

247th DIOCESAN CONVENTION

THE EPISCOPAL DIOCESE OF NEW YORK



*For all that has been, Thanks!*

*For all that will be, Yes!*

-Dag Hammarskjöld

CALENDAR OF BUSINESS

November 11, 2023

**THE 247th CONVENTION**  
**THE EPISCOPAL DIOCESE OF NEW YORK NOVEMBER 11, 2023**  
**Cathedral of St John the Divine, New York City**

**“For all that has been, Thanks!**  
**For all that will be, Yes!”**  
*-Dag Hammarskjöld*

**Schedule of Convention: Subject to change except for the opening of registration**

Saturday, November 11, 2023

- |            |   |
|------------|---|
| 8:00 a.m.  | Check-in  |
| 9:00 a.m.  | Convention Called to Order<br>Opening Prayer<br>Report - Credentials Committee<br>Establishing a quorum<br>Bishop Dietsche Opens Convention<br>Instructions for the day by The Rev. Katharine Flexer, Secretary of Convention<br>Instructions for voting on candidates for Diocesan Offices<br>Report of the Canons Committee<br>First Report of the Resolutions Committee<br>Dean Patrick Malloy, Cathedral Welcome<br>The Rt. Rev. Andrew M L Dietsche’s Address                  |
| 10:45 a.m. | Break   |
| 11:00 a.m. | Holy Eucharist<br>Celebrant: The Right Reverend Andrew M L Dietsche<br>Homilist: The Right Reverend Matthew Foster Heyd   |
| 12:00 Noon | Lunch (No noonday prayer needed)  |
| 1:00 p.m.  | Convention reconvenes<br>Bishop’s Cross Awards<br>New Clergy Announcement<br>Reading of the Necrology<br>Report on the election of officers to the Diocesan Committees<br>The Rt. Rev. Allen K. Shin Address/Report to Convention<br>Second Report of the Resolutions Committee (Resolutions from the Floor if any)<br>Voting on Resolutions from the floor<br>Voting on Canonical Resolutions<br>The Rt. Rev. Mary D. Glasspool Address/Report to Convention<br>Remaining business |
| 4:30 p.m.  | Adjournment   |

**Note: All times except the opening of registration are subject to change on the day of the convention.**

## **INFORMATION FOR NEWCOMERS**

Welcome to the 247th Convention of the Episcopal Diocese of New York.

Every year the Bishops, Clergy and elected Lay Delegates of the Diocese gather to pray, listen, discuss and vote on the business of the Diocese.

### **Members of Convention**

The Convention shall consist of the Bishops, Clergy and Lay Delegates and non-voting Youth members of the Diocese. The Clergy who are canonically resident and ministering within the Diocese are eligible to vote, however, those Clergy who are ministering within the Diocese but are not canonically resident, or who are inactive canonically residents are listed as Clergy guests. The numbers of Lay Delegates who are represented from a particular parish are determined by the number of total active communicants-in-good-standing as listed in the latest annual parochial report, for example there will be one Lay Delegate for the first 250 members. The Lay Delegates and Alternates must be registered and certified.

If a parish needs to change its Lay Delegate representation either before or on the day of Convention a “Change in Lay Delegate” form must be filled out. If this occurs before Convention the form is available online.

The three Bishops, the Chancellor of the Diocese, the Secretary of Convention and the Treasurer of the Diocese will sit on the dais during Convention.

### **Calendar of Business**

You will have received your Calendar of Business electronically at your Email address by canonical deadline, which is 30 days prior to the convention. Please note that the Calendar will be sent to the same Email address you have used to register for Convention. The schedule for Convention, descriptions of each office, along with pictures and biographies of the nominees and a list of the incumbents are included in the Calendar of Business. The Chair of the Budget and Finance Committee will present the Apportioned Share Budget report. There will be resolutions that will be presented, discussed and voted upon. Finally, there is a tally sheet for election results.

During the Convention the Rules of Order will be in effect.

### **Convention App**

A mobile App is being created for the 2023 Convention on an experimental basis.

This App will be available for download one week before the convention.

Everyone who is registered for the Convention will receive an email message the week before with the instructions to download the App.

This is the first step in an effort to go paperless in future conventions to comply with the resolutions concerning ‘Creation Care’ and the protection of the environment.

## INFORMATION FOR NEWCOMERS CONTINUED

### **Registration-Check-in**

Voting delegates and all attendees will check-in at the registration stations to receive their nametags and other convention materials, if any.

### **Resolutions and Reports**

There will be various resolutions to vote on, most resolutions are included in this Calendar of Business and others will be presented from the Floor of Convention following the Bishop's Address.

There are reports due to convention, which were presented verbally at the Convention Roll-out meetings.

Reports presented in writing are included in this Calendar of Business.

### **Open Captioning**

There will be closed captioning for the deaf and hard of hearing during the Convention business sessions.

### **Sign Language Interpreters**

There will be Sign Language Interpreters for the business sessions and the Holy Eucharist.

### **Simultaneous translation**

There will be simultaneous translation from English into Spanish.

### **Voting on Election of Officers and Resolutions**

Electronic voting will be used for electing officers to Standing Committee, Committee to Elect a Bishop, Diocesan Council, Diocesan Trustees, Alternate Deputies to the 81st General Convention (Clergy and Lay).

Electronic voting will also be used to vote on resolutions. Canonical resolutions are voted by order - Clergy by Order and Lay Order. Non-canonical resolutions are not voted by order.

All voting will be performed during the Convention day.

Voting delegates will receive an email message to the same email address used to register for convention.

### **Evaluation**

You are strongly encouraged to complete the electronic evaluation or download it and send us a copy by Email. We want to hear from you.

## **OFFICE DESCRIPTIONS**

### **THE STANDING COMMITTEE**

Term: Four years, one term

The Standing Committee offers advice and counsel to the Bishop, upon request. It has canonical responsibilities listed below. The Standing Committee of this diocese customarily meets monthly on the first Thursday of the month at 4 pm at the diocesan offices on the Cathedral grounds. The Standing Committee has four clerical and four lay members, who each serve a four-year term. When a member has completed a full four-year term he/she must leave the Standing Committee for a minimum of one year. Each annual Convention elects one clerical and one lay member.

In addition to serving as a Council of Advice to the Bishop, the Standing Committee:

Works with the Bishop and Commission on Ministry to examine the qualifications of those seeking ordination, and ensures compliance with the canonical process. Members participate in initial discernment interviews. The Standing Committee approves or disapproves applications for Postulancy and Candidacy, and offers (or withholds) its recommendation for ordination to Diaconate or Priesthood.

Approves or disapproves all parish applications to encumber or dispose of property, according to established guidelines.

Oversees canonical investigations into clergy misconduct and decides whether to issue presentments against clergy who have been charged with violations of canon law.

Preserves all proceedings with regard to the ecclesiastical trial of clergy.

Acts upon a request to consent to elections of all Bishops in this and other dioceses.

In the absence or disability of our Diocesan, Coadjutor, or Suffragan Bishop, acts as the Ecclesiastical Authority of the Diocese.

Reports annually to Convention on its completed official acts (apart from those as a Council of Advice to the Bishop).

### **COMMITTEE TO ELECT A BISHOP**

Term: One year (limit of three consecutive terms, then one year off)

This committee consists of two members elected annually by Convention along with others appointed by the Bishop, Standing Committee, and Diocesan Council. Chancellor or the Vice-Chancellors are ex officio members. The committee establishes the rules and procedures for the nomination and election of the Bishop, Bishop Coadjutor, or Suffragan Bishop, within the guidelines of the Constitution and Canons of the Diocese of New York and the National Canons. The elected members only have responsibilities if an episcopal election is called during their term.

### **TRUSTEE OF THE DIOCESE OF NEW YORK**

Note: Nominations for Trustee are made by the Council of the Diocese or by petition.

Term: Three years; may serve two consecutive full terms, then two years off.

In addition to the Bishop and Treasurer, who are ex officio members, the Trustees of the Diocese include 9 members elected by Convention (3 are elected each year for a 3-year term), and 8 members appointed by the Bishop. The Chancellor and the Chief of Finance and Operations are ex officio members without vote. The duties of the Trustees of the Diocese are enumerated in Canon 14, Sec. 3 of the Diocesan Canons.

## **OFFICE DESCRIPTIONS CONTINUED**

In brief, Trustees hold title to all Diocesan property and act as agent for the Diocese, including receiving referrals from the Property Support Committee for major improvements, new construction and other major capital activities. They also act as the managers of all Diocesan assets, including all financial and real properties.

### **DIOCESAN COUNCIL**

Term: three years

Council consists of 24 members, 18 of whom are elected by Diocesan Convention for three year terms (6 each year). The Bishop appoints the remaining six. The Council acts with the Bishop to oversee the mission and program of the diocese. Council members are appointed to at least one of five commissions: Christian Formation, Congregational Development, Congregational Life, Social Concerns, Leadership Development; and the following committees: Budget/Finance, Congregational Support, and Resolutions Committee. Council usually meets five times a year.

### **DEPUTIES AND ALTERNATES TO GENERAL CONVENTION AND DELEGATES TO PROVINCIAL SYNOD**

Term: Elected for service at the triennial General Convention; Deputies elected two years before, and Alternates one year before meeting of General Convention; no elections the year of General Convention. The General Convention of the Episcopal Church meets every three years, normally for 10 days. It is comprised of the House of Bishops and the House of Deputies, which each sit separately. Either House may originate and propose legislation, but all acts of General Convention must be adopted and authenticated by both Houses.

Four Clerical Deputies and four Lay Deputies comprise the deputation. Four Clerical and four Lay Alternates are also elected. All Deputies are expected to be able to be present at the meeting of the General Convention for its duration. Alternates have also customarily attended the General Convention. Some of the most important work of General Convention happens in its closing hours. There are also preparatory deputation meetings in advance of General Convention.

Deputies are also delegates to Provincial Synod, which meets prior to General Convention as a pre-convention orientation. Responsibilities of Delegates include attendance at the Synod meeting and sometimes membership on a committee of the Province. Meetings are held in a different diocese each year. The diocese pays all travel expenses. Synod elects two of the members of the National Church's Executive Committee.

The first scheduled meeting of the following bodies after the election is:

Standing Committee: December 7, 2023

Diocesan Council: November 28, 2023

Diocesan Trustees: December 14, 2023

## INCUMBENTS 2023

Please note that some offices also have members appointed by the Bishop in addition to those elected at the various Diocesan Conventions. Names in italics are those whose terms expire in 2023.

### STANDING COMMITTEE

#### *Class of 2023*

*Ms. Mary Hendricks*

*The Rev. Sam Owen*

#### Class of 2024

The Rev. John Zahl

Ms. Yvonne O'Neal

#### Class of 2025

Carla Burns

The Rev. Janice Kotuby

#### Class of 2026

Mr. Stuart Auchincloss

The Rev. Dr. Mary Foulke

### COMMITTEE TO ELECT A BISHOP

#### *Class of 2023*

*The Rev. Dr. Allison Moore*

*Ms. Jane M. Stormes*

### TRUSTEES OF THE DIOCESE

#### *Ex Officio*

The Bishop of New York

The Bishop Coadjutor

The Treasurer of the Diocese

The Chancellor

The Chief of Finance and Operations

### APPOINTED BY THE BISHOP

Mr. Robert L. Cummings

Mr. Gavin F. Leckie

Ms. Holly H. MacDonald

The Rev. Kristin K. Miles

Ms. Gayle F. Robinson

Mr. Douglas Schimmel

Mr. John Trammell

Diana Wheeler, Esq.

### ELECTED

#### *Class of 2023*

*Ms. Mary Farley*

*The Rev. Katharine Flexer*

*The Rev. Richard McKeon*

#### Class of 2024

The Rev. Mary Gregorius

The Rev. Matthew H. Mead

The Rev. Richard Witt, Jr.

#### Class of 2025

The Rev. Dr. Gawain de Leeuw

The Rev. Margaret Sullivan

Ms. Sandy Gadsen-McAllister

### DIOCESAN COUNCIL

#### Ex Officio

The Bishop of New York

The Bishop Coadjutor

The Bishop Suffragan

The Assistant Bishop

The Treasurer of the Diocese

The President of Ep Ch Women

### ELECTED

#### *Class of 2023*

*Mr. Earl K. D. Francis*

*The Rev. Lisa Mason*

*The Rev. Dr. Allison Moore*

*Ms. Pamela Mosley*

*The Rev. Meredith Ward*

*The Rev. Victor Sarrazin*

#### Class of 2024

The Rev. Dn. Cristobal (Chris)

Colon

The Rev. Amanda Eiman

The Rev. Julie Hoplamazian

The Rev. Nathanael Saint-Pierre

The Rev. AJ Stack

#### Class of 2025

The Rev. Tami L. Burks

The Rev. Dn. Dorothee R. Caulfield

The Rev. Anne Marie Witchger

The Rev. Amber Carswell

Ms. Louise Hannibal-Boyce

The Rev. Kyle T. Martindale

### CLERGY DEPUTIES

81st GENERAL CONVENTION

AND PROVINCIAL SYNOD

(2024)

The Rev. Theodora (Teddy) Brooks

The Rev. Susan Fortunato

The Rev. Dn. Pedro Rodriguez, Jr.

The Rev. Katharine (Kate) G.

Flexer

### LAY DEPUTIES

81st GENERAL CONVENTION

AND PROVINCIAL SYNOD

(2024)

Ms. Yvonne O'Neal

Ms. Diane Pollard

Ms. Wendy Cañas

Mr. Tivaun Cooper

### DISCIPLINARY BOARD

#### Class of 2025

The Rev. Deborah A. Lee

The Rev. Canon Diana S. Scheide

Ms. Carol Williams

Ms. Amelia V. Anderson

The Rev. Matthew Welsch

The Rev. Dn. David F. McDonald

Mr. Earl Francis

**EPISCOPAL DIOCESE OF NEW YORK 2023 NOMINEES**

- A. STANDING COMMITTEE CLERGY, CLASS OF 2027  
ELECT ONE**  
The Rev. Katherine (Kate) M Malin The  
Rev. Dustin Trowbridge
- B. STANDING COMMITTEE LAY, CLASS OF 2027  
ELECT ONE**  
Mr. Earl K. Francis  
Ms. Nell Gibson  
Ms. Pam Mosley
- C. COMMITTEE TO ELECT A BISHOP CLERGY, CLASS OF 2024  
ELECT ONE**  
The Rev. Deacon Hyacinth Lee  
The Rev. Steven (Steve) Schunk
- D. COMMITTEE TO ELECT A BISHOP LAY, CLASS OF 2024  
ELECT ONE**  
Ms. Millicent Johnson  
Mr. Lucas Thorpe
- E. TRUSTEES OF THE DIOCESE CLASS OF 2026  
ELECT THREE**  
Ms. Mary E. Farley  
Ms. Susan Hinkson  
Ms. Beverly Burgess Hutchins  
The Rev. Richard R. McKeon, Jr.  
Ms. Kazie Metzger  
The Rev. Alison Quin  
Mr. Peter Saros
- F. DIOCESAN COUNCIL CLASS OF 2026  
ELECT SIX**  
The Rev. Christopher Lee  
The Rev. Meredith Kadet Sanderson  
The Rev. Meredith Ward  
Mr. Jorge Carabello  
Mr. Tivaun Cooper  
Mr. Mark Goodwin  
Ms. Christy Miller  
Ms. Tina Pinckney
- G. CLERGY ALTERNATE to the 81st GENERAL CONVENTION and PROVINCIAL SYNOD CLASS OF 2024  
ELECT FOUR**  
The Rev. Rigoberto Avila-Nativi  
The Rev. Yesupatham Duraikannu  
The Rev. Nicole Hanley  
The Rev. Lisa Mason  
The Rev. Richard R. McKeon, Jr.  
The Rev. Jacob A. Smith  
The Rev. Kirstin E. Swanson
- H. LAY ALTERNATE to the 81st GENERAL CONVENTION and PROVINCIAL SYNOD CLASS OF 2024  
ELECT FOUR**  
Mr. Stuart Auchincloss  
Ms. Catherine Baer  
Mr. James A. Forde, Sr.  
Mr. Nick Gordon  
Ms. Louise Hannibal-Boyce  
Ms. Lauren Reid  
Mr. William (Bill) R. Riggs  
Ms. Kyoko Toyama  
Ms. Carol Williams

# NOMINEE BIOGRAPHIES AND STATEMENTS

**THE REV. KATHERINE (KATE) MALIN**  
1 Rectory Street Rye, NY 10580

**STANDING COMMITTEE  
(CLERGY)**



**Parish:** Christ's Church, Rye

**Occupation:** Rector

**Church Positions, Present or Past:** DIOCESE OF NEW YORK- Rector, Christ's Church Rye, March 4, 2018-Present; Dean of the Sound Shore Deanery 2020 Present; Chaplain to Diocesan Convention, November 2021; Member of Congregations at Crossroads Working Group 2023; Program Planner Priests' Conference, May, 2019; Curate/Assistant to the Rector, Christ Church Bronxville, July 2006-August 2009; DIOCESE OF MASSACHUSETTS: Rector, St. Anne's in-the-Fields, Lincoln MA, September 1, 2009-February 28, 2018; Dean of the Concord River Clericus; Advisory Committee of \$20 million Diocesan "Together Now" Capital Campaign; Member of the Anti-Violence Task Force, Lenten Education Program, Mothers' Day March for Peace, and Clergy Conference Planning Program; Fresh Start Coordinator for Clergy Transition and Wellness 2010-2013.

**Community Positions, Present or Past:** Facilitator "Blue Skies" Afterschool and Summer Camp Partnership Port Chester/Rye 2020-present; Youth Grantmaking Board Leader/Facilitator 2021-Present; Conference speaker on the topic of Spiritual Care of Transgender Families, 2016-Present; Co-founder and co-director of "Love's Harvest," a non-profit Permaculture Collaborative with the Mothers' Union in Malawi, Africa 2010-2015; Board Member of Incarnation Camp and Conference Center, 2006-2009; Fund Board of Jansen Hospice, 2006-2009.

