 4 confirms that any of the conditions detailed in Section 3 above in fact exists and is unlikely to be sufficiently ameliorated within a reasonable period of time, the Bishop, with the consent of a majority of the Standing Committee, may declare the Congregation to be a Vulnerable Congregation, and require one or more of the following measures:

1. Appointment by the Bishop of three or more communicants from within the Diocese of New York to govern the affairs of the Congregation as the Administrative Authority during the pendency of these conditions, and notwithstanding any other provisions for such governance; or the Bishop may call for the election of a new Vestry or Advisory Board;

2. Conveyance of title to all real property to the Trustees of the Diocese, who shall hold the same in trust during the pendency of these conditions; and
3. Such other measures as the Bishop, with the concurrence of the majority of the Standing Committee, shall determine.

**Section 6.** The Bishop, with the advice and consent of the Standing Committee, may remove a Congregation's designation as a Vulnerable Congregation, thereby terminating any actions or restrictions imposed upon it under this Canon during the period of time it was deemed a Vulnerable Congregation, to the end that thereafter the revitalized Congregation may continue its life and ministry as an integral part of the Diocese.

**Section 7.** When, in the judgment of the Bishop, and with the advice and consent of a majority of the Standing Committee, a Vulnerable Congregation has either completed its mission or exhausted its resources, the Bishop may end the existence of the Congregation, and its property and other assets shall be transferred to the Trustees of the Diocese. The Congregation shall receive notification of such action by the Bishop including the right to appear before the Bishop and Standing Committee. The Diocese will take appropriate steps to conclude the affairs of the Congregation. The people and clergy of the affected Congregation shall be assisted in continuing their lives in faith in the Diocese.

## **CANON 30-CONTRIBUTION FOR CHURCH OBJECTS**

In every Congregation of the Diocese provision shall be made whereby its members may make offerings, by collections and otherwise, as often as the needs of the Church shall require, for the support of its objects, particularly its missionary work at home and abroad, the education for the sacred ministry, and those other religious and charitable objects which are commended to the care of the Church by the General Convention, or by the Convention of the Diocese; and it shall be the duty of the clergy in charge to give due notice to the Congregation of the time and purpose of such offerings, and also to call their attention to the importance and claims of the respective objects to which the offerings are to be applied.

## **PART VII - INSTITUTIONS AFFILIATED WITH THE DIOCESE**

### **CANON 31-**

**Section 1.** Any institution, society or other organization by whatever designation heretofore or hereafter organized, representing itself to be an institution, society or other organization of the Diocese of New York for any purpose whatever, may do so only on condition that:

1. It shall not be operated for profit and its charter, constitution, or bylaws shall specify its purposes;
2. At least a majority of its governing board shall be members in good standing of a Congregation in union with the Convention of the Diocese or clergy canonically resident therein; and in the case of an agency receiving funds collected under the authority of Convention, it shall elect or appoint to its governing board at least one

member of the Trustees of the Diocese other than the Bishop, although he/she may also be a member;

3. It shall not sell, alienate or encumber real property belonging to it without giving to the Trustees of the Diocese thirty days' prior notice of such intention;
4. It shall file with the Secretary of the Convention certified copies of its charter, constitution, bylaws, and all amendments to such documents;
5. It shall make a written annual report to the Trustees of the Diocese setting forth the names of its governing board and its financial transactions and other activities during the previous year;
6. It shall comply with the provisions of the Canon of General Convention entitled "Of Business Methods in Church Affairs";
7. It shall, as a condition to receiving any funds collected under the authority of the Convention, comply with such terms as may be prescribed by the Trustees of the Diocese; and
8. It shall permit the Bishop or her/his designee to visit it and examine its books, minutes, records and affairs, to determine whether it conforms, and continues to conform, to the provisions of this Canon and whether its standards and performance of work and service warrant continued recognition. If in the opinion of the Bishop it shall fail to meet such requirements, he/she may so report to the Trustees of the Diocese, whereupon the Trustees may take action as, in its discretion, may be deemed appropriate, either to correct undesirable conditions or to end its status as a Diocesan institution, society or other agency.

**Section 2.** The Trustees of the Diocese shall file annually with the Secretary of Convention a list of the names of all institutions, societies, or other agencies that the Trustees shall recognize as "Diocesan," and such list shall be published in the Journal of Convention.

### **CANON 32-DESIGNATED MINISTRIES**

The Bishop may with the approval of the Council of the Diocese designate and authorize Designated Ministries, subject to a written agreement to be reached among the Bishop, the Council of the Diocese and each Designated Ministry. Designated Ministries shall annually report to the Bishop and Council of the Diocese. The Bishop may revoke the designation and authorization of any Designated Ministry with the approval of the Council of the Diocese.

## PART VIII - DISCIPLINE

### CANON 33-TRIAL OF A PRIEST OR DEACON

**Section 1. Definitions.** Capitalized terms used in this Canon shall have the meanings attributed to them in Title IV, Section 2 of the Canons of General Convention (CGC).