*My vision of serving on Standing Committee has been shaped by Bp. Heyd's practical and hopeful articulation of the future mission of the Diocese of New York. I believe that my gifts for communication and creative collaboration will serve the church we are becoming and fortify the kind of leadership God is calling us to embody. I am energized for the work ahead and trust that my experience leading meaningful change in the suburban parish context will contribute to our renewal as a diocese. I am a proud New Yorker blessed to have served for almost nine years in the Diocese of Massachusetts, and my particular passions lie in authentic and effective preaching, faith formation for families, art and evangelism, and justice in community-building partnerships.*

**THE REV. DUSTIN TROWBRIDGE**  
128 First Ave. Nyack NY 10960

**STANDING COMMITTEE  
(CLERGY)**



**Parish:** Grace, Nyack

**Occupation:** Rector

**Church Positions, Present or Past:** New York Congregational Development Commission, New York Diocesan Budget Committee, New York Diocesan Council, Bishop's Committee of Iglesia el Buen Pastor, Newburgh NY, Dean of the Mid-Hudson Clericus, Mid-Hudson Executive Committee of the Diocesan Board of Managers, Safe Church Trainer, Diocese of Delaware.

**Community Positions, Present or Past:** Interfaith Clergy Association of Nyack, Association of Religious Communities of Danbury, CT, Greater Newburgh Interfaith Council, New York Governor's Faith Leaders Forum.

*During the Covid-19 shut-down in 2020, I unexpectedly had to defend my doctoral thesis on "Managing Contagious Anxiety in the Congregation: A Leadership Development Workshop" on Zoom. I see the role of the Standing Committee as similarly guiding and counseling the Bishop and church leaders through the anxious challenges of transition, adaptation, and faithful experimentation that await us all in our present and future. Whether those transitions relate to ordinations, properties, episcopal elections, or other official functions, the Standing Committee will play a key role in managing the anxiety that accompanies our present renewal and healing in the Diocese of New York.*

**MR. EARL K. FRANCIS**  
**74 W 119 St. New York, N.Y. 10026**

**STANDING COMMITTEE**  
**(LAY)**



**Parish:** St. Andrew's, Manhattan

**Occupation:** Conference Planning

**Church Positions, Present or Past:** Present: Warden of Vestry, Chair of Stewardship Committee, President of Men's Guild, Choir Member. Past: Member of the Vestry; Journal Committee Member; Harlem Youth Ministry and Beyond (HYIB) Member.

**Community Positions, Present or Past:** Present Positions: Diocesan Office Council member of: Budget Committee, Leadership Committee, Anti-racism Committee and Absalom Jones Committee. Past Positions: Antigua and Barbuda Progressive Society Board Member; Member of Wadadli West USA Inc.; Diocese of New York Chapter UBE President, Delegate/Alternate Delegate at Diocese Conventions.

*My vision is to be fully committed to carrying out the functions and compliance of this committee. My extensive past and present positions as a leader and committee member involve working and communicating well with others and making proper decisions based on the facts presented. I feel this is imperative to this position especially when making decisions related to misconduct. Additionally, I feel that respect, honesty, integrity, and safety are essential to the effective operations of the diocese and our mission in spreading God's Word. I am dedicated to upholding and enforcing the standards to this regard.*

**MS. NELL GIBSON**  
**100 West 94th Street New York, NY 10025**

**STANDING COMMITTEE**  
**(LAY)**



**Parish:** St. Mark's in-the-Bowery, Manhattan

**Occupation:** Retired

**Church Positions, Present or Past:** Former Senior Warden, former vestry member, former Chair of Diocesan Disciplinary Committee, former member of national church's Title IV Committee, former member of diocesan Standing Committee, former Chair of Reparations Commission and present member of the Commission, former member of Social Concerns Commission, former member of national Commission on Black Ministries, member of the National Episcopal Church's Black Women's Task Force, past member of ABIL (Asian, Black, Indigenous, Latina) Women, past Board member of St. Mary's Episcopal AIDS Center, past Coordinator of the Episcopal Urban Caucus and present member of the EUC, past President and founding member of the New York Chapter of the Union of Black Episcopalians, present member of New York and National UBE, previous Deputy to four General Conventions, previous Alternate to two General Conventions, Delegate to more than ten, Diocesan Conventions, past board member of the following Boards of Trustees, Berkeley Divinity School at Yale University, General Theological Seminary and Church Divinity School of the Pacific. Member of two St. Mark's discernment committees and chair of one.

*My vision of ministry for membership on the Standing Committee is to be part of a group of people with a sense of respect, compassion and understanding for persons being presented for ordination and to present those candidates who show a genuine calling, understanding and aptitude for ordained ministry; to have a discerning understanding of what is required of future priests and deacons; and to be a knowledgeable and supportive member of the bishop's council of advice and an informed consenter for newly elected bishops in The Episcopal Church who come before the committee for confirmation.*

**MS. PAMELA MOSLEY**  
**165 East 35th Street, Apt. 5-B, New York, NY 10016**

**STANDING COMMITTEE**  
**(LAY)**



**Parish:** Trinity, Wall Street, Manhattan

**Occupation:** Retired

**Church Positions, Present or Past:** Pamela has been an active member of Trinity Church since 1983. Since that time, she has volunteered in the Church’s Welcome Center and gift shop; served as a lay reader, an acolyte, docent, Sunday school teacher and member of the Christian Education (Worship & Education) Committee; chaired the Congregational Council’s Liturgy Committee and was a member and subsequent President of the Congregational Council. She also served as a congregational representative to several Diocesan conventions and as a member of the Diocesan Board of Campus Ministry. Pamela has also served as Trinity’s congregational representative to the Vestry’s Commercial Property and Management Committee and HR/Planning & Partnership Committee, Strategic Planning Core Team, and Institutional Support and Budget Committee. Currently, Pamela serves as a member of Trinity Wall Street’s semi-professional music ensemble: Downtown Voices. She has also served as a member and as an officer of Trinity’s Family Choir, Theater at Trinity, the Lively Arts Committee, and the Trinity Ringers Association. Pamela most recently served as a member of the Diocesan Council of the Diocese of New York and the Leadership Development Commission.

**Community Positions, Present or Past:** Pamela is a member of the New York Choral Society and serves as its volunteer Community Engagement Manager. She also develops and implements social media and marketing campaigns for The Piatigorsky Foundation. Pamela has also been a sustaining member and past fundraising chair of the Junior League of Brooklyn.

*My vision of the ministry of the Standing Committee (Class of 2027) is that the Committee will continue to effectively serve as the bishop’s council of advice and carry out duties that are prescribed to it in the Constitutions and Canons of The Episcopal Church and of this Diocese.*

**THE REV. DEACON HYACINTH LEE**  
**50 Guion Place; Apt. #5H, New Rochelle, NY 10801**

**COMMITTEE TO ELECT**  
**A BISHOP (CLERGY)**



**Parish:** Trinity St. Paul’s, New Rochelle

**Occupation:** Retired

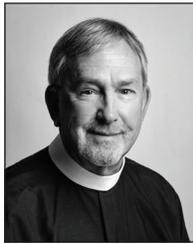
**Church Positions, Present or Past:** Deacon of the parish (full-time ministry); Brown Bag Lunch Program (Founder); Commission on Ministry; Diaconal Formation Board Member; Co-chair of Bishop’s Consecration Committee.

**Community Positions, Present or Past:** Interreligious Council Board Member; Westchester Refugee Task Force; Meals-on-Wheels of New Rochelle Board Member.

*To assist the Committee in the important work of discerning and selecting new bishops for Diocesan leadership according to the rules and procedures of diocesan and national guidelines. I hope to contribute my experience as an active and seasoned deacon who has been involved in numerous capacities within the church and community.*

**THE REV. STEVEN (STEVE) SCHUNK**  
**PO Box 913, Highland, NY 12528**

**COMMITTEE TO ELECT  
A BISHOP (CLERGY)**



**Parish:** St. Mary's, Cold Spring

**Occupation:** Rector

**Church Positions, Present or Past:** Priest Associate, Messiah Rhinebeck; Priest-in-Charge, Church of the Regeneration, Pine Plains, NY; Priest-in-Charge, St. Mary in-the-Highlands, Cold Spring, NY; Mid-Hudson Executive Committee: 2009-2013 (lay), 4 year term, Chair 2 years; 2019-2023 (clergy), 4 year term, Chair 1 year.

**Community Positions, Present or Past:** Professional Mediator (volunteer) in the Transformative model, with additional training and practice in Family specific issues including minor custody for children; separation and divorce.

*While it is unlikely this Committee will be called considering the recent election of our Bishop Coadjutor, I stand ready to serve in that event. As a life long resident, I bring a strong working knowledge and deep understanding, both present and historical, of the Mid-Hudson Region and Region II located in upstate New York. I have served twice on the Mid-Hudson Executive Committee, both in lay and clergy roles. Ascension Church in West Park in 1969 was my first parish; Christ the King (2005-2018) was my sponsoring Parish. These congregations were significant influences on my faith formation.*

**MS. MILLICENT JOHNSON**  
**880 Thieriot Avenue, Apt. 2A, Bronx, NY 10473**

**COMMITTEE TO ELECT  
A BISHOP (LAY)**



**Parish:** St. Paul's, Spring Valley

**Occupation:** Retired

**Church Positions Present:** Currently Clerk of the Vestry, Choir Member, Lay Eucharistic Minister/Visitor, Lay Reader, Member of the Episcopal Church Women, Leadership Development Committee, Conduct Morning Prayer, Supervised and Coordinated the Community Dinner Program for twelve years, Church Secretary, Warden for Six years, Diocesan Council for six years. Vestry person for several years.

**Community Positions, Present or Past:** Served as President of the Jamaican Civic & Cultural Association of Rockland, Inc. (JAMCCAR) for eight years, now I am Third Vice President of Membership. Member of the Martin Luther King Multi-Purpose Center, Member of Spring Valley NAACP.

*I have been a member of St. Paul's Episcopal Church Spring Valley for over 35 years. I have strong faith which manifest itself in showing Compassion in our Diocese. My vision is to be an internal part of the Diocese to bring ideas which will amplify administrative organization leadership skills and protocols for meetings and to assist in making decision that will be right and fulfilling in the Diocese for which I serve. My being a Christian and an Episcopalian all my life will contribute to the best of my God given gifts to the growth of this Diocese while learning more about its administration and growth. I am retired and I feel I have time, and seeking this election, I can continue my stewardship through the grace of God.*

**MR. LUCAS THORPE**  
**173 Montrose Ave Apt 2F, Brooklyn, NY 11206**

**COMMITTEE TO ELECT  
A BISHOP (LAY)**



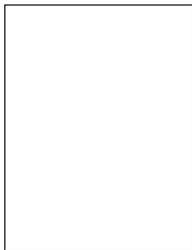
**Parish:** Heavenly Rest, Manhattan

**Occupation:** Director of Adult Formation and Outreach: COTHR

**Church Positions, Present or Past:** The Church of the Heavenly Rest: Director of Adult Formation and Outreach, 2023; Director of Technology & Program Organizing, 2020-2023; Program Organizer 2018-2020; Eucharist Minister 2018-2023; Education for Ministry (Certificate Completed, 2020); Sacred Ground Guide 2022-2023. The Church of the Holy Apostles, Brooklyn NY, 2016 - 2018; Eucharist Minister; Education for Ministry, Mentor 2017-2019. Volunteer for Arts and Outreach Ministries. Christ and St. Stephen's: Crucifer and Acolyte, 1981-1982.

**Community Positions Present or Past:** Director of Operations, Interior design Department, Arts Administration, School of Visual Arts, 2011-2018, Volunteer Masbia Soup Kitchen 2016-2018; Board Member, Camera Club of New York 2008-2011.

*Serving on a Diocesan Committee would be a new and exciting experience. My Church work in program and technology connection has allowed me to work with broad communities. If elected, I can offer program organization and technical support as the committee and diocese discern together if an Episcopal election for Bishop is called.*



**MS. MARY E. FARLEY**  
**27 Horseshoe Road, Mount Kisco, NY 10549**

**DIOCESAN TRUSTEE**  
**(LAY)**



**Parish:** St. Matthew's, Bedford

**Occupation:**

**Church positions:** Current - St. Matthew's: Vestry treasurer; member, Human Resources Commission; Chair, audit committee. Diocese of New York: trustee; Chair, Audit Committee; member, Human Resources Committee and Budget Committee; Member, Adjustment Board. Past - treasurer of Women of St. Matthew's; church school teacher; youth group leader; co-chair, St. Matthew's Bicentennial Committee (2004-2010).

**Community Positions:** Current - President, Bedford Farmers Club; president, Hickory Hill Figure Skating Club; docent at Rosen House of Caramoor Center for the Arts. Past - Middlebury College 50th Reunion co-chair; treasurer, SPCA of Westchester; board member, Mount Kisco Child Care Center.

*Serving on the Adjustment Board has given me an understanding of, and perspective on, the diversity and challenges of individual parishes in the Diocese. Helping them remain vibrant and in communion with the Diocese is extremely rewarding. As a Trustee, I have gained a big-picture view of the Diocese as an organic institution that needs to respond to a constantly changing environment. Combined, these views provide insight as to how we can all move forward together. These times of conflict and uncertainty have made ever more important the role of the Church and faith in negotiating our lives and of those who are in greater need. Continuing to serve the Diocese would be an honor.*

**MS. SUSAN HINKSON**  
**174 East 74th Street Apt. 12C, New York, NY 10021**

**DIOCESAN TRUSTEE**  
**(LAY)**



**Parish:** Christ Church, Riverdale, Bronx

**Occupation:** Managing Director,  
Capalino + Co

**Church Positions, Present or Past:** Christ Church Riverdale: Vestry/ Warden/ Member/ Choir/ Music Committee/ Buildings and Ground Committee. Trinity Wall Street: Vestryman/ Real Estate Committee/ Investment Committee.

**Community Positions, Present or Past:** Order of St. John, MSU, New York Law School, Trustee, Wave Hill Trustee, Bronx Museum of the Arts, Trustee. Big Brothers Big Sisters of New York City, Trustee, Chair Nominating Committee. Municipal Arts Society, Trustee.

*To be a thoughtful, discerning and responsible steward of diocesan property and funds in keeping with stated diocesan mission and church principals.*

**MS. BEVERLY BURGESS HUTCHINS**  
**130 Forster Avenue Mt. Vernon, NY 10552**

**DIOCESAN TRUSTEE**  
**(LAY)**



**Parish:** St. John, Paul, Clement, Mount Vernon

**Occupation:** Education Administration

**Church Positions, Present or Past:** Sunday School Teacher, VP of the ECW, Director of Youth Ministry and Sr. Warden.

**Community Positions, Present or Past:** Moms Demand Action for gun sense in America., Westchester Parks Foundation.

*As a trustee of the diocese, my vision is to see the diocese become more relevant to all communities and proclaim by the word, the good news of God in Christ and seek and serve Christ in all person. We do this by encouraging our youth, to become more involved in activities such as feeding the poor, cleaning our communities, and spreading the good news of the Episcopal Diocese of New York. As a trustee my vision is for the diocese to become a stronger presence and promote who we are in all communities. I pray that you give me the opportunity to serve you as a trustee in our amazing diocese.*

**THE REV. RICHARD R. MCKEON, JR.**  
**Church of the Messiah, P. O. Box 248,**  
**Rhinebeck, NY 12572**

**DIOCESAN TRUSTEE**  
**(CLERGY)**



**Parish:** Messiah, Rhinebeck

**Occupation:** Rector

**Church Positions, Present or Past:** Priest-in-Charge, Zion, Dobbs Ferry 1988-2010; Rector, Church of the Messiah, Rhinebeck 2010-present. Bishop Roskam's Staff 1996-2010. Trustee of the Cathedral St. John the Divine 2017-2022; Trustee of the Diocese of New York 2020-present.

**Community Positions, Present or Past:** Chaplain, Andrus School, Yonkers, NY 1988-2010. Friends of Clermont, Board Member, 2013-present; President 2016-2019 and 2020-2022. Founder, Emergency Grant Fund at Messiah Church, significant grants for housing, utilities and unreimbursed medical costs, focusing on the needs of undocumented persons in our community.

*I am up for reelection to the Trustees of the Diocese for a second term. Having served congregations in both Region Two and the Mid-Hudson regions of the Diocese, I have experienced the diversity and challenges of ordained ministry in a range of parish settings here in New York. While serving on the Trustees for my first term, I have been a member and co-chair of the Risk Management Committee, the Human Resources Committee and the Alternate Audit Committee. Through my work as a Trustee, I have come to understand the complexity of diocesan systems and organizations and would be honored to serve a second term.*

**MS. KAZIE METZGER**  
**120 East End Ave, 4A, New York, NY 10028**

**DIOCESAN TRUSTEE**  
**(LAY)**



**Parish:** St. Thomas, 5th Avenue, Manhattan

**Occupation:** Business Executive

**Church Positions, Present or Past:** Vestry 20 Years. Warden 8 Years. Treasurer. Co-Chair of the Bicentennial Celebration. Chair of the Choir School Committee.

**Community Positions, Present or Past:** Board of The Town School. Board of the St. George's Society. Acting President and Board of the American Fund for Westminster Abbey. Regional Chair and Chapter member of The Priory in the USA of the Order of St John. Board of the Hear-ing Health Foundation. Chairman of the Annual Fund for Duke University. Gala Chair for The Friends of the Children, New York.

*Trustees are responsible for the management of policy of the diocese in conjunction with the bishop. It is important to focus on the long-term goals of the diocese considering the many con-stituents and voices in our large diverse family. Trustees should be thoughtful and intergenic to support the growth or our important ministry.*

**THE REV. ALLISON QUINN**  
**154 Benner Road, Red Hook, NY 12571**



**Parish:** Grace, Millbrook

**DIOCESAN TRUSTEE**  
**(CLERGY)**

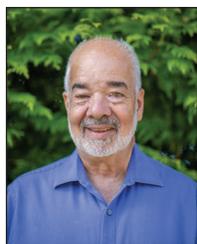
**Occupation:** Associate Priest

**Church Positions, Present or Past:** Grace Year Program Director, Associate Priest at Grace Episcopal, Millbrook. 2007-2019: Rector of Christ the King Episcopal Church, Stone Ridge, NY. 2004-2007 Associate Priest, St. Nicholas Episcopal Church, Darnestown, MD. 2002-2004 Interim Priest, St. David's Episcopal Church, Washington, DC. 2001-2002: Children's Missioner, St. George's, Glenn Dale, MD.

**Community Positions, Present or Past:** 2021-present Board Member, Companions of Mary the Apostle religious order. 2010-2019 Member, Disciplinary Board of the Diocese of New York (President 2018-2019). 2016-2017 Board Member, Episcopal Charities, Diocese of New York. 2018-2019 Dean, Ulster Clericus, Diocese of New York. 2014-2018 Board Member, Mid-Hudson Board of Managers. 2008-2019 Board Member, Rondout Valley Food Pantry, Stone Ridge, NY.

*The role of the trustees is to set policy and maintain oversight of property and finances of the diocese. An important part of that role is to ensure that our budget reflects our mission priorities and strengthens the church to meet the challenges before us. Does our budget reflect the urgency of revitalizing the Church, raising up young leaders, working to end racism and all forms of discrimination and caring for creation? Is the Church employing best practices from the perspective of the gospel, in the areas of human resources, finances and administration? Are we accountable and transparent in keeping with the values Christ teaches? I would be honored to serve as a trustee and help wrestle with these questions as we strive to be the church for these times, with God's help.*

**MR. PETER SAROS**  
**P. O. Box 960 Hampton Bays, NY 11946**



**Parish:** St. Margaret's, Longwood, Bronx

**DIOCESAN TRUSTEE**  
**(LAY)**

**Occupation:** Congregational Consultant

**Church Positions Present or Past:** Parish Development, Stewardship & Church Growth Consultant (over 30 years consulting with nearly 200 congregations, Episcopal, Lutheran, Congregational, in 13 Dioceses), Consulting on a Church Re-Purposing Project, St. John's Church, Waterbury CT. Special Projects Administrator in Team Ministry of St. David's, St. Simeon's & San Juan Bautista, Bronx. Past Chair, South Bronx Interparish Council, Past Vice Chair & Present Interim, Bronx Council, served multiple times on Diocesan Council and Budget Committee, past Chair, Diocesan Leadership Commission, past member, Diocesan Aid Commission, Program Committee. Past Chair, Church & City Conference, Past Board member, Episcopal Urban Caucus. Past Administrator, Church of the Incarnation, Jersey City, Member American Board of St. Martin-in-the-Field's Church, London, England, Past Executive Director, Bronx Youth Ministry.

**Community Positions Past and Present:** Past Executive Director, Hampton Bays Youth Council, Peconic Community Council, Maureen's Haven (a project recruiting congregations into overnight housing of homeless individuals, including providing support services (Episcopal, Lutheran, Congregational, Roman Catholic, Baptist, Methodist, Presbyterian). Treasurer, Long Island Organizing Network, participant, South Bronx Churches (Ecumenical Community Organizing for Justice, Community Development & Housing).

*It is my hope that with my years of experience in Parish Development, Diocesan involvements, especially on Diocesan finances, I can be a resource on the Trustees board to find additional ways to support the Ministry and Mission Outreach of our congregations, Urban, Suburban and Rural. In doing so, support the Trustees in protecting the resources of the Diocese. We are blessed in this Diocese with many more resources than most other dioceses and have the gift of nearly 200 congregations, of various races, languages, small to large in size and serving a large geographical area. Our Ministry, as followers of Christ changes the lives of not only our members, but the communities we serve.*

**THE REV. CHRISTOPHER LEE**  
**39 Morton Pl, Chappaqua, NY 10514**

**DIOCESAN COUNCIL**  
**(CLERGY)**



**Parish:** St. Mary's, Chappaqua

**Occupation:** Priest- in-Charge

**Church Positions, Present or Past:** Priest-in-Charge, The Church of Saint Mary the Virgin, Chappaqua, NY (2022-present). Assistant to the Rector. Grace Church Brooklyn Heights, Brooklyn, NY (2020-2022).

**Community Positions, Present or Past:** Chappaqua Interfaith Council.

*I find that our pews are full of people who care passionately about things like Creation care and racial justice, but they lack sufficient awareness of Diocesan initiatives and resources in these areas. Improving communication and strengthening connections between average Episcopalians and ecclesiastical leadership is absolutely essential for our Church in an increasingly complex and uncertain world. As a newcomer to the Diocese of New York, I am especially humbled and honored to be considered for this role, and believe I have gifts and experience that make me well-suited for it.*

**THE REV. MEREDITH KADET SANDERSON**  
**4536 Albany Post Rd, Hyde Park, NY 12538**

**DIOCESAN COUNCIL**  
**(CLERGY)**



**Parish:** St. James, Hyde Park

**Occupation:** Priest-in-Charge

**Church Positions, Present or Past:** Present: Priest-in-Charge, St. James', Hyde Park; Member, Ordination Task force of the Diocese of NY Past: Co-Chair, Mid-Hudson Regional Gathering; Chief of Staff, Diocese of Central New York (2.5 yrs); Director of Communications, Diocese of CNY (5 yrs); Director of Programs, Episcopal Charities of the Diocese of New York (2 yrs).

*From 2013-15 I had the joy of working with Episcopal Charities supporting congregations and collaborative partners in faithfully carrying out the mission of the Church in their unique contexts. Now that I've been back in the Diocese of NY for almost a year, I'm eager to support diocesan ministry. As a new member of Council I promise to listen and learn and to contribute prayerfully to the work of strengthening our diocesan community for our common mission.*

**THE REV. MEREDITH WARD**  
**60 West 13th Street #7D, New York, NY 10011**

**DIOCESAN COUNCIL**  
**(CLERGY)**



**Parish:** St. Bartholomew's Manhattan.

**Occupation:** Associate Rector for Pastoral Care

**Church Positions, Present or Past:** St. Bartholomew's Manhattan. Associate Rector for Pastoral Care (2021-present); The Church of the Ascension, Manhattan, Priest Associate (2020-2021).

**Community Positions, Present or Past:** Commission on Ecumenical & Interreligious Relations-Episcopal Jewish Dialogue Committee.

*In this time of transition, we look back in gratitude for all the good work that has been accomplished and we look forward to the work that is yet to be done. This is a time of promise and possibility for new beginnings, new initiatives, new ways of imagining God's call to us. It has been a privilege to serve on Diocesan Council to support and encourage the creative work that is happening around our diocese. I hope to continue in this ministry by helping to coordinate these efforts and aiding congregations in carrying out their mission.*

**MR. JORGE CARABELLO**  
**184 Route 376, Hopewell Junction, Ny 12533**

**DIOCESAN COUNCIL**  
**(LAY)**



**Parish:** St. Philip's in the Highlands, Garrison

**Occupation:** Emergency Medical Services / Singer-Entertainer

**Church Positions, Present or Past:** Church of the Resurrection: music ministry (leader) 2016-2021; vestry member 2019/20, 2020/21; core: Church of the Resurrection essentials committee (hospitality & Missions) 2018-2021. St. Philip's church in the Highlands: greeter, 2022-present; lay eucharistic Minister, 2022- present; worship leader, 2022- present; music ministry (featured Performer), 2022- present.

**Community Positions, Present or Past:** Valhalla volunteer ambulance corps: emergency medical technician, 2008-2015; Board member, 2009; lieutenant 2010-2012; captain, 2013-2014 East Fishkill fire district (East Fishkill rescue squad): emergency medical technician, 2015-2020; lieutenant, 2018-2019.

*My religious / spiritual life is ruled by one guiding principal: by example, bringing to fruition the task that Christ set out for us in Matthew's gospel (28:19) ~ to "go and make disciples of all nations." To that end, I hope to utilize my leadership talents and inspire others in reaching their potential. In this way, our church can fully realize its commitment as the spiritual foundation of our lives. I want our church to be more than a place built of stone and mortar, but rather a "living" space of belonging, nurturing, solace, guidance, and abundant love.*

**MR. TIVAUN COOPER**  
**315 Decatur Street, Brooklyn NY 11233**



**Parish:** St. Bart's NYC

**DIOCESAN COUNCIL**  
**(LAY)**

**Occupation:** Labor Relations Associate

**Church Positions, Present or Past:** Former Co-Chair of The Diocese of NY LGBT Commission, LEM, Verger, Lay Deputy to General Convention 2024, Member of Executive Council, Member of the Joint Standing Committee of Governance and Operations, Vice President of the Union of Black Episcopalians NY Chapter, Member of the Consultation Steering Committee – a consortium of Episcopal Organizations, Founder of the General Convention Under 40 Caucus, Member of the Deputies of Color and LGBTQ+ Caucuses of General Convention.

**Community Positions, Present or Past:** Networking Chair of Court Appointed Special Advocate of New York Associate Board Former Member of the New York City Heritage of Pride March Committee.

*I am deeply committed to our faith community and desire to contribute my skills and dedication. My skills stem from various experiences around our church, from program assessments to governance and direct oversight of our church's legal practices and operations. I am committed to ensuring that our diocese's programs are effective and aligned with our core values. Through rigorous evaluation, we can allocate resources more efficiently, identify areas for growth, and ultimately strengthen our diocese's ability to fulfill its mission. I am excited to work in tandem with other council members, clergy, and laypeople to promote openness, responsibility, and ongoing development in our diocese. Together, we can ensure that our faith community thrives and remains a beacon of hope and support for all who seek solace and spiritual guidance.*

**MR. MARK GOODWIN**  
**40 Spring St, Poughkeepsie NY 12601**



**Parish:** St. Paul's, Poughkeepsie

**DIOCESAN COUNCIL**  
**(LAY)**

**Occupation:** Social worker/educator

**Church Positions, Present or Past:** Vestry Member, active (2020-present, second term until 2024). Lay Eucharistic Visitor (2022-present). Food pantry volunteer (2020-present). Community chess program (2022-present). Participated in College of Congregational Development 2023.

**Community Positions, Present or Past:** Project Director (2018-present) -SCTPN, Inc, care coordination for sickle cell anemia, covering NY State, USVI, Puerto Rico (HRSA grants). NYS-Surrogate Decision-making Committee (2000-present). National Association of Social Workers-NY State and Hudson Valley Division. Medical Interpreter-Spanish, VBMC (2015-2019). Adjunct Faculty, Lehman College, 2008-present and Adelphi University, 2015-present-social work.

*The Diocese works through the footprint of its parishes. We can encourage parish and community development at the local level and provide guidance and technical assistance as needed. When the lay people go beyond the local parish to make community connections, we can do more in loving our neighbors. The CCD is a wonderful opportunity for participants in a learning collaborative to learn more ideas and to develop spiritually and to encourage growth in many places.*

**MS. CHRISTY MILLER**  
**53 Gladstone Ave, Walden, NY 12586**

**DIOCESAN COUNCIL**  
**(LAY)**



**Parish:** Christ Church, Poughkeepsie

**Occupation:** Speech pathologist/  
seminarian

**Church Positions, Present or Past:** I have been involved in virtually every aspect of parish life: lector, altar guild, lay Eucharistic minister, Vestry member, member of a search committee, Sunday school teacher and youth group leader. At the Diocesan level, I was a member of the former Youth Leadership Council. I am currently Co-Director of the Summer Youth Conference, Diocesan Lay Director of Cursillo and co-developing a Young Adult Conference. I am a Candidate for ordination to the priesthood. I have attended year 1 of the College for Congregational Development.

**Community Positions, Present or Past:** I was a foster parent for 10 years and worked as a foster/adoptive parent trainer with the Orange County Dept. of Social Services. I have led Daisy Girl Scout troops, assisted with Cub Scouts and coached t-ball. I was an active member of school PTOs. I am active in several disability support groups.

*Diocesan Council serves to work with the programs that bring about renewal of the Church and Diocese and to engage all of our congregations in that renewal. As a lifelong Mid-Hudson parishioner, I would bring the perspective of the region to Diocesan concerns and hopes. I am passionate about Christian formation and parish evangelism and vitality, which I believe are linked to social justice and creation care. Diocesan Council would be an ideal ministry to engage with like-minded members of the Diocese to exchange ideas and be part of the leadership that takes us into the next steps of our life together.*

**MS. TINA PINCKNEY**  
**40 Sycamore Ave. Mount Vernon, NY, 10553**

**DIOCESAN COUNCIL**  
**(LAY)**



**Parish:** St. Margaret's, Bronx

**Occupation:**

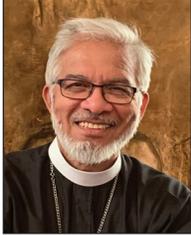
**Church Positions, Present or Past:** Warden, Sunday School Teacher, Catechism Teacher, Lay Eucharistic Minister, National Secretary for the Girls Friendly Society, Member of the Committee to Elect the Suffragan Bishop, Member of the Children's Advocacy Committee, Member of the Anti-Racism Committee, Member of the Standing Committee.

**Community Positions, Present or Past:** Member of the Board of Directors of the Trabajamos Community Head Start.

*My vision of the Diocesan Council along with ensuring sound fiscal management is to support and strengthen Diocesan wide youth ministries. Like the song says, "I believe the children are our future. Teach them well and let them lead the way. Show them all the beauty they possess inside. Give them a sense of pride to make it easier. Let the children's laughter remind us how we used to be"*

**THE REV. RIGOBERTO AVILA-NATIVI**  
500 State Route 208; New Paltz, NY 12561

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** Buen Pastor, Newburgh

**Occupation:** Priest-in-Charge

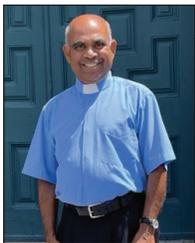
**Church Positions, Present or Past:** Present - Priest-in-Charge; El Buen Pastor/ Good Shepherd, Newburgh; Dean, Mid-Hudson Clericus Past Lay - Holyhood Church, Manhattan; Vestry Member; Past Clergy; Lang Term Supply and/or Priest-in-Charge; Santiago La Mesa, Dover Plains; San Andres, Yonkers; Virgen de Guadalupe, Poughkeepsie, -Holy Cross, Kingston, Assistant Priest - St. Peters Port Chester.

**Community Positions, Present or Past:** Member, Committee of the Families of the Detained and Disappeared, Honduras Member, Honduran Diaspora.

*My contextual understanding of the church and its ministry, with a vision for how the church needs to develop to have of sustainable future, positions me to be a positive Alternate Clergy Deputy for the Diocese of New York of the General Convention I have served multiple churches with congregations which are transitioning from one racial /ethnic group to another. At this critical juncture for our church, I am uniquely qualified to be a Clergy Alternate Deputy to the General Convention through my deep understanding of the Diocese of New York ( over 35 years) as well as my experiential knowledge of the Latinx ministry in the Diocese of New York first as a lay person, then as clergy.*

**THE REV. DR. YESUPATHAM DURAIKANU**  
4 Milliken Lane, Walden, NY 12586

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:**

**Occupation:** Retired clergy

**Church Positions, Present or Past:** St John's, Getty Square, Yonkers (2012-2023); Priest in Charge, St Andrew's, Bronx (2014-2021); Rector, Ascension, Salida, CO (2007-2012); Priest in Charge, Walden, NY (2001-2006); Associate Rector, St Peter's, Columbia, TN (1999- 2001). Also served as Canon to the Bishop, Cathedral Priest, and Lecturer at the Theological College in the Diocese of Chotanagpur, North India. In the past served as member of the Finance and Stewardship Committees in the Diocese of New York.

**Community Positions, Present or Past:** Convenor of South Asia Convocation for Episcopal Asia Ministry. Steering Committee Member of South Asian Descent International Anglican Clergy Conference (SADIACC) in the Diocese of Western Malaysia.

*Retired from active service after 40 years in the month of August 2023. I have great passion for our church and its growth. In the past decade, nationwide, our church membership has been declining, and this is one of the major issues. As a retired clergy, I have more time to give for the service of God. My vision of serving as Alternate to General Convention is to assist and support the Bishop and other Diocesan leaders in making a decision to carry out the mission of the whole diocese as well as giving my strong voice along with others. Also, it is my hope to learn from one another and I may be able to provide a relationship and connect with one another with effective communication between our Diocese and the national church.*

**THE REV. NICOLE HANLEY**  
**P.O. Box 708, Walden, NY 12586**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** St. Andrew's, Walden

**Occupation:** Priest-in-Charge

**Church Positions, Present or Past:** Priest-in-Charge of St. Andrew's Episcopal Church in Walden and St. Francis of Assisi Church in Montgomery. Member of the Episcopal-Jewish Dialogue Committee on the Commission on Ecumenical and Interreligious Relations Member of the Mid-Hudson Regional Executive Committee.

**Community Positions, Present or Past:** Member of the Walden Interfaith Clergy Group Clergy Volunteer at Garnet Medical Center in Middletown.

*If elected I would represent the vision and voices of the more rural parts of our Diocese, as well as the perspective of shared ministry which is the future of the Church.*

**THE REV. LISA MASON**  
**47 Beach Avenue, Larchmont, 10538**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** St. John's, Larchmont

**Occupation:** Rector

**Church Positions, Present or Past:** Rector, St. John's Episcopal Church, Larchmont, September 12, 2019-present, member of the Finance Committee of the Diocese of New York (appointed), Co-chair of the Diocesan Budget Committee. Diocesan Council. Rector, St. David's, San Antonio, Texas, November 2011-August 2019, Interim Rector, St. David's Jan, 2011-Nov 2011, Assistant Rector, St David's, June 2009-Jan 2011, Diocese of West Texas: Former President of the Standing Committee, served on Commission on Ministry, Camps and Conference Committee, Diocesan Development Committee, Commission on Episcopal Schools, Nominating Committee, Executive Board, Co-facilitator of New Clergy Orientation, and Christian Education Committee. General Convention: attendee in 2003, Deputy for the Diocese of West Texas, 2012, 2015, 2018. Seminary of the Southwest: Board of Trustees, 2009-2018, and 2020-present, former Chair of the Finance and Investment Committee, and current Chair of the Institutional Advancement Committee, Invite Welcome Connect Advisory Board 2017-present, Gathering of Leaders.

**Community Positions, Present or Past:** Present: Coalition for Community (Larchmont and Mamaroneck), At Home on the Sound Board member. Past: San Antonio, Texas: The Battle of Flowers Association, Terrell Hills Park Board, and Timely Topics. Past: Larchmont: Police Reform and Reimagining Task Force.