**Section 2. Mode of Proceeding.** Whenever information concerning an Offense by a Member of the Clergy of the Diocese has been received by the Intake Officer or Bishop, the matter shall proceed in accordance with Title IV of CGC and this Canon.

**Section 3. Disciplinary Board.** The Disciplinary Board shall consist of seven persons, four of whom are Priests or Deacons canonically and geographically resident in the Diocese and three of whom are lay adult communicants in good standing and members of a congregation of this Diocese. The members of the Disciplinary Board shall be elected by Diocesan Convention for concurrent three-year terms. Candidates for the Disciplinary Board shall be chosen by the Leadership Development Commission in accordance with the CGC IV.5.3 and Canon 10 of this Diocese. Within sixty days following election of the Disciplinary Board, the Bishop shall appoint from among the members of the Disciplinary Board a President to serve for that term. Upon determining that a vacancy in the Disciplinary Board exists, the President of the Disciplinary Board shall notify the Bishop who shall appoint a person of the same order as the former member to serve the remainder of the term left vacant, subject to the eligibility requirements of CGC IV.5.3.

**Section 4. Disciplinary Board Clerk.** The Disciplinary Board shall appoint a Disciplinary Board Clerk to perform the functions set forth in CGC IV. The Disciplinary Board Clerk shall be subject to the eligibility qualifications set forth in CGC IV.5.3(g).

**Section 5. Disciplinary Panels.** In the event a Conference Panel shall have more than one member, the Conference Panel shall include at least one Priest. A Hearing Panel shall include at least one Priest or Deacon.

**Section 6. Church Attorney.** At the beginning of each three-year term of the Disciplinary Board, the Bishop, in consultation with the Disciplinary Board, shall appoint one or more Church Attorneys to serve for three years. Each Church Attorney shall be a confirmed communicant in good standing, a member of a congregation affiliated with The Episcopal Church, a member of the Bar of the State of New York, and a person familiar with canon law. The Bishop, in consultation with the Standing Committee, may for the good order of the Church remove a Church Attorney from that position. In the event a Church Attorney during his/her term resigns or is unable to perform the duties of a Church Attorney, the Bishop shall, in consultation with the Disciplinary Board, appoint a replacement Church Attorney. The Church Attorney may, but need not be, compensated for services rendered at a rate set in a written retainer agreement not to exceed customary prevailing rates for comparable attorneys in this Diocese. Whether or not the Church Attorney is compensated, the Diocese shall be responsible for reimbursing the reasonable and necessary disbursements and expenses incurred by the Church Attorney in carrying out his/her duties. If no Church Attorney appointed pursuant to this section is able to serve in connection with

a particular matter, the Bishop, in consultation with the Disciplinary Board, shall appoint a temporary Church Attorney to serve on that matter.

**Section 7. Intake Officer.** One or more Intake Officers shall be appointed from time to time by the Bishop. The Bishop shall publish throughout the Diocese the names and contact information of all Intake Officers.

**Section 8. Pastoral Response Coordinator.** The Bishop may appoint a person (a “Pastoral Response Coordinator”) to serve at the will of the Bishop in implementing the pastoral responses provided for in CGC IV.8. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Canon or CGC IV.

**Section 9. Investigator.** The Bishop, in consultation with the President of the Disciplinary Board, shall appoint one or more Investigators to be compensated as agreed between the Bishop and the Investigator and whose reasonable and necessary expenses shall be reimbursed. An Investigator need not be a member of The Episcopal Church.

**Section 10. Advisors.** In each proceeding under CGC IV, the Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall not hold any other appointed or elected position under CGC IV, and shall not be the Bishop or a Chancellor or Vice-Chancellor of this Diocese or likely to be called as a witness in the proceeding.

**Section 11. Order.** Prior to the issuance of an Order by a Conference Panel or a Hearing Panel, each of the Bishop and the Complainant shall have an opportunity to be heard by such Panel on the proposed terms of the Order. In addition, not less than fifteen (15) days prior to issuing an Order, such Conference Panel or Hearing Panel shall notify the Bishop of the intent to issue an Order and confer with the Bishop concerning the proposed terms of the Order. The 15-day period may be shortened only with the consent of the Bishop.

**Section 12. Costs.** In connection with a proceeding under CGC IV, the reasonable costs and expenses of the Disciplinary Board, each Intake Officer, each Investigator, each Church Attorney, the Disciplinary Board Clerk, each Advisor and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by Diocesan Convention. In the event of the agreement of an Accord or the issuance of an Order, the reasonable defense fees and costs incurred by the Respondent, or a portion thereof, may be paid or reimbursed by the Diocese, subject to budgetary constraints as may be established by Convention.

**Section 13. Records.** Records of open proceedings before the Disciplinary Board, including any appeal, shall be preserved and maintained by the Disciplinary Board Clerk. The Bishop shall make provision for the permanent storage of all records of all proceedings under this Canon and CGC IV in the archives of the Diocese and, to the extent required by CGC IV.19.30 (c) and (d), in the Archives of The Episcopal Church.