*I believe that one of the great blessings of being the Episcopal Church is that we are part of something bigger than ourselves. We belong to a church who is part of a diocese, who is part of a province, who is part of The Episcopal Church. How we live, and move and have our being impacts someone other than ourselves. General Convention is an outward and visible sign of our common life. I appreciate that I can represent my diocese as we worship, learn, vote, elect and break bread together, even virtually, in these current times. Our relationship with God and one another is strengthened when we speak the truth in love, agree to disagree, but yet agree to walk with one another.*

**THE REV. RICHARD P. MCKEON JR**  
**PO Box 248, Rhinebeck, N.Y. 12572**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** Messiah, Rhinebeck

**Occupation:** Rector

**Church Positions, Present or Past:** Curate, St. John's Getty Square, Yonkers 1985-1988. Priest-in-charge, Zion Church, Dobb's Ferry 1988-2010. Rector, Church of the Messiah, Rhinebeck NY 2010-present. Bishop Roskam's staff 1996-2010. Trustee of the Cathedral St. John the Divine 2017-2022; Trustee of the Diocese 2020 - present.

**Community Positions, Present or Past:** Chaplain, Andrus School, Yonkers NY 1988-2010. Friends of Clennont, Board member, President 2016-2019 and 2020-2022.

*Having served the Diocese of New York for 38 years in a variety of parishes and in a range of ministries, I feel able to represent the interests of the Diocese at a national level. I have served on the National Episcopal AIDS Committee as Diocesan representative, so I understand advocacy of the issues which are crucial in our life as a diocese. My priestly vocation has been informed in social justice work in both small and larger congregations in a variety of geographic locations. All of this supports my vision for this position as a clergy alternate delegate.*

**THE REV. JACOB A SMITH**  
**61 Gramercy Park N. New York, NY 1001**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** Calvary/St George's, Manhattan

**Occupation:** Rector

**Church Positions, Present or Past:** Diocesan Council (Christian Formation Commission) 2013-2016. Dean, Lower Manhattan Clericus 2015-2021. Church of St. John the Divine 2015-2021, 2023-present. Vice President The Bible and Common Prayer Book Society 2016-present. Commission on Ministry (2018-present). Chair of the Bishop's Committee for St. Ann's Church for the Dear (2021- Present).

**Community Positions, Present or Past:** MockingBird Founding Board Member 2007-2013. Federation of Protestant Welfare Agency Board of Directors 2012-2016. Stuyvesant Park Neighborhood Association Member.

*I believe my experience as a leader in the Episcopal Diocese of New York has prepared me well, in the event, I am called to serve at General Convention. My vision of ministry is to first pray for the Bishops and delegates to General Convention that they may be moved by the Holy Spirit to make wise decisions for the church. Second to familiarize myself with the reports and proposed legislation, so that if called to fill in, I might do so to the best of my ability.*

**THE REV. KIRSTIN E. SWANSON**  
**249 Van Pelt Avenue; Staten Island, NY 10303**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (CLERGY)**



**Parish:** Staten Island IPC Missioner

**Occupation:** Missioner and Curate

**Church Positions, Present or Past:** Currently serving as Missioner and Curate for the Richmond Inter-Parish Council on Staten Island, NY. Member, Subcommittee for Regional Gatherings (present); Seminary Intern and Transitional Deacon at St. John's Church, Staten Island (2022-3), Seminary Intern at St. Peter's Chelsea (2021-2). Founding Member, Pauli Murray Collective at The General Theological Seminary (2020- 23), Student Council Member, The General Theological Seminary (2021-23). Warden, Christ Church New Brighton Staten Island (2014-16). Vestry Member, Christ Church New Brighton, Staten Island (2013-16). Vestry Member, St. Philip's Church, Brooklyn, NY (2006-8).

**Community Positions, Present or Past:** Director of Development, Friends of Alice Austen House, Staten Island, NY (2018-2020). Director of Development, Snug Harbor Cultural Center and Botanical Garden (2015-2017).

*Representing the Diocese of New York at General Convention is a weighty responsibility for lay and clergy delegates, and one that I would approach with careful deliberation. I look forward to the chance to listen to the people of the diocese of New York in this role, and to bring their perspectives to General Convention should delegates find themselves unable to serve. My vision for this position is to be an engaged, active, listener, a participant in deliberations about the business of General Convention, and an advocate for the values our diocese holds dear.*

**MR. STUART AUCHINCLOSS**  
**2342 Glasco Turnpike, Woodstock, NY 12498**



**Parish:** St. Gregory's, Woodstock

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**

**Occupation:** Retired lawyer and civil engineer

**Church Positions, Present or Past:** Local: Building and Grounds Team and Former Senior Warden. Diocese now: Member Of The Standing Committee, Lay Alternate Deputy to General Convention and Member of the Real Estate Committee. Diocese formerly: Trustee and Member of Council.

**Community Positions, Present or Past:** Now: Board of Mid-Hudson Library System; Formerly: board chair of Woodstock Public Library District; member Woodstock Environmental Commission; board chair Sierra Club Atlantic (New York State) Chapter and member of the National Sierra Club Investment Advisory Committee.

*My vision? To combine my experience of a small but growing and thriving congregation combined with the wisdom of the Diocese of New York in guiding the Episcopal Church forward. DNY sent 4 resolutions to GC 80 last year and two of them were expanded and adopted. I look forward to following up with all four of our resolutions at GC 81 in 2024, along with any other ones proposed by our diocese.*

**MS. CATHERINE BAER**  
**37 Adriance Ave., Poughkeepsie, NY 12601**



**Parish:** Christ Church, Poughkeepsie

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**

**Occupation:** Retired, VP for Alumnae Affairs and Development, Vassar College

**Church Positions, Present or Past:** Present: Christ Church Vestry (fifth year); Co-chair Vestry Communications Committee; Lay Eucharistic Minister; oversaw creation of legacy program, The Society of the Good Shepard. Past: Christ Church: Co-chair Rector Search Committee; Stewardship Chair; Co-chair Vestry Buildings and Grounds Committee. Past: Member, Dignitaries Dinner Planning Committee, Consecration of The Rt. Rev. Matthew Heyd Bishop Coadjutor; Member of Stewardship Committee, Trinity Church, Boston.

**Community Positions, Present or Past:** Present: Rural and Migrant Ministry, Cornwall-On-Hudson: Development Committee member. Day One Early Learning Community. Poughkeepsie: Volunteer Cappella Festival Chamber Chorus. Poughkeepsie: Singer and Development Committee member Beatrix Farrand Garden Association. Hyde Park: member Wild Garden Fundraising Committee. Past: Mount Holyoke College: Class Agent. President, Board of Trustees, Women in Development of Greater Boston.

*The happiest day of my life, July 2, 2016, was the day my wife and I received the sacrament of marriage in the packed Christ Church in Poughkeepsie, a sacramental right approved at General Convention in 2015. In our divided and angry country today, an open and welcoming Episcopal Church is so important. As a Lay Alternate Delegate to General Convention, I would be honored to participate in the shared governance of the Church with the other delegates, including lay members, priests and Bishops. Having diverse voices represented is critical to guiding the church forward in these turbulent times.*

**MR. JAMES A. FORDE SR.**  
**4308 Digney Avenue, Bronx, New York 10466**



**Parish:** Good Shepherd, Bronx

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**

**Occupation:** Retired Banker

**Church Positions, Present or Past:** Secretary of Convention, Diocese of New York, Deputy to General Convention, Served on the Stewardship and Social Responsible Investing Committee at General Convention, Member of the Northwest IPC, Chair of the Finance Committee Church of the Good Shepherd, Senior Warden, Eucharistic Minister, Lay Reader, Member of the Assessment Review Task Force, Member of the Adjustment Board, Member of the Budget Committee, Member of the Review Assessment Committee, Member of the Implementation Committee of the Congregation Support Plan, Member of the Congregational Support plan Review Task Force, Member of the Profile Committee for the election of a Coadjutor Bishop.

**Community Positions, Present or Past:** Scouting, Director, Wakefield Taxpayers and Civic League, inc.

*If elected, it would be an honor to continue being one of the voices representing the values of the Diocese of New York at General Convention especially now that important changes are being made in the governance of the Episcopal Church.*

**MR. NICK GORDON**  
**387 Eastern Pkwy, Brooklyn, NY 11216**



**Parish:** St. John's, Village, Manhattan

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**

**Occupation:** Admin Support

**Church Positions, Present or Past:** Consultant for the Sacred Ground curriculum (film-based dialogue series on race); Member of the Committee for the Election of a Bishop (2021-22); Julia Chester Emery Internship with the United Thank Offering and the Presiding Bishop's Staff for Racial Justice and Creation Care; Mission Associate at Episcopal Futures; Communications Assistant and Student Leader at Canterbury Downtown (Manhattan Campus Ministry); Vestry Member at St. John's in the Village; Grocery Delivery Program Lead, Grant Coordinator, and Altar Guild Member for St. John's in the Village; Intern at Ascension Outreach (Outreach Ministry of Church of the Ascension); Young Adult Leader with EDNY's Young Adult Network.

**Community Positions, Present or Past:** Student Leader with NYU's Global Spiritual Life Center; Member of the Multi-Faith Advisory Council at NYU; Intern and Volunteer at Ascension Outreach Food Pantry; Student and Young Adult Organizer with the NYS Poor People's Campaign.

*After serving on the Committee for the Election of a Bishop, I learned a lot about our diocese and the diverse communities that are a part of it. As a young person serving in the church, I have learned a lot about how much the future of our denomination depends on including and lifting up young people into leadership. The challenges we face as a diocese are not unique. I am excited by the possibility of having a role in promoting the vitality of our diverse communities and the young people who represent the present and future of the church.*

**MS. LOUISE HANNIBAL-BOYCE**  
**211-34 45th Drive Bayside, NY 11361**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**



**Parish:** St. Phillip's, Harlem, Manhattan

**Occupation:** Retired Surrogate's Court Clerk

**Church Positions, Present or Past: Present:** Warden, Lay Eucharist Minister, President- St. Philip's Gladys Clark Chapter of Daughters of the King. Hospitality Chair, Coordinator of St. Philip's Thanksgiving Turkey and Fixings giveaway and Christmas Toy distribution. Delegate to Diocesan Convention. Diocesan Level: member of Diocesan Council, Absalom Jones Planning Committee and Christian Formation Committee. Past – Vestry member, Vestry Clerk, Sunday School Teacher, Youth Leader, Choir Member, Search Committee.

**Community Positions, Present or Past:** Served in various positions on the board of the New York Chapter of Union of Black Episcopalians, most recently as President from 2015 – 2021. Past President and Present Advisor to the Tribune Society, Organization within the NYS Unified Court System. Supporter of Black Health and HIV Aids awareness programs at St. Philip's.

*I feel that my experience and knowledge and the work I have done in the church would be an asset to the delegation. As an alternate I hope to be able to listen, learn and lend a voice regarding issues, such as church growth, children and youth ministry and evangelism. It would be an honor to represent our Diocese at the 81st General Convention.*

**MS. LAUREN REID**  
**36 Greenridge Ave #102 White Plains, NY 10605**

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**



**Parish:** Grace, White Plains

**Occupation:** Teacher

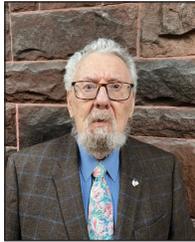
**Church Positions, Present or Past:** J2A/ Youth Group Coordinator, Grace/ La Gracia, Acolyte Coordinator, Grace/ La Gracia, Vestry, Grace La Gracia, Vestry, St, Barnabas, Ardsley, Co-Chair, Diocesan Anti Racism Committee, Staff, Diocese of New York Summer Youth Conference, Region II Youth Ministries, Diocesan Youth Ministries Committee Member/ Chair, Christian Education and Formation Acolyte Festival Committee Member.

**Community Positions, Present or Past:** Intermediate Vice President, Yorktown Congress of Teachers, Accommodations and Leave Specialist, Yorktown Congress of Teachers, Membership Chair, Golden Apple Chorus of Sweet Adelines International, Secretary, Golden Apple Chorus of Sweet Adelines International.

*I hope that in the role of Lay Deputy that I am able to provide a connection and effective line of communication between our Diocese and the National Church. In particular I hope to act as an effective voice and advocate in matters concerning people of color and issues regarding anti racism, as well as youth ministry.*

**MR. WILLIAM (BILL) R. RIGGS**  
41 Forbus Street, Poughkeepsie, New York 12601

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**



**Parish:** Christ Church Poughkeepsie

**Occupation:** Retired

**Church Positions, Present or Past:** Vestry of Christ Church for 6 years, and headed Vestry Committees on Fellowship and Outreach. Head of Flower Guild and Member of Communications Committee -- Lay Delegate from Christ Church to Diocesan Convention for the last 5 years, Assisted with Hospitality at the consecration of the Bishop Coadjutor, Alternate Lay Deputy to General Conventions in 1991 and 1994 from the Diocese of Washington, Nominations Committee for Suffragan Bishop of the Diocese of Washington, Member of the National Church's Joint Commission on AIDS from 1988-1994.

**Community Positions, Present or Past:** Active in local political committees in Nebraska, District of Columbia and New York, elected as Alternate to 1968 Democratic National Convention, headed local United Way in Missouri.

*As an Alternate Lay Deputy to the General Convention, I would be there to assist the Diocesan Deputies and the Bishops in whatever way possible as needed. My past experience in serving in that role would enhance my ability to serve in this position.*

**MS. KYOKO MARY TOYAMA**  
70 LaSalle Street, #10C, New York, NY 10027

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**



**Parish:** Congregation of St. Savior,  
Manhattan

**Occupation:** College Professor

**Church Positions, Present or Past:** Altar Guild Coordinator at the Cathedral of St. John the Divine (Coordinator 2005- 2023); The Friends of the Cathedral (formerly known as The Layman's Club at the Cathedral Church of St. John the Divine / Board member (2016-present); Diocese of New York Episcopal Asian Ministry Committee Planning member (2010 – 2016) and Episcopal Asia Supper Table (EAST) Steering Committee (2016-present); Metropolitan Japanese Ministry (MJM) in the Episcopal Diocese of New York / Executive Board member (2014-2021); Anti-Racism Task Force (1980s); Holy Trinity Inwood (vestry member and choir member 1980s); Absalom Jones Celebration Committee (2016- present); Commission of Ministry (COM) in the diocese of NY (2008- 2023); Ordination Task Force member in the diocese of NY (2023-present); Episcopal Asia Ministry (EAM) – Japanese Convocation Secretary (1990 – 1994) and Co-convenor (2022-present). Leader of the Young Adult Ministry in the Diocese of Tokyo, NSKK.

**Community Positions, Present or Past:** Asian/Asian American Research Institute (CUNY) board member; Japanese Mental Health Association of New York (member); Japanese American Social Services Inc. (JASSI)- program ,Community program planning committee member; New York Taiko Aikokai (NYTAK) and Teachers College Taiko Society of Columbia University, founding director and instructor (2002-present).

*My vision for the position reflects the welfare and the spirituality of the people of New York, which is a diverse community with all walks of life and how it is parallel to the larger church community. I will bring my wider perspective from active church experiences whether that be locally, nationally, and even internationally (Japan, UK, & US), and would like to continue to be the voice of brothers and sisters to bring excitement serving as a lay catalyst within the constantly evolving church before and during the General Convention. I will be sure to share my learning with everyone upon returning to the diocese.*

**MS. CAROL WILLIAMS**  
40 Orchard Street, Hillcrest, Spring Valley  
NY 10977

**ALTERNATE TO GENERAL  
CONVENTION and PROVINCIAL  
SYNOD (LAY)**



**Parish:** St. Paul's, Spring Valley

**Occupation:** Executive Administrative  
Assistant

**Church Positions, Present or Past:** Stewardship Chair, Eucharist Minister, Lay Reader/Lector Daughters of the King, Episcopal Church Women, Member of The Rockland Deanery. At the Diocesan Level started my Journey as Diocesan Council Member (6 years); Trustee at the Diocese (6 years); Overlapping (6 years) Services of Trustee and Diocesan Council Members; Standing Committee (4 years). Volunteer at General Convention for over 10 plus years at General Convention 4 plus years on the Credentials Committee and assisting with other general responsibilities e.g. Registration. Currently serves as President of the Disciplinary Board.

**Community Positions, Present or Past:** Member of the Spring Valley NAACP, Member of the Spring Valley Martin Luther King Center.

*I look forward to seeking the position as an Alternate Delegate at the 81st General Convention in 2024. Having read a Synopsis of what transpires at this General Convention it would be my greatest pleasure to represent the NY York Diocese at that level. With God's Blessings I therefore ask for your support in electing me for this position. One of my favorite quotes, "Here I am Lord Send Me." Amen.*

## CLERGY INELIGIBLE TO VOTE

Clergy ministering within the Diocese of New York but not canonically resident in this Diocese (LTO Licensed to Officiate)

Clergy in Transition of the Process of Transfer of Canonical Residence to the Diocese of New York, but not completed by November 11, 2023 (T)

Clergy Canonically Resident in the Diocese of New York - Retired or not actively serving within the Boundaries of the Diocese of New York.

*Please note: if you have reason to believe a name on this list appears in error please advise the Secretary of Convention immediately.*

Abernathy, Harrison	Bercovici, Hillary	Campo, Joanne
Ackerman, Patricia	Berkowe, Kathleen	Carlson, David
Albert, Hilario	Betts, Ian R.	Carter, Emily
Ampah, O.S.H., Rosina	Bishop, Christopher	Chalmers, Glenn
Anderson, Carol	Blauvelt, Charles	Chambers, Robert
Anderson, Richard	Bloomer, Nancy	Chisholm, Alan
Arambulo, Arnulfo	Bodie, Park	Chittenden, Nils
Armstrong, Geoffrey	Bolle, Stephen	Cleghorn, Maxine
Arnold, Duane	Bonsteel, Susan	Coleman, Fred G.
Auletta, Kimberlee	Bordador, Noel	Colwell, Charles
Austin, Evette	Borzumato, Judith	Combs, Leslie
Ballentine, Lucia	Bowers, Thomas	Conger, George
Baroody, Roger	Boyton, Caroline	Conway, J. Cooper
Bartholomew, Adam	Brandt, George, Jr.	Corrigan, Michael
Bean, Kevin	Brewer, M.D. Anne	Covington, John
Beery, William	Broderick, Janet	Crafton, Barbara
Bender, David	Buckley, Terrence	Crawford, Robert
Bennett, Jr, Bertram	Burke-Lewis, Mabel	Cushman, Mary
Bennett, Ryan	Burns, James Lee	Cushman, Thomas

Dannals, Robert	Fulton, III, Charles	Hellman, Gary
Darves-Bornoz, Derek	Gallagher, Daniel	Henry, Karen E. J.
Davidson Johnson, John	Gallagher, Gerald	Henry, Lloyd
Dearman, William	Garnsey, Elizabeth	Herrick, Robert
DeLashmutt, Michael	Geller, Isabel	Hewitt, Emily
DeLellis, Catherine	George, Allen	Hildesley, Hugh
Derby, OGS, William	George, T.S.S.F., Dominic	Hill, Renée
Desueza, Edmond	Gerth, Stephen	Hoag, David
Diaz, Gladys	Glover, J.D., Marsha	Hoeltzel, George
Diaz, George D	Godley, Robert	Huntington, Francis
Doubleday, William	Goodness, Donald	Jebamani, Gideon
Dreibach, Christopher	Graham, Suzanne Hope	Johannson, Johanna-Karen
Dresser, Deborah	Greene, III., Joseph	Johnson, Fred J
Dulfer, John	Greenlaw, William	Kanellakis, Theodore
Edmonds, John	Griffith, David	Kassebaum, John
Elsberry, Terence	Groskoph, Elizabeth	Kaswarra, George
Evans, John	Hakoola, Frank	Kemmler, Richard
Ewart, Craig	Haller BSG, Tobias	Knight, Frank
Fausak, Frederick	Hare, Anne	Kowalski, James A.
Fenton, Douglas	Harrington, Lynn	Krauss, Harry
Ferlo, Roger	Harris, Susan	Krengel, William
Foster, Andrew	Harvey, Errol	Kunhardt III, Philip
Fox, Carol	Hayes, Perren	Kunz, Richard
Francks, Robert	Haynes, Sr., Larry	Landers, Greg
Free, Horace	Healey, Ph.D., Joseph	Lane, Keith

Larom, Jr., Richard (Peter)	McNiff, Suzanne (Susie)	Peacock, Caroline
Lawrence, Catherine	McPherson, Clair	Perez-Bullard, Altagracia
Lee-Pae, Juyoung (Prisca)	McQuade, Lynne	Pfaff, Brad
Lesh, Ryan	McWhorter, Elizabeth	Phelan, Sister Shane
Lewis-Theerman, Kristine	Mead, Andrew	Phillips, Richard
Lindsley, James	Mercer, Thomas	Pierson, Robert
Logan, Yvonne	Meyer, Erika	Pietsch, Louise
Lowe, Jr., Eugene	Minifie, Charles	Pike, Richard (Rik)
Lutz, Alison	Moody, John	Powell, Jr., Peter
Maas, Jan	Moquete, Clemencia	Prator, Lloyd
MacInnis, Elyn	Mukhwana-Nafuma, Joel	Price, Stephen
Mackintosh, Leigh	Muncie, Margaret	Pritchett, Jr., Harry
Magdalene, Deborah	Nanthicattu, Jacob	Reid, Franklin
Mallary, Jr., R. DeWitt	Nestlehutt, Mark	Reiners, Diane
Mandeville, Kathleen	Newcombe, David	Rempfel, Paulette
Marchand, Richard	Nicoll, Thomas	Rice, Rodney
Martinez, Mario	Northup, Lesley	Rider, David
Mason, Joel Clark	Nyein, Zack	Rivera-Rivera, Luis
Mathew, Varghese	Obiechefu, Ifieanyi	Roadman, Betsy
McCloghrie, Lesley	Ogle, Albert	Rodgers, Stephen M.
McCoy, OHC, Adam	O'Hara, Helen	Rubinson, Rhonda
McDonald, James	Osgood, John	Rutledge, Fleming
McGhee, Margaret	Palmer, III, John	Sanon, Jean-Louis Felix
McIntyre, Calvin C.	Parris, Cheryl	Savoy, William
McKenna, Keith	Parrish, Joseph	Sawyer, Anne
McNeeley, M.D., David	Payne-Carter, Gloria	Schaeffer, Susan

Scherk, Steven	Tuttle, Margaret
Seguin, Jean-Pierre	Tweedy, Jeanette
Sidebotham, John (Jay)	Verbeck-Brindle, Carolyn
Signorelli, Barry	Verrone, Christine
Sirota, Victoria	Wachner, Emily
Slade, BCC, Debra	Warfel, John
Smith, Susannah	Webber, Michael
Smith-McGehee, Lionel	Weglarz, Eileen
Smith-McGehee, Thomas	Weiner Tompkins, Rebecca
Speeks, Mark	Wilson, SSG, Eugenia
Spellers, Stephanie	Winslow, Jr., Dennis
Stafford, Robert	Winsor, Michael
Stout-Kopp, Ronnie	Wood, Sarah Anne
Strobel, Pamela	Woodcock, Bruce Woods,
Suero Alcantara, Richard	Stephen Yohannan, Philip
Swain, Storm	Zacker, John
Tammearu, Deborah	Zavacky, Ryan
Temple, Charles	Zito, Robert
Toomey, Ph.D., David	
Torres, Julio	
Townsend, Ph.D., Craig	
Tully, William	
Turczyn, Jeffrey	
Turner, Alison	
Turner, Phillipa	

# RESOLUTIONS 2023

## Episcopal Diocese of New York Narrative Budget for 2024

Date: September 18, 2023

From: The Rev. Lisa Mason and Mr. Douglas E. Schimmel, Co-Chairs of the Budget Committee

To: Convention of the Diocese of New York

CC: The Right Reverend Andrew M L Dietsche, Bishop of New York; The Right Reverend Matthew F. Heyd, Bishop Coadjutor, The Right Reverend Allen K. Shin, Bishop Suffragan; The Right Reverend Mary D. Glasspool, Bishop Assistant; Council of the Diocese; Trustees of the Diocese; Ms. Esslie W. Hughes, Chief of Finance and Operations; Sr. Faith Margaret, CHS, Treasurer; Ms. Alice Yurke, Esq., Chancellor; Bishop's Senior Staff.

### **The Budget Narrative is divided into three parts:**

- 1) Executive Summary of the 2024 Proposed Budget
- 2) Line-by-line Notes for the 2024 Proposed Budget
- 3) Committee & Members
- 4) Resolutions of the Budget Committee

### **Executive Summary**

The 2024 budget fully funds the mission of the Diocese of New York. The 2024 budget addresses the mission priorities of our diocese in 2024 and funds all normal staff, congregational, and ministry support, programming, and grants.

Five realities drove our budget process for 2024.

First, our assessment to the Episcopal Church (TEC) increased by \$247,379 to \$2,050,007. The assessment is the highest in recent years due to the diocese returning to a typical invoicing for full Apportioned Share (AS) (post COVID), no reduction in normal operating income due to no requirement for the Trinity Cap transfer to the General Endowment, and the forgiveness of the second PPP Loan reported as income in 2022. It should be noted that this assessment is effectively 16% of our 2024 projected total income of \$12.8 million. Second, it should be noted that 2024 is a transition year, and as such, efforts were made to maintain funding levels as close to flat as possible with 2023. Priorities mentioned for 2024 are the support of local communities and reparations.

Third, there continues to be a significant need for property support, and these needs are anticipated to grow exponentially in the coming years. To plan for that, we need to add a new manager to collaborate with the Director of Diocesan Property Services. For 2024, this position will be funded from a Trust the Diocese is seeking broader restrictions for use. This position will require other funding sources (including; but, not limited to the operating budget) in 2025 and beyond.

Fourth, delayed Parochial Reporting by congregations makes it exceedingly difficult to project AS income. In August, we performed an AS forecast based on a top-down analysis and payment patterns of all congregations. Our projections show AS income to be flat with 2023.

Fifth, fruit continues to be borne by the ongoing Funds Project of the Finance Committee. The Diocese has funds that are Donor Perpetually Restricted, Donor Purpose Restricted, and Board of Managers Unrestricted. Many of these funds were out of balance. Original documentation was reviewed with the assistance of outside auditors to analyze the donor's original intent. That work has revealed that we have additional money to support the operating budget. This work has allowed most of the property grants to be funded outside the operating budget.

The increases in our TEC Assessment, the need for additional personnel in property support, and other increased requests for funding created a deficit in our "Ideal" budget of approximately \$859,000. Of this amount, \$488,000, or 55%, is represented by the two items mentioned above.

We were able to balance the budget by doing two things:

- 1) We are funding both the addition to staff for property support and property support grants using funds outside of the operating budget, and
- 2) We spoke with every Commission and Committee Chair, every senior member of the Bishops' Staff, and Bishops to determine what could be removed from each request while keeping every single ministry whole and not disrupting plans already made. We are grateful that every one of those conversations was filled with understanding and the Holy Spirit.

A few highlights to note:

- We are paying our full assessment to The Episcopal Church,
- We increased funding for reparations,
- We are adding capacity for property needs,
- We have a contingency reserve in the Budget of \$366,000.

The budget spreadsheet includes 2021, 2022, 2023 Budgets, and 2024 Proposed Budget and comparisons between 2023 and 2024. Line-by-line notes of income and disbursements are below.

We are grateful for the support and oversight of Bishops Dietsche and Heyd, the staff, in particular Esslie Hughes, Karin Almquist, and Robert Santiago, our Treasurer, Sr. Faith Margaret, CHS, John Trammell, chair of the Finance Committee, and for the members of the Budget Committee. The Budget Committee recommends approval of the 2024 Proposed Budget. The Proposed Budget was approved by Council on September 18, 2023.

Respectfully submitted,

The Rev. Lisa Mason & Mr. Douglas E. Schimmel  
Co-Chairs of the Budget Committee

## **Line-by-line Notes for the 2024 Proposed Budget**

### **Income Notes**

#### **Apportioned Share Income**

- Line 001: Gross Apportioned Shares (as of September 15) are up \$405,549 from 2023.
- Line 002: Total Adjustments due to 12.5% Cap & Adjustment Board is the aggregate amount that these two canonical caps decrease Apportioned Shares. In 2024, that amount is up by \$697,303 due to Adjustment Board deferrals.
- Line 003: Reserve: Projected Bad Debt & Projected Adjustments is down by \$309,099 partially due to the adjustments included in Line 002.
- Line 004: Net Income from Apportioned Shares is up by \$17,345.

#### **Other Income**

- Line 005: Total Allocation from the General Endowment and Operational Funds is up \$ 154,600 because of additional endowment funding and capital appreciation.
- Line 006: Contribution to General Endowment (25% Cap until 2021; 33% now) is zero because the cap will again not be hit this year.
- Lines 007 and 008: Trust Income and Fee Income are up \$4,000 and \$12,639, respectively.
- Line 009: Diocesan Convention Fee Income is budgeted with a modest increase of \$14,350 after being flat for years.
- Line 010: Net Income from other Sources is up \$185,589.

#### **Contingency**

- Line 011: We try to budget a 3% contingency (a negative line reducing income) every year. As we have in past years, this budget is slightly under the 3% contingency. For 2024, the contingency is budgeted at 2.78%, up \$164,374.

#### **TOTAL INCOME**

- Line 013: Total Income is up \$38,560 to \$12,802,823.

### **Disbursement Notes**

#### **TOTAL DISBURSEMENTS**

- Line 1100: Total Disbursements are up about \$38,560 to \$12,802,823.
- The Income & Summary page of the spreadsheet shows disbursement summaries. Please review Schedules 100-1000 of the Budget Spreadsheet for disbursement details. Line-by-line notes are below.

#### **Note regarding every line that includes salaries funded by the Diocese of New York**

- There are approximately 50+ people (including clergy in various congregations) whose salaries are funded by the Diocese of New York. The \$200,000 in total Salary and Benefit increases (Line 1000) represent a flat line for Senior staff and a 2% increase for non-senior staff. It should be noted that inflation (as measured by the CPI) has declined from 8.3% last year to 3.7% at present. Also included is a 7% increase in medical benefits.

- It should be noted that certain lines have inflation adjustments from allocating budget line 1000 from the 2023 COLA budget into them.

### **Total Assessments to The Episcopal Church**

**Line 101:** As stated in the Executive Summary above, our assessment to The Episcopal Church increased by \$247,379 to \$2,050,007.

It is essential to note the following:

- Our diocese has the highest assessment in The Episcopal Church, notwithstanding different balance sheet dynamics and infrastructure aging issues. In 2021 (during the pandemic), we provided Apportioned Share relief to our congregations (up to 25% for every congregation that asked for such in 2020 and 2021), we appealed and hoped for Assessment relief from the Executive Council of the Episcopal Church. Our appeal was denied.
  - Our assessment to The Episcopal Church is effectively 16% of our 2024 projected income of \$12.8 million.
- 
- Line 102: Our Assessment to Province II for 2023 is flat from 2023 when we were provided a new and updated calculation.

### **Total Reserve Funds**

- Line 201: Reserve for Annual Diocesan Convention remains flat.
- Line 202: Reserve for Future Episcopal Elections remains flat.
- Line 202a: Underpayment to Reserve to fund Bishop Coadjutor is a decreased negative line by \$152,321 from 2023. This reflects eight months of disbursements in 2023 compared to six weeks in 2024.
- Line 203: Reserve for Curacies for New EDNY Ordinands is a decrease of \$85,000; however, the reserve continues to build and maintain itself.
- Line 204: Reserve for Deputies to General Convention & Provincial Synod remains flat because General Convention is expected to be shorter in 2024.
- Line 205: Reserve for Lambeth Conference (travel & all expenses) remains at \$7,500 because the next Lambeth will not occur until the 2030s.

### **Total Episcopal Function**

- Line 301a: Bishop Coadjutor (May 2023-Feb 2024 only) is decreased by \$152,321. This reflects eight months of disbursements in 2023 compared to six weeks in 2024.

### **Total Episcopal Support Staff**

- Every line in the 400 section is budgeted to continue current staffing, transitions in staffing, and programs. Please note that some lines will appear flat, decreased, or increased. For 2024, the funding for the Canon for Pastoral Care role will shift for 2024 to a temporary position for Director of Transition. Funding for the Executive Assistant to the Bishop in 2024 will be used for the temporary Special Projects Navigator. The overall decrease in budget for the 400 section is \$6,600.

### **Total Staff Support for Congregations & Diocesan Ministries**

- Unless noted below, every line in the 500 section is budgeted to continue current staffing, programs, and 2023 actuals +/- . Please note that certain lines will appear flat, decreased, or increased.
- Line 501: Canon for Congregational Vitality and Formation is increased by \$83,393. The demand from parishes for support, resource, and consultation from the Office of Congregational Vitality and Formation have increased significantly. The increased funding will help develop and provide urgent and critical support for our congregations with training and formation of parish leaders and other consultants for congregational development and pay for resources Episcopal Church Foundation, Bexley-Seabury programs for lay leadership development, and other resources.
- Line 503: The Director of Diocesan Property Services was increased by \$48,500 to cover current compensation costs. The funding for adding a Manager of Diocesan Real Estate and Development for 2024 will be covered by funds outside the operating budget.
- Line 504: Mid-Hudson Region is decreased by \$57,845. This is due to a retirement and planning for the future.

### **Total Funding for Strategic/Mission Settings**

While our goal in the 600 section was to remain flat in dollar terms from 2023 and continue current staffing and programs and 2023 actuals, we made various cuts and increases to certain programs.

### **Total Diocesan Ministries & Outreach**

- The Budget Co-Chairs and or the bishop spoke directly with every chair of every Commission/Committee in the 700 section to find a way to keep ongoing ministry and programs whole. In nearly every case, the request was higher than the final budgeted amount, which the Budget Co-Chairs and the various Commission/Committee agreed upon. Most of the budget lines remained flat during this time of transition.
- Line 705a: Reparations Committee/Commission: reparations work has been a priority of the diocese for the past three years and continues to remain so. The full request was higher; but, \$33,000 will enable the Commission to do most of its desired initiatives.
- Line 711: New York Service & Justice Collaborative (Episcopal Service Corp) program ended July 2023 and will not be budgeted for in 2024.
- Line 712: Episcopal New Yorker is decreased by \$10,000 to cover current spending.
- Line 713: Support for Episcopal Charities is reduced by \$10,000.

### **Total Grants**

- Line 801: Property Support Committee Grants appear to be decreased by \$270,000 to zero; however, as noted in the executive summary, funding for Property Support Grants for 2024 will be funded from funds outside the operating budget that are restricted for property support. The total amount of money for Property Support Grants for 2024 will be the same as 2023 at \$470,000.
- Line 802: First Step Grants increased by \$10,000.
- Line 803: Next Step Grants remains flat.
- Line 804: Hispanic Ministries Grants increased by \$10,000.
- Line 805: Sustainable Development Goal Grants remain flat.

## **Total Diocesan Finance & Operations**

It should be noted that for 2024, there were budget line moves in and out of the two 900 sections. These movements include but are not limited to Archives and IT Expenses. Adjusted for these movements, the 900 section is budgeted to be similar to 2023.

### Total Unallocated Cost for Mission

- Line 911: As noted above, IT Expenses were moved from 910 to 900, keeping expenses consistent with 2023.
- Line 917: Social Media Consultant is a new expense estimated at \$25,000.

### **Capital Expenditures Budget**

- Line 950: Capital Expenditures are increased by \$12,547 to include needed IT upgrades.

### **Provision for Salary & Benefit Increase**

- Line 1000: Provision for Salary & Benefit decreased by \$278,076. This line is budgeted with a 2%COLA for non-senior staff salaries/Clergy funded through budget line 600. Senior staff compensation will remain flat. Also included is a 7% increase in medical benefits.

### **GRAND TOTAL DISBURSEMENTS**

- Total Disbursements are up about \$38,560 to \$12,802,823.

### **Committee Organization & Members**

According to Canon 17 of the Canons of the Diocese of New York: “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.”