## **CANON 34-DISSOLUTION OF THE PASTORAL RELATION**

**Section 1.** Except upon mandatory resignation by reason of age, a Priest may not resign as Rector of a Congregation without the consent of its Vestry, nor may any Rector canonically or lawfully

elected and in charge of a Congregation be removed therefrom by the Vestry against the Rector's will, except as hereinafter provided.

**Section 2.** If for any urgent reason a Rector or Vestry desires a dissolution of the pastoral relation, and the parties cannot agree, either party may give notice in writing to the Ecclesiastical Authority of the Diocese. Whenever the Standing Committee is the Ecclesiastical Authority of the Diocese, it shall request the Bishop of another Diocese to perform the duties of the Bishop under this Canon.

**Section 3.** Within sixty (60) days of receipt of the written notice, the Bishop, as chief pastor of the Diocese, shall mediate the differences between Rector and Vestry in every informal way which the Bishop deems proper, including by using the good offices of any Bishop Suffragan or Assistant Bishop then serving in this Diocese. The Bishop may appoint a committee of at least one Priest and one Lay Person, none of whom may be members of the Congregation involved, to make a report to the Bishop.

**Section 4.** If the differences between the parties are not resolved after completion of the mediation, the Bishop shall proceed as follows:

1. The Bishop shall give notice to the Rector and Vestry that a godly judgment will be rendered in the matter after consultation with the Standing Committee and that either party has the right within ten days to request in writing an opportunity to confer with the Standing Committee before it consults with the Bishop.
2. If a timely request is made, the President of the Standing Committee shall set a date for the conference, which shall be held within thirty (30) days.
3. At the conference, each party shall be entitled to representation and to present its position fully.
4. Within thirty (30) days after the conference or after the Bishop's notice if no conference is requested, the Bishop shall confer with and receive the recommendation of the Standing Committee; thereafter the Bishop, as final arbiter and judge, shall render a godly judgment.
5. Upon the request of either party, the Bishop shall explain the reasons for the judgment. If the explanation is in writing, copies shall be delivered to both parties.
6. If the pastoral relation is to be continued, the Bishop shall require the parties to agree on definitions of responsibility and accountability for the Rector and the Vestry.
7. If the relation is to be dissolved:
  - a. The Bishop shall direct the Secretary of Convention to record the dissolution.
  - b. The judgment shall include such terms and conditions including financial settlements as shall seem to the Bishop just and compassionate.

**Section 5.** In either event the Bishop shall offer appropriate supportive services to the Priest and the Congregation.

**Section 6.** In the event of the failure or refusal of either party to comply with the terms of the judgment, the Bishop may impose penalties on the non-compliant party, including, without limitation, the following:

1. In the case of a Rector, suspending the Rector from the exercise of the priestly office until the Priest shall comply with the judgment.
2. In the case of a Vestry, recommending to the Convention of the Diocese that the Congregation be placed under the supervision of the Bishop until it has complied with the judgment.

**Section 7.** For cause, the Bishop may extend the time periods specified in this Canon, provided that all be done to expedite these proceedings. All parties shall be notified in writing of the length of any extension.

**Section 8.**

1. Statements made during the course of proceedings under this Canon are not discoverable or admissible in any proceedings under Title IV of the Canons of General Convention and Canon 33 of these Canons, provided that this does not require the exclusion of evidence in any proceeding under any such Canons that is otherwise discoverable and admissible.
2. In the course of proceedings under this Canon, if a charge is made by the Vestry against the Rector that could give rise to a disciplinary proceeding under CGC IV.1, all proceedings under this Canon shall be suspended until the charge has been resolved or withdrawn.

**PART IX - AMENDMENTS**

**CANON 35-AMENDMENTS**

Any proposed amendment to these Canons may be considered by Convention only if at least one day's previous notice thereof shall have been given to a meeting of Convention or it has been printed in the Calendar of Business and forwarded as provided in Canon 5.

Such amendment must be referred to and recommended by the Committee on Canons unless such reference be dispensed with by unanimous consent.

If such amendment be adopted by a majority vote of Convention, it shall be open for consideration until the next annual Convention when, if again adopted by a majority vote, the Canons shall be amended accordingly.

If such amendment be adopted by unanimous vote of the Convention or by a two-thirds vote by both Orders taken separately, the amendment shall take effect as set forth in the resolution.

## **PART X - COMMUNICATIONS**

### **CANON 36-ELECTRONIC COMMUNICATIONS**

All notices, mailings, transmittals, certifications and other communications under these Canons may be sent by electronic means, as well as any other means provided hereunder. Any communications by electronic means permitted hereunder may be sent to the electronic address of the recipient as set forth in the Secretary of Convention's or Bishop's books and records from time to time. In addition to the foregoing, all publications of notices in a newspaper of record for the Diocese may, in lieu of such publication, be sent via electronic means to any affected persons or posted on the website of the Diocese.