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## **BUDGET COMMITTEE RESOLUTIONS 1 AND 2**

**Proposer of Resolution:** The Rev. Lisa Mason, Co-Chair of the Budget Committee

**Parish or Organization:** Budget Committee of the Diocese of New York

**E-mail:** revlisa@stjohnslarchmont.org

**Title of Resolution(s):** Adopting the Proposed Budget.

### **Text of Resolution(s):**

[ 1 ] Resolved: That the 2024 Apportioned Share Budget presented herewith be adopted; and be it further,

[ 2 ] Resolved: That the Chief of Finance and Operations shall apportion in accordance with Sec. 2 and Sec. 3 of Canon 17, each congregation's share of the 2024 budget of \$12,279,954.00.

According to Canon 17, Sec. 5, this is to be paid by each congregation in four installments on the fifth day of January, April, July, and October 2024.

### **Commentary on Resolution**

These are the standard resolutions that accompany the Proposed Budget in the Calendar of Convention each year.

Episcopal Diocese of New York  
Proposed 2024 Budget  
Income and Disbursement Summary

Episcopal Diocese of New York  
Proposed 2024 Budget  
Income and Disbursement Summary

Budget Line	Description	2021 Budget	2022 Budget	2023 Budget
<b>INCOME FROM APPORTIONED SHARES</b>				
001	Gross Calculated Apportioned Shares (as of September 15)	\$ 13,584,385	\$ 13,422,063	\$ 13,405,205
002	Total Adjustments due to 12.5% Cap & Adjustment Board (as of Sept 15)	\$ (552,565)	\$ (140,862)	\$ (833,497)
003	Reserve: Projected Bad Debt & Projected Adjustments	\$ (2,800,000)	\$ (2,089,668)	\$ (952,140)
004	<b>Net Income From Apportioned Shares</b>	<b>\$ 10,231,820</b>	<b>\$ 11,191,533</b>	<b>\$ 11,619,568</b>
<b>INCOME FROM OTHER SOURCES</b>				
005	Total Allocation from the General Endowment & Operational Funds	\$ 916,162	\$ 907,230	\$ 1,144,972
006	Contribution to General Endowment (33% Cap)	\$ (608,607)	\$ -	\$ -
007	Trust Income	\$ 37,000	\$ 37,000	\$ 46,000
008	Fee Income	\$ 80,000	\$ 65,000	\$ 65,000
009	Diocesan Convention Fee Income	\$ 75,000	\$ 75,000	\$ 90,000
010	<b>Net Income From Other Sources</b>	<b>\$ 499,555</b>	<b>\$ 1,084,230</b>	<b>\$ 1,345,972</b>
011	Contingency (ideally 3% of total income)	\$ (165,803)	\$ (257,546)	\$ (201,277)
012	<b>Total Income</b>	<b>\$ 10,565,572</b>	<b>\$ 12,018,217</b>	<b>\$ 12,764,263</b>
<b>DISBURSEMENTS SUMMARY</b>				
100	Total Assessments to The Episcopal Church	\$ 1,336,921	\$ 1,554,537	\$ 1,827,902
200	Total Reserve Funds	\$ 265,000	\$ 380,000	\$ 402,245
300	Total Episcopal Function	\$ 845,000	\$ 880,000	\$ 1,089,255
400	Total Episcopal Support Staff	\$ 1,350,000	\$ 1,361,000	\$ 1,372,680
500	Total Staff Support for Congregations & Diocesan Ministries	\$ 984,000	\$ 991,104	\$ 1,072,304
600	Total Funding for Strategic/Mission Settings	\$ 2,232,000	\$ 2,692,000	\$ 2,627,000
700	Total Diocesan Ministries & Outreach	\$ 495,900	\$ 529,500	\$ 569,000
800	Total Grants	\$ 574,000	\$ 639,000	\$ 439,000
900	Total Diocesan Finance & Operations	\$ 1,817,000	\$ 1,960,325	\$ 1,997,000
910	Total Unallocated Cost for Mission	\$ 605,751	\$ 760,751	\$ 849,801
950	Capital Expenditures Budget	\$ 60,000	\$ 60,000	\$ 40,000
1000	Provision for Salary & Benefit Increase	\$ -	\$ 210,000	\$ 478,076
1100	<b>Total Disbursements</b>	<b>\$ 10,565,572</b>	<b>\$ 12,018,217</b>	<b>\$ 12,764,263</b>
1200	<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Episcopal Diocese of New York  
Proposed 2024 Budget  
Income and Disbursement Summary

Budget Line	Description	2021 Budget	2022 Budget	2023 Budget	PROPOSED 2024 Budget	2023 to 2024 Difference
101	Assessment to The Episcopal Church	\$ 1,321,421	\$ 1,531,763	\$ 1,802,628	\$ 2,050,007	\$ 247,379
102	Assessment to Province II	\$ 15,500	\$ 22,774	\$ 25,274	\$ 26,720	\$ 1,446
<b>100</b>	<b>Total Assessments to The Episcopal Church</b>	<b>\$ 1,336,921</b>	<b>\$ 1,554,537</b>	<b>\$ 1,827,902</b>	<b>\$ 2,076,727</b>	<b>\$ 248,825</b>
201	Reserve for Annual Diocesan Convention	\$ 175,000	\$ 175,000	\$ 215,000	\$ 217,670	\$ 2,670
202	Reserve for Future Episcopal Elections	\$ 50,000	\$ 150,000	\$ 200,000	\$ 200,000	\$ -
202a	Underpayment to Reserve to fund Bishop Coadjutor	\$ -	\$ -	\$ (185,255)	\$ (32,934)	\$ 152,321
203	Reserve for Curacies for New EDNY Ordinands	\$ -	\$ -	\$ 135,000	\$ 50,000	\$ (85,000)
204	Reserve for Deputies to General Convention & Provincial Synod	\$ 25,000	\$ 40,000	\$ 30,000	\$ 30,000	\$ -
205	Reserve for Lambeth Conference (travel & all expenses)	\$ 15,000	\$ 15,000	\$ 7,500	\$ 7,500	\$ -
<b>200</b>	<b>Total Reserve Funds</b>	<b>\$ 265,000</b>	<b>\$ 380,000</b>	<b>\$ 402,245</b>	<b>\$ 472,236</b>	<b>\$ 69,991</b>
301	Bishop of New York	\$ 288,000	\$ 288,000	\$ 297,000	\$ 317,807	\$ 20,807
301a	Bishop Coadjutor (May 2023-Feb 10, 2024 only)	\$ -	\$ -	\$ 185,255	\$ 32,934	\$ (152,321)
302	Bishop Suffragan	\$ 248,500	\$ 248,500	\$ 256,000	\$ 274,003	\$ 18,003
303	Bishop Assistant	\$ 248,500	\$ 248,500	\$ 256,000	\$ 274,003	\$ 18,003
304	Bishops' Shared Travel (inside and outside diocese, excluding Lambeth)	\$ 40,000	\$ 65,000	\$ 65,000	\$ 45,000	\$ (20,000)
305	Bishop of New York Hospitality Expenses	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
<b>300</b>	<b>Total Episcopal Function</b>	<b>\$ 845,000</b>	<b>\$ 880,000</b>	<b>\$ 1,089,255</b>	<b>\$ 973,747</b>	<b>\$ (115,508)</b>
401	Bishops' Office Expenses (TOTAL)	\$ 510,000	\$ 510,000	\$ 510,000	\$ 445,662	\$ (64,338)
402	Canon to the Ordinary (Expenses & Compensation)	\$ 205,000	\$ 205,000	\$ 205,000	\$ 218,611	\$ 13,611
403	Canon for Pastoral Care (Expenses & Compensation)	\$ 170,000	\$ 170,000	\$ 176,680	\$ -	\$ (176,680)
403a	Director for Transition	\$ -	\$ -	\$ -	\$ 171,807	\$ 171,807
404	Canon for Ministry (Expenses & Compensation)	\$ 230,000	\$ 230,000	\$ 235,000	\$ 275,000	\$ 40,000
405	Canon for Transition Ministry (Expenses & Compensation)	\$ 235,000	\$ 246,000	\$ 246,000	\$ 255,000	\$ 9,000
<b>400</b>	<b>Total Episcopal Support Staff</b>	<b>\$ 1,350,000</b>	<b>\$ 1,361,000</b>	<b>\$ 1,372,680</b>	<b>\$ 1,366,080</b>	<b>\$ (6,600)</b>
501	Canon for Congregational Vitality & Formation (Expenses & Compensation)	\$ 195,000	\$ 198,104	\$ 201,004	\$ 284,397	\$ 83,393
502	Liaison for Global Mission (Expenses & Compensation)	\$ 168,000	\$ 168,000	\$ 168,000	\$ 179,309	\$ 11,309
503	Director of Diocesan Property Services (Expenses & Compensation)	\$ 176,000	\$ 190,000	\$ 247,000	\$ 295,500	\$ 48,500
504	Mid Hudson Region (Expenses & Compensation)	\$ 101,000	\$ 101,000	\$ 101,000	\$ 43,155	\$ (57,845)
505	Public Affairs (Expenses & Compensation)	\$ 234,000	\$ 234,000	\$ 250,300	\$ 265,423	\$ 15,123
506	Archives (Expenses & Compensation)	\$ 110,000	\$ 100,000	\$ 105,000	\$ -	\$ (105,000)
<b>500</b>	<b>Total Staff Support for Congregations &amp; Diocesan Ministries</b>	<b>\$ 984,000</b>	<b>\$ 991,104</b>	<b>\$ 1,072,304</b>	<b>\$ 1,067,784</b>	<b>\$ (4,520)</b>

Episcopal Diocese of New York  
Proposed 2024 Budget  
Income and Disbursement Summary

Budget Line	Description	2021 Budget	2022 Budget	2023 Budget	PROPOSED 2024 Budget	2023 to 2024 Difference
601	Campus Ministry Clergy (Expenses & Compensation)	\$ 430,000	\$ 500,000	\$ 430,000	\$ 453,919	\$ 23,919
602a	Hispanic Clergy Compensation (see below for 2022)	\$ 400,000	-	\$ -	\$ -	\$ -
602b	Congregations in Strategic Settings Clergy Compensation (see below for 2022)	\$ 970,000	-	\$ -	\$ -	\$ -
603	Bi-lingual and Intercultural Clergy Support	\$ -	\$ 857,000	\$ 867,000	\$ 791,458	\$ (75,542)
604	Bronx Mission Clergy Support	\$ -	\$ 540,000	\$ 584,000	\$ 663,457	\$ 79,457
605	Curacy Initiative	\$ -	\$ 140,000	\$ -	\$ -	\$ -
606	Area Team Ministry Clergy Support (formerly Regional Pastorale)	\$ 182,000	\$ 165,000	\$ 120,000	\$ 293,458	\$ 173,458
607	Harlem Clergy Support (formerly Harlem Initiative Clergy Compensation)	\$ 108,000	\$ 240,000	\$ 280,000	\$ 138,458	\$ (141,542)
608	South Bronx Initiative Clergy Compensation	\$ -	\$ -	\$ -	\$ -	\$ -
609	Episcopal Futures Co-Payment (2022 through 2025)	\$ -	\$ 30,000	\$ 150,000	\$ 150,000	\$ -
610	Church Plants & Revitalization	\$ 142,000	\$ 220,000	\$ 196,000	\$ 174,458	\$ (21,542)
<b>600</b>	<b>Total Funding for Strategic/Mission Settings</b>	<b>\$ 2,232,000</b>	<b>\$ 2,692,000</b>	<b>\$ 2,627,000</b>	<b>\$ 2,665,208</b>	<b>\$ 38,208</b>
701	Congregational Development/Commission Programs	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
702	Operational Support for Strategic Hispanic Congregation	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
703	Multicultural Ministries (New Community)	\$ 12,000	\$ 12,000	\$ 23,000	\$ 23,000	\$ -
704	Christian Formation Programs / Young Adult Ministry	\$ 54,000	\$ 67,000	\$ 60,000	\$ 60,000	\$ -
705	Social Concerns Commission	\$ 72,900	\$ 85,000	\$ 70,000	\$ 70,000	\$ -
705a	Reparations Committee/Commission	\$ -	\$ -	\$ 48,500	\$ 81,500	\$ 33,000
706	Ecumenical and Multi-Faith Councils Contribution	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ -
707	Ecumenical & Interfaith Commission	\$ 9,000	\$ 10,000	\$ 10,500	\$ 10,500	\$ -
708	Global Mission Commission	\$ 45,000	\$ 45,000	\$ 41,000	\$ 41,000	\$ -
709	Companion Diocese Relationship	\$ 40,000	\$ 40,000	\$ 35,000	\$ 35,000	\$ -
710	Rural and Migrant Ministry	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
711	New York Service & Justice Collaborative (Episcopal Service Corp)	\$ 12,500	\$ 25,000	\$ 15,500	\$ -	\$ (15,500)
712	Episcopal New Yorker	\$ 45,000	\$ 45,000	\$ 65,000	\$ 55,000	\$ (10,000)
713	Support for Episcopal Charities	\$ 110,000	\$ 110,000	\$ 110,000	\$ 100,000	\$ (10,000)
<b>700</b>	<b>Total Diocesan Ministries &amp; Outreach</b>	<b>\$ 495,900</b>	<b>\$ 529,500</b>	<b>\$ 569,000</b>	<b>\$ 566,500</b>	<b>\$ (2,500)</b>
801	Property Support Committee Grants	\$ 425,000	\$ 470,000	\$ 270,000	\$ -	\$ (270,000)
802	First Step Grants	\$ 25,000	\$ 25,000	\$ 20,000	\$ 30,000	\$ 10,000
803	Next Step Grants	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -
804	Hispanic Ministries Grants	\$ 50,000	\$ 60,000	\$ 55,000	\$ 65,000	\$ 10,000
805	Sustainable Development Goal Grants	\$ 74,000	\$ 84,000	\$ 89,000	\$ 89,000	\$ -
<b>800</b>	<b>Total Grants</b>	<b>\$ 574,000</b>	<b>\$ 639,000</b>	<b>\$ 439,000</b>	<b>\$ 189,000</b>	<b>\$ (250,000)</b>

Episcopal Diocese of New York  
Proposed 2024 Budget  
Income and Disbursement Summary

Budget Line	Description	2021 Budget	2022 Budget	2023 Budget	PROPOSED 2024 Budget	2023 to 2024 Difference
901	Administration (Expenses & Compensation)	\$ 1,542,000	\$ 1,650,325	\$ 1,200,000	\$ 1,300,241	\$ 100,241
902	Office of Director of Operations & Human Resources	\$ -	\$ -	\$ 507,000	\$ 530,601	\$ 23,601
902a	Office Services (Expenses & Compensation)	\$ 275,000	\$ 310,000	\$ 290,000	\$ 325,481	\$ 35,481
902b	Archives (Expenses & Compensation)	\$ -	\$ -	\$ -	\$ 112,000	\$ 112,000
902c	IT Expenses	\$ -	\$ -	\$ -	\$ 282,120	\$ 282,120
904	Special Finance Committee Projects	\$ -	\$ -	\$ -	\$ -	\$ -
<b>900</b>	<b>Total Diocesan Finance, Operations, &amp; Human Resources</b>	<b>\$ 1,817,000</b>	<b>\$ 1,960,325</b>	<b>\$ 1,997,000</b>	<b>\$ 2,550,443</b>	<b>\$ 553,443</b>
911	IT Expenses	\$ 217,000	\$ 210,000	\$ 291,900	\$ -	\$ (291,900)
912	Diocesan & Parish Websites (Web Management)	\$ 5,750	\$ 5,750	\$ 7,900	\$ 12,900	\$ 5,000
913	Professional Expenses (Legal & Audit)	\$ 100,000	\$ 135,000	\$ 135,000	\$ 174,000	\$ 39,000
914	Overhead and Fixed Obligations	\$ 253,000	\$ 260,000	\$ 265,000	\$ 260,650	\$ (4,350)
915	Cathedral Cost Sharing and Rent	\$ 1	\$ 1	\$ 1	\$ 1	\$ -
916	Property (EDNY) Management	\$ 30,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
917	Social Media Consultant	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
<b>910</b>	<b>Total Unallocated Cost for Mission</b>	<b>\$ 605,751</b>	<b>\$ 760,751</b>	<b>\$ 849,801</b>	<b>\$ 622,551</b>	<b>\$ (227,250)</b>
<b>950</b>	<b>Capital Expenditures Budget</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 52,547</b>	<b>\$ 12,547</b>
<b>1000</b>	<b>Provision for Salary &amp; Benefit Increase</b>	<b>\$ -</b>	<b>\$ 210,000</b>	<b>\$ 478,076</b>	<b>\$ 200,000</b>	<b>\$ (278,076)</b>
	<b>Grand Total Expenditures</b>	<b>\$ 10,565,572</b>	<b>\$ 12,018,217</b>	<b>\$ 12,764,263</b>	<b>\$ 12,802,823</b>	<b>\$ 38,560</b>

**ELECTION OF TRUSTEES OF ESTATE AND PROPERTY  
SUBMITTED BY THE TRUSTEES OF ESTATE AND PROPERTY**

[ 3 ] Resolved: That the following persons are hereby elected Trustees of the Estate and Property of the Diocesan Convention of New York, for terms expiring 2026:

**CONRAD G. BAHLKE:**



**Parish:** Grace, Hastings on Hudson

**Occupation:** Occupation: Legal Counsel, Asset Management Corporate & Financial Services Structured Finance & Derivatives.

**Church Positions:** Church Positions: Vestry Member; Board Member, DIT.

**Education:** University of Chicago Law School, JD; University of Chicago Booth School of Business, MBA; Oberlin College, BA .

**GAVIN F. LECKIE**



**Parish:** Christ the Redeemer, Pelham

**Occupation:** Former JP Morgan Managing Director in asset management; trust and tax practice at Millbank Tweed Hadley & McCoy; private client lawyer with Lawrence Graham in London.

**Church Positions:** Vestry, Christ Church Pelham; lead search committee for rector of Christ Church Pelham; Board member of Incarnation Center the Diocesan Conference Center and Camp; past President and Board member, DIT; Diocesan Trustee.

**Education:** MA in Law, Cambridge University; LLM, University Of Illinois; Solicitor, England & Wales, member NY Bar; member of STEP (Society of Trust and Estate Practitioners).

**JOHN B. TRAMMELL:**



**Parish:** St. James', Manhattan

**Occupation:** Occupation: Managing Director

**Church Positions:** Former Investment Committee Member St James Manhattan; former President and Board Member, DIT; Diocesan Trustee

**Education:** DePauw University, BA

**RESOLUTIONS 2023**  
**Minimum Clergy Compensation**

Proposer of Resolution: The Rev. Katharine G. Flexer for the Human Resources Committee

Parish or Organization: Human Resources Committee, Trustees of the Diocese of New York

Telephone and E-mail: (408) 364-6524, [kflexer@saintmichaelschurch.org](mailto:kflexer@saintmichaelschurch.org)

Title of Resolution: Minimum Clergy Compensation

Text of Resolution:

Whereas Clergy Compensation Minimums underwent an in-depth review and comparison with the minimums set by other dioceses, and a report was made to the 241st Convention with new Minimum Compensation Guidelines set for 2018 and stipulating that Compensation Guidelines be reviewed annually thereafter; and

Whereas, the 242nd Convention of the Diocese of New York adopted the new Minimum Compensation Guidelines for Priests of the Diocese of New York, as prepared by the Human Resources Committee of the Trustees and approved by the Trustees of the Diocese; and

Whereas, the Diocesan Human Resources Committee recommended a 7% increase to the minimum annual stipend for clergy, effective January 1, 2023; and the recommendation was approved at the September 2022 meeting of the Trustees of the Diocese of New York and further approved at the 246th Convention of the Episcopal Diocese of New York; and

Whereas, at its meeting on September 20, 2023, the Diocesan Human Resources Committee has recommended a 3% increase in the minimum annual stipend for clergy, effective January 1, 2024.

Now, therefore, be it

[ 4 ] Resolved: That the 247th Diocesan Convention approve the recommendation of the Diocesan Human Resources Committee and raise the minimum annual stipend for Clergy for 2024, thereby increasing the minimums in effect for 2023 by 3%, as follows:

Cash stipends:

- Ordained to priesthood less than 3 years: \$50,700 as of January 1, 2023
- Ordained to priesthood more than 3 years but less than 10 years: \$56,350 as of January 1, 2023
- Ordained to priesthood more than 10 years: \$56,850 as of January 1, 2023
- Ordained to priesthood over 15 years: \$64,500 as of January 1, 2023
  
- Ordained to priesthood less than 3 years: \$52,222 as of January 1, 2024
- Ordained to priesthood more than 3 years but less than 10 years: \$58,042 as of January 1, 2024
- Ordained to priesthood more than 10 years: \$58,556 as of January 1, 2024
- Ordained to priesthood over 15 years: \$66,435 as of January 1, 2024

## **Resolution Concerning the Right to Vote of All Eligible Voters**

Proposer of Resolution: Diane B. Pollard

Parish or Organization: Reparations Commission, The Episcopal Diocese of New York

Telephone and Email: (917) 328-0239; Dbpsd4u@aol.com

Title of Resolution: All eligible voters be granted the right to vote.

Text of the Resolution(s):

[ 5 ] Resolved: That the Reparations Commission of The Episcopal Diocese of New York call upon all congregations, as well as community and ecumenical colleagues, to support and advocate for the right of all eligible people to register and to exercise their vote in 2024 and beyond; and be it further

[ 6 ] Resolved: That congregations seek ways in which they can make their physical space available to governmental organizations that are seeking space to be used for the purposes of voting in early, primary and election day voting; and be it further

[ 7 ] Resolved: That congregations collaborate with non-partisan groups who are offering educational opportunities to non-registered voters seeking to exercise their right to vote.

### **Explanation**

Next year, 2024 will be one of the most challenging years in the country's history for citizens to exercise their right to vote. Offered on a non-partisan basis, numerous organizations assist individuals who wish to exercise their right to vote. In addition, local election boards are seeking sites that can be used for both education and voting. Remuneration is offered for the use of these spaces. This resolution urges each of us to take an active part in preserving our democracy.

**Resolution Urging the Episcopal Church to Support Churchwide Efforts to Facilitate Voter Registration in 2024 and beyond.**

Proposer of Resolution: Diane B. Pollard

Parish or Organization: Reparations Commission, The Episcopal Diocese of New York

Telephone and Email: (917) 328-0239; Dbpsd4u@aol.com

Title of Resolution: Support Churchwide Efforts to Facilitate Voter Registration and Voting

[ 8 ] Resolved, the House of \_\_\_\_\_ concurring.

That the 81st General Convention of The Episcopal Church meeting in Louisville, Kentucky urges dioceses to sponsor, support and collaborate with not-for-profit groups who engage in efforts to educate and register eligible individuals to vote in the 2024 elections and beyond.

**Explanation**

This year, 2024 will be one of the most challenging years in the country's history for citizens to exercise their right to vote. We recognize that each of the dioceses in The Episcopal Church finds themselves at varying levels of freedom for all eligible individuals to exercise their right to vote, this resolution calls for concentrated efforts on the part of all dioceses to engage in efforts to ensure the right to vote for eligible people.

## CANONICAL RESOLUTIONS

### **Resolution Addressing Revisions to the Rules of Order of the Convention of The Episcopal Diocese of New York**

**Proposer of Resolution:** Judge Colleen McMahon, Chair of the Canons Committee

**Parish or Organization:** The Canons Committee of The Episcopal Diocese of New York

**E-mail:** CanonsCommittee@dioceseny.org

**Title of Resolution:** Revisions to the Rules of Order of the Convention of The Episcopal Diocese of New York

WHEREAS, the Rules of Order of the Convention of The Episcopal Diocese of New York have not undergone a review and updating in a number of years; and

WHEREAS, with the input of the Bishops and the Secretary of the Convention of The Episcopal Diocese of New York, the Canons Committee of The Episcopal Diocese of New York has reviewed and revised the Rules of Order of the Convention of The Episcopal Diocese of New York to reflect current practices in the Diocese, correct inaccuracies and make such other changes as reflected in Exhibit A hereto, which includes a clean version and a version marked to show changes from the Rules of Order currently in effect, and in the explanation below.

#### **Text of the Resolution(s):**

Resolved: that the Rules of Order of the Convention of The Episcopal Diocese of New York be, and they hereby are, revised as set forth in Exhibit A hereto.

#### **Explanation:**

The Canons Committee discovered the Rules of Order when the Chancellor was presented with the draft script for the electing Convention. It referred to waiver of a Rule 14, and it was then unclear as to what that was. After the Archivist located the current Rules of Order, which dated back to the late 1990s, the Chancellor saw that the script was referring to the Rule requiring that an electing Convention be held behind closed doors. In conjunction with its revision of the Diocesan Canons, the Canons Committee decided that it would make sense to clean up the Rules of Order as well. The revised Canons refer to the Rules of Order in a few places. Similarly, the Rules of Order refer to the Canons as needed.

1. Part I. The revisions in this part are designed contain clean up revisions, some of which reflect comparable changes in the Canons, and also provide for greater flexibility regarding committee reports. The Canons Committee has removed the specific names of committees, commissions and boards that are required to report to Convention, particularly since the committees mentioned in the current Rules of Order are outdated. The revisions also allow for committee reports to be published in the Calendar of Business instead of being presented at Convention. The revised version includes a reference to the Assistant or Assisting Bishops' address(es) and notes that delegates to General Convention are also delegates to Provincial Synod, reflecting the revisions in the Canons.

## **RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK**

2. Part II. This section sets forth committee specifics, such as composition.
3. Part III. This section is largely procedural. It includes the right of the Secretary of Convention to impose time limits on speakers, which is a common practice but which is nowhere memorialized as a right. Please be aware that the Canons have been revised to refer not only to Robert's Rules of Order as the guiding parliamentary rulebook but also the Rules of Order, the latter of which will prevail over the former in the event of any inconsistency.
4. Part IV. No changes.
5. Part V. This section deals with elections. The Canons Committee has removed the provision regarding compensation of the inspectors and has corrected a canonical cross-reference.
6. Part VI. Rule 14 is the rule that set this exercise into motion. If members of Convention waive the "closed door" provision in future electing Conventions, the waiver would refer to Rule 14(a), since Convention would likely want the protections of Rule 14(b) to apply. Rule 17 memorializes a long-standing but non-documented practice of limiting the explanation contained in most resolutions to 200 words. New Rule 21 corrects an omission that has always existed, to the knowledge of the Canons Committee: because the costs of Convention are borne in part by its members and not included as part of the apportioned share, there is a cost of attending Convention that the members are required to pay.

**RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK**

**Exhibit A**

**RULES OF ORDER  
OF THE  
CONVENTION  
OF THE  
DIOCESE OF NEW YORK**

**As updated through November 11, 2023**

# RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK

## TABLE OF CONTENTS

PART I. ORDER OF BUSINESS	2
Rule 1. Organization for business	2
Rule 2. Order of business	2
PART II. CONVENTION COMMITTEES	2
Rule 3 Establishment of Convention Committees	2
Rule 4. Committees	3
Rule 5. Membership Term and Vacancies	4
PART III. DECORUM AND DEBATE	4
Rule 6. Robert’s Rules	4
Rule 7. Motions to be seconded and in writing	4
Rule 8. Respect for President and scope of debate	4
Rule 9. Limit on debate	4
Rule 10. Transgression of Rules	4
Rule 11. Motions, debate, vote, priority	4
PART IV. COMMITTEE OF THE WHOLE	5
Rule 12. Committee of the Whole	5
PART V. ELECTION AND VOTING	5
Rule 13. Election and voting	5
PART VI. GENERAL REGULATIONS	6
Rule 14. Convention closed for Episcopal election	6
Rule 15. Guests at Convention	6
Rule 16. Printed matter at Convention	6
Rule 17. Format of Resolutions	6
Rule 18. Unanimous consent	6
Rule 19. Suspension of Rules	6
Rule 20. Amendment of Rules	7
Rule 21. Attendance at Convention	7

# RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK

## PART I. ORDER OF BUSINESS

### Rule 1. *Organization for business*

When the Convention is organized as provided in Canon 3, the President of Convention shall declare the Convention ready to proceed with its business. The hours of each day's session and adjournments thereof shall be as the President of Convention determines.

### Rule 2. *Order of business*

The business of Convention shall proceed in the order set by the President of Convention and, in the case of each Annual Convention, shall include the following:

- (a) the Bishop's address, the addresses, if any, of the Bishop Coadjutor and the Suffragan, Assisting and Assistant Bishops and the services and any programs authorized by the Bishop.
- (b) Introduction and reference shall be made to Committee on Resolutions or the Committee on Canons, as the case may be, of any resolutions not in the Calendar of Business which are relating to or embodying a recommendation contained in the Bishop's Address and which fall under the oversight of such committees as provided in Canon 4.3.
- (c) Elections:
  - (1) Election of Secretary to take office the following January 1.
  - (2) Election of Treasurer to take office the following January 1.
  - (3) Announcement of ballot results for:
    - (i) election of members to Standing Committee;
    - (ii) election of deputies and provisional deputies to General Convention, which will also be the delegates and alternate delegates to Provincial Synod;
    - (iii) election of Trustees; and
    - (iv) election of all other candidates required to be elected at an Annual Convention pursuant to the Canons
  - (4) If no valid election or nomination has been made in any of the offices the polls shall again be opened as provided in Rule 13.
- (d) Reports of such committees, boards or commissions as may be requested by the Bishop or Secretary to report to Convention; provided, however, that such reports may, at the request of the Bishop or the Secretary of Convention, be included in the Calendar of Business and will not be required to be presented at the Convention.

# RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK

## PART II. CONVENTION COMMITTEES

### *Rule 3. Establishment of Convention Committees*

To facilitate its work, the Convention may from time to time establish such committees with such duties as it may determine, and, unless otherwise stated, the chair of such committee shall appoint members thereto, with the Bishop's concurrence, as provided in Rule 4.

### *Rule 4. Committees*

There shall be the following Committees of Convention:

- (a) Canons:
  - (1) its duties to be to consider and report on all matters relating to the Canons and any proposed amendment thereto; and
  - (2) its membership to be no fewer than 2 clerical Members, no fewer than 3 lay persons of the Diocese, and the Chancellor, *ex officio*, each member to serve for 4 years (or, solely in the case of the Chancellor, for such period coterminous with such person's service as Chancellor) with the chair of such committee appointing each such lay and clerical member thereto, subject to the concurrence of the Bishop.
- (b) Convention Planning (including any and all executive committees relating thereto):
  - (1) its duties to be to review venue-related matters pertaining to Convention, determine registration fees and any costs and expenses associated with Convention in consultation with the Treasurer, and arrange and facilitate the manner of conducting the business of Convention; and
  - (2) its membership to be the Chancellor, *ex officio*, the Secretary of Convention, *ex officio*, and such other persons appointed by the Bishop, Bishop Coadjutor, Suffragan Bishop or Assistant Bishop from the clerical Members and lay persons of the Diocese.
- (c) Credentials of Lay Members:
  - (1) its duties to be to examine the report on the list of Lay Members pursuant- to Canon 2.3; and
  - (2) its membership to be persons appointed by the Secretary of Convention with the concurrence of the Bishop and drawn from clerical Members and lay persons of the Diocese, each member to serve for 1 year.
- (d) Resolutions:
  - (1) its duties to be to consider and report on all matters relating to resolutions submitted to Annual Convention, except for resolutions

# RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK

relating to the budget, the Canons, and lay and clergy compensation;  
and

- (2) its membership to be at least 1 clerical Member and no fewer than 3 lay persons appointed by the Secretary of Convention, with the concurrence of the Bishop.

## *Rule 5. Membership Term and Vacancies*

The term of office of each Committee member shall continue to the close of the Convention which shall sit in the member's last year of service, and thereupon the successor's term shall begin. The Secretary of Convention, with the concurrence of the Bishop, shall fill by appointment any vacancy in any Committee caused by resignation, death or inability to act.

## **PART III. DECORUM AND DEBATE**

### *Rule 6. Robert's Rules*

Except when in conflict with the Constitution or Canons or any Rule herein contained, the latest edition of "Robert's Rules of Order" shall govern the interpretation of these Rules and the procedure to follow.

### *Rule 7. Motions to be seconded and in writing*

No motion shall be considered as before Convention unless seconded and reduced to writing and signed by the mover, whose name shall be entered on the Journal of Convention.

### *Rule 8. Respect for President and scope of debate*

When any Member is about to speak, such Member shall, with due respect, address such Member to the President, and in speaking confine such Member to the point in debate.

### *Rule 9. Limit on debate*

No Member shall speak more than twice in the same debate without leave of the Convention (except the mover, who is entitled to reply). The Secretary shall have the right to impose time limits on speakers.

### *Rule 10. Transgression of Rules*

If any Member in speaking or action transgresses the rules of the Convention, the President shall call such Member to order, and such Member shall immediately take such Member's seat, unless permitted by the Convention to explain or proceed in order.

### *Rule 11. Motions, debate, vote, priority*

The following motions shall have priority in order listed. The mover cannot interrupt a Member who has the floor, must be recognized and the motion must be seconded.

- (a) To adjourn or To Recess  
Not debatable -- majority vote

## **RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK**

- (b) To Lay on Table or To Table  
Not debatable -- majority vote
- (c) To Move the Previous Question, or Limit or Extend Debate  
Not debatable -- amendable as to time if specified -- two-thirds vote.
- (d) To Postpone to a Time Certain  
Debatable -- amendable -- majority vote
- (e) To Commit or Recommit to any Committee  
Debatable -- amendable -- majority vote
- (f) To Amend or To Substitute  
Debatable -- amendable -- majority vote
- (g) To Postpone indefinitely  
Debatable -- not amendable -- majority vote
- (h) To Suspend the Rules or Take Up Business Out of Order  
Not debatable -- two-thirds vote
- (i) To Divide the Question  
Not debatable -- majority vote
- (j) To Reconsider (must be made on day the vote is taken)
  - (1) Must be moved and seconded by ones who voted in majority
  - (2) Debatable -- two-thirds vote

### **PART IV. COMMITTEE OF THE WHOLE**

#### *Rule 12. Committee of the Whole*

On motion duly made and passed by majority vote, the Convention may go into Committee of the Whole for the consideration of any matter. The President shall designate some Member of the Convention to act as Chairman of the Committee, which when in session shall be governed by these rules.

- (a) A motion to rise and to report to the Convention, with or without leave to sit again, may be made at any time, and shall take precedence of all other motions, and shall be decided without debate. No such motion once made shall be renewed until further proceeding shall have taken place in the Committee.
- (b) A motion that a vote be taken at some designated time may be made and be disposed of without debate at any time, but as before provided a motion to report to the Convention shall take precedence.
- (c) No motion to lay on the table shall be entertained.

# RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK

## PART V. ELECTION AND VOTING

### *Rule 13. Election and voting*

The mode of conducting elections by ballot shall be as follows: A minimum of [two] Inspectors of Election, not members of the Convention, shall be appointed by the Bishop and the Standing Committee at least two weeks before an election. The clerical and lay Members entitled to vote shall present, which shall include without limitation electronic submissions, their several ballots for each office to be filled to the Inspectors, whose duty it shall be to take charge of the same. The Inspectors shall receive all votes cast at any election which is required to be by ballot, and when the Inspectors' count of the votes is completed, shall immediately report its result to the Convention, if it be in session, and if not, then to the Secretary. They shall serve during the term of the Convention.

If on any report of the Inspectors of Election, it should appear that no valid election has been made in respect to any of the offices to be filled, the polls shall again be opened, for the purpose of filling those which remain vacant; and if such second vote shall not result in an election, further votes shall be taken as provided in Canon 10.8.

## PART VI. GENERAL REGULATIONS

### *Rule 14. Convention closed for Episcopal election*

When considering the election of a Bishop, the Convention shall (a) sit with closed doors or (b) adopt other means, technological or otherwise, to ensure confidentiality of voting by its Members.

### *Rule 15. Guests at Convention*

The Bishops of this Church, Clergy belonging to this Diocese but not entitled to seats in the Convention, Clergy of other Dioceses, Professors and Students of Theology in this Church, and all persons holding any office or trust under the Convention, if not Members, shall be admitted to the sittings of the Convention.

Seats on the platform shall be occupied by officers of the Convention or their representatives, by Bishops, and by such other persons as by special vote of the Convention shall be so authorized.

### *Rule 16. Printed matter at Convention*

Except when otherwise ordered by the Convention, no books, pamphlets, or other printed matter shall be distributed in the Convention, or be placed in the seats of the Members, without the express permission of the President of Convention; but this prohibition shall not apply to the report of a Committee, or to any paper or other document presented to and accepted by the Convention or printed by its authority.

### *Rule 17. Format of Resolutions*

All resolutions shall follow the format requested by the Secretary or Assistant Secretary of Convention and, except in the case of those resolutions dealing with the Canons, the budget or lay or clergy compensation, shall include explanations not to exceed 200 words.

### *Rule 18. Unanimous consent*

## **RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF NEW YORK**

By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or the Canons of The Episcopal Church or of the Diocese.

### *Rule 19. Suspension of Rules*

Any Rule of Order may be suspended by the vote of not less than two-thirds of the Members present. Any new matter introduced during such suspension may be explained by the mover in a statement of not more than five minutes, but otherwise shall not be subject to debate or action until after report from the appropriate committee.

### *Rule 20. Amendment of Rules*

No proposed amendment of the Rules of Order shall be considered by the Convention unless it shall have been printed in the Calendar of Business and mailed as provided in Canon 4.

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

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

### *Rule 21. Attendance at Convention*

The Secretary of Convention shall have the right to require compliance with registration requirements and payment of reasonable fees, in each case imposed by the Secretary or an Assistant Secretary in connection with attendance at Convention, and prescribe other conditions of attendance at Convention so long as not in contravention of any provision of the Constitution or the Canons of The Episcopal Church or of the Diocese.

**REDLINE RULES OF ORDER OF THE CONVENTION OF  
THE DIOCESE OF NEW YORK**

**MASTER DRAFT**

**RULES OF ORDER  
OF THE  
CONVENTION  
OF THE  
DIOCESE OF NEW YORK**

**As updated through November 11, 2023**

**TABLE OF CONTENTS**

	<i>Page</i>
PART I. ORDER OF BUSINESS <del>4</del> <u>2</u>	
Rule 1. Organization for business.....	<del>4</del> <u>2</u>
Rule 2. Order of business.....	<del>4</del> <u>2</u>
PART II. CONVENTION COMMITTEES.....	2
Rule 3. Establishment of Convention Committees.....	2
Rule 4. Committees.....	<del>23</del>
Rule 5. Membership Term and Vacancies.....	<del>34</del>
PART III. DECORUM AND DEBATE.....	4
Rule 6. Robert’s Rules.....	4
Rule 7. Motions to be seconded and in writing.....	4
Rule 8. Respect for President and scope of debate.....	4
Rule 9. Limit on debate.....	4
Rule 10. Transgression of Rules.....	4
Rule 11. Motions, debate, vote, priority.....	4
PART IV. COMMITTEE OF THE WHOLE.....	5
Rule 12. Committee of the Whole.....	5
PART V. ELECTION AND VOTING.....	5
Rule 13. Election and voting.....	5
PART VI. GENERAL REGULATIONS.....	6
Rule 14. Convention closed for Episcopal election.....	6
Rule 15. Guests at Convention.....	6
Rule 16. Printed matter at Convention.....	6
Rule 17. <u>Format of Resolutions</u> .....	<u>6</u>
<u>Rule 18.</u> Unanimous consent.....	<u>6</u>
Rule <del>48</del> <u>19</u> .....	Suspension of Rules6

Rule ~~19~~20.....Amendment of Rules67

Rule 21. Attendance at Convention 7

## PART I. ORDER OF BUSINESS

### Rule 1. Organization for business

When the Convention is organized as provided in Canon 3, the President of Convention shall declare the Convention ready to proceed with its business. The hours of each day's session and adjournments thereof shall be as the President of Convention determines.

### Rule 2. Order of business

The business of Convention shall proceed in the order set by the President of Convention and, in the case of each Annual Convention, shall include the following:

- (a) ~~The~~the Bishop's address, the addresses, if any, of the Bishop Coadjutor and the Suffragan, Assisting and Assistant Bishops and the services and any programs authorized by the Bishop.
- (b) Introduction and reference shall be made to ~~Committees~~Committee on ~~Miscellaneous Business~~Resolutions or the Committee on Canons, as the case may be, of any resolutions not ~~on~~in the Calendar of Business which are ~~either~~(1) relating to or embodying a recommendation contained in the Bishop's Address, ~~or~~  
~~(2) — included in the report, printed and previously distributed, either of a committee of the Convention or a Commission of the Council of the Diocese and which fall under the oversight of such committees as provided in Canon 4.3.~~
- (c) Elections:
  - (1) Election of Secretary to take office the following January 1.
  - (2) Election of Treasurer to take office the following January 1.
  - (3) Announcement of ballot results for:
    - (i) election of members to Standing Committee;
    - (ii) election of deputies and provisional deputies to General Convention;
    - ~~(iii) — election of, which will also be the~~ delegates and alternate delegates to Provincial Synod; ~~and~~
    - (iii) ~~(iv) nominations~~election of ~~Cathedral~~ Trustees; ~~and~~
    - (iv) election of all other candidates required to be elected at an Annual Convention pursuant to the Canons
  - (4) If no valid election or nomination has been made in any of the offices the polls shall again be opened as provided in Rule 13.

~~(d) — Appointment of members to the following Convention committees:~~

~~(1) — Incorporation and Admission of Parishes~~

~~(2) — Credentials of Lay Members~~

~~(3) — Miscellaneous Business~~

~~(4) — Canons~~

~~(5) — Church Building~~

~~(6) — Church Pension Fund~~

~~(7) — Convention Planning Committee~~

(d) ~~(e) Reports of the following Committees, Commissions, etc. and consideration by Convention: Reports of such committees, boards or commissions as may be requested by the Bishop or Secretary to report to Convention; provided, however, that such reports may, at the request of the Bishop or the Secretary of Convention, be included in the Calendar of Business and will not be required to be presented at the Convention.~~

~~(1) — Credentials of Lay Delegates~~

~~(2) — Incorporation and Admission of Parishes~~

~~(3) — Council of the Diocese~~

~~(4) — Standing Committee (filed by title)~~

~~(5) — Church Pension Fund (filed by title)~~

~~(6) — Episcopal Mission Society (filed by title)~~

~~(7) — Seamen's Church Institute (filed by title)~~

~~(8) — Trustees of the Estate and Property (filed by title)~~

~~(9) — Others (filed by title)~~

~~(10) — Canons (matters appearing on Calendar or introduced in Convention and referred to it for consideration and recommendation by the Bishop)~~

~~(11) — Miscellaneous Business (matters appearing on Calendar or introduced in Convention and referred to it for consideration and recommendation by the Bishop)~~

## **PART II. CONVENTION COMMITTEES**

### *Rule 3. Establishment of Convention Committees*

To facilitate its work, the Convention may from time to time establish such committees with such duties as it may determine, and, unless otherwise stated, the

~~Bishop~~ chair of such committee shall appoint members thereto, with the Bishop's concurrence, as provided in Rule 4.

Rule 4. Committees

There shall be the following Committees of Convention:

- (a) Canons:
  - (1) its duties to be to consider and report on all matters ~~appearing on the calendar or introducing in Convention referred~~ relating to it by the Bishop ~~Canons and any proposed amendment thereto~~; and
  - (2) its membership to be ~~4 Clerical Member, 4~~ no fewer than 2 clerical Members, no fewer than 3 lay persons of the Diocese, and the Chancellor, *ex officio*, each member to serve for 4 years ~~with 4 Clerical Members and 1 lay person to be appointed at each Annual Convention~~ (or, solely in the case of the Chancellor, for such period coterminous with such person's service as Chancellor) with the chair of such committee appointing each such lay and clerical member thereto, subject to the concurrence of the Bishop.
- (b) Convention Planning (including any and ~~Dispatch of Business~~ all executive committees relating thereto):
  - (1) its duties to be to review venue-related matters pertaining to Convention, determine registration fees and any costs and expenses associated with Convention in consultation with the Treasurer, and arrange and facilitate the manner of conducting the business of Convention; and
  - (2) its membership to be ~~the chairpersons of the Committees on Canons and Miscellaneous Business, ex officio~~, the Chancellor, *ex officio*, the Secretary of Convention, *ex officio*, and ~~nine~~ such other persons appointed by the Bishop, Bishop Coadjutor, Suffragan Bishop or Assistant Bishop from the ~~Clerical~~ clerical Members and lay persons of the Diocese.
- (c) Credentials of Lay Members:
  - (1) its duties to be to examine the report on the list of Lay Members pursuant- to Canon ~~2-section 32.3~~; and
  - (2) its membership to be 3 persons appointed by the Secretary of Convention with the concurrence of the Bishop and drawn from ~~Clerical~~ clerical Members and lay persons of the Diocese, each member to serve for 1 year.
- (d) ~~Incorporation and Admission of Parishes:~~ Resolutions:
  - (1) ~~its duties to be to examine and report on all applications received for the admission of a parish into union with Convention pursuant to Canon 21; and~~

~~(2) — its membership to be 2 Clerical Members and 2 lay persons of the Diocese, each to serve for 2 years with 1 Clerical Member and 1 lay person to be appointed at each Annual Convention.~~

~~(e) — Miscellaneous Business:~~

(1) its duties to be to consider and report on all matters ~~appearing on the calendar or introduced in~~ relating to resolutions submitted to Annual Convention ~~referred, except for resolutions relating to it by~~ the budget, the ~~Bishop~~ Canons, and lay and clergy compensation; and

(2) its membership to be ~~4 Clerical Members and 4 lay persons of the Diocese, each to serve for 4 years with 1 Clerical~~ at least 1 clerical Member and ~~one lay person to be~~ no fewer than 3 lay persons appointed ~~at each Annual~~ by the Secretary of Convention, with the concurrence of the Bishop.

*Rule 5. Membership Term and Vacancies*

The term of office of each Committee member shall continue to the close of the Convention which shall sit in the member's last year of service, and thereupon the successor's term shall begin. The Secretary of Convention, with the concurrence of the Bishop, shall fill by appointment any vacancy in any Committee caused by resignation, death or inability to act.

**PART III. DECORUM AND DEBATE**

*Rule 6. Robert's Rules*

Except when in conflict with the Constitution or Canons or any Rule herein contained, the latest edition of "Robert's Rules of Order" shall govern the interpretation of these Rules and the procedure to follow.

*Rule 7. Motions to be seconded and in writing*

No motion shall be considered as before Convention unless seconded and reduced to writing and signed by the mover, whose name shall be entered on the Journal of Convention.

*Rule 8. Respect for President and scope of debate*

When any Member is about to speak, ~~he/she~~ such Member shall, with due respect, address ~~herself/himself~~ such Member to the President, and in speaking confine ~~herself/himself~~ such Member to the point in debate.

*Rule 9. Limit on debate*

No Member shall speak more than twice in the same debate without leave of the Convention (except the mover, who is entitled to reply). The Secretary shall have the right to impose time limits on speakers.

*Rule 10. Transgression of Rules*

If any Member in speaking or action transgresses the rules of the Convention, the President shall call ~~her/him~~ such Member to order, and ~~he/she~~ such Member shall

immediately take ~~her/his~~such Member's seat, unless permitted by the Convention to explain or proceed in order.

**Rule 11. Motions, debate, vote, priority**

The following motions shall have priority in order listed. The mover cannot interrupt a Member who has the floor, must be recognized and the motion must be seconded.

- (a) To adjourn or To Recess  
Not debatable -- majority vote
- (b) To Lay on Table or To Table  
Not debatable -- majority vote
- (c) To Move the Previous Question, or Limit or Extend Debate  
Not debatable -- amendable as to time if specified -- two-thirds vote.
- (d) To Postpone to a Time Certain  
Debatable -- amendable -- majority vote
- (e) To Commit or Recommit to any Committee  
Debatable -- amendable -- majority vote
- (f) To Amend or To Substitute  
Debatable -- amendable -- majority vote
- (g) To Postpone indefinitely  
Debatable -- not amendable -- majority vote
- (h) To Suspend the Rules or Take Up Business Out of Order  
Not debatable -- two-thirds vote
- (i) To Divide the Question  
Not debatable -- majority vote
- (j) To Reconsider (must be made on day the vote is taken)
  - (1) Must be moved and seconded by ones who voted in majority
  - (2) Debatable -- two-thirds vote

**PART IV. COMMITTEE OF THE WHOLE**

**Rule 12. Committee of the Whole**

On motion duly made and passed by majority vote, the Convention may go into Committee of the Whole for the consideration of any matter. The President shall designate some Member of the Convention to act as Chairman of the Committee, which, when in session shall be governed by these rules.

- (a) A motion to rise and to report to the Convention, with or without leave to sit again, may be made at any time, and shall take precedence of all other motions, and shall be decided without debate. No such motion once made

shall be renewed until further proceeding shall have taken place in the Committee.

- (b) A motion that a vote be taken at some designated time may be made and be disposed of without debate at any time, but as before provided a motion to report to the Convention shall take precedence.
- (c) No motion to lay on the table shall be entertained.

## PART V. ELECTION AND VOTING

### Rule 13. Election and voting

The mode of conducting elections by ballot shall be as follows: A minimum of ~~eight~~<sup>[two]</sup> Inspectors of Election, not members of the Convention, shall be appointed by the Bishop and the Standing Committee at least two weeks before an election. The ~~Clerical~~<sup>clerical</sup> and ~~Lay~~<sup>lay</sup> Members entitled to vote shall present, which shall include without limitation electronic submissions, their several ballots for each office to be filled to the Inspectors, whose duty it shall be to take charge of the same. The Inspectors shall receive ~~and canvass~~ all votes cast at any election which is required to be by ballot, and when ~~such canvass~~ the Inspectors' count of the votes is completed, shall immediately report its result to the Convention, if it be in session, and if not, then to the Secretary. They shall serve during the ~~pleasure~~<sup>term</sup> of the Convention, ~~and shall be compensated for their services as the Bishop and Standing Committee may direct.~~

If on any report of the Inspectors of Election, it should appear that no valid election has been made in respect to any of the offices to be filled, the polls shall again be opened, for the purpose of filling those which remain vacant; and if such second vote shall not result in an election, further votes shall be taken as provided in Canon ~~44~~, ~~Sec. 5~~<sup>10.8</sup>.

## PART VI. GENERAL REGULATIONS

### Rule 14. Convention closed for Episcopal election

When considering the election of a Bishop, the Convention shall (a) sit with closed doors or (b) adopt other means, technological or otherwise, to ensure confidentiality of voting by its Members.

### Rule 15. Guests at Convention

The Bishops of this Church, Clergy belonging to this Diocese but not entitled to seats in the Convention, Clergy of other Dioceses, Professors and Students of Theology in this Church, and all persons holding any office or trust under the Convention, if not Members, shall be admitted to the sittings of the Convention.

Seats on the platform shall be occupied by officers of the Convention or their representatives, by Bishops, and by such other persons as by special vote of the Convention shall be so authorized.

### Rule 16. Printed matter at Convention

Except when otherwise ordered by the Convention, no books, pamphlets, or other printed matter shall be distributed in the Convention, or be placed in the seats of the

Members, without the express permission of the President of Convention; but this prohibition shall not apply to the report of a Committee, or to any paper or other document presented to and accepted by the Convention or printed by its authority.

Rule 17. Format of Resolutions

All resolutions shall follow the format requested by the Secretary or Assistant Secretary of Convention and, except in the case of those resolutions dealing with the Canons, the budget or lay or clergy compensation, shall include explanations not to exceed 200 words.

Rule 18. ~~Rule 17.~~ Unanimous consent

By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or the Canons of ~~the~~The Episcopal Church or of the Diocese.

Rule 19. ~~Rule 18.~~ Suspension of Rules

Any Rule of Order may be suspended by the vote of not less than two-thirds of the Members present. Any new matter introduced during such suspension may be explained by the mover in a statement of not more than five minutes, but otherwise shall not be subject to debate or action until after report from the appropriate committee.

Rule 20. ~~Rule 19.~~ Amendment of Rules

No proposed amendment of the Rules of Order shall be considered by the Convention unless it shall have been printed in the Calendar of Business and mailed as provided in Canon 4.

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

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

Rule 21.

EDNY Attendance at Convention Resolutions

Year	Resolution Name	Text of Resolution
1992	Convention Committee	<del>[12] That Rule 4(e) of the Rules of Order of the Convention of the Diocese of New York be changed to delete "Miscellaneous Business" and to substitute therefore "Resolutions".</del>
1985	<del>Revisions in the Constitution, Canons &amp; Rules of Order</del>	<del>That the Constitution, Canons and Rules of Order of the Diocese of New York be amended so that instead of reference to persons being solely in the masculine gender, all such references shall be in both the feminine and masculine genders, with alphabetical precedence and as appropriate in context, as follows: "he/she", "her/him", and "her/his", and be it further</del>
1977	Canons Amended	<del>Resolved: that the Canons and Rules of Order of the Diocese of New York, amended and restated as set forth in the form submitted to the Clerical and Lay Members of this Convention, be approved to take effect immediately (see journal)</del>
1967	Amend Item 7 of Rule V of the EDNY Rules of Order	<del>Resolved, that Item 7 of Rule V of the Rules of Order of the Convention be amended by the addition of the following: No resolution expressing the sentiment or views of the Convention on any matter not subject to its control shall be considered by the Convention unless (1) it shall have been included in the Calendar of Business pursuant to Canon 4, or (2) it shall have been included in the report of a Standing Committee or Department, or (3) it shall relate to or embody a recommendation contained in the address of the Bishop to the Convention</del>
1966	Amend Item 7 of Rule V of the EDNY Rules of Order	<del>However, since the vote of the Convention was not unanimous on this resolution, but did represent a majority, this resolution must lie over until next year, when if again adopted by the Convention, the Rules of Order will be amended accordingly.</del>
1966	<del>On Lay Delegates to Convention</del>	<del>The Committee recommended that Resolution XV of the Calendar of Business not be adopted because of several important defective points. And, since the purpose contemplated by the resolution could not be achieved without further amendment of the Constitution, Canons and Rules of Order and, since the matter has been raised several times previously, the Committee suggested that the Convention might request the Bishop to appoint a commission to study this matter and report its recommendations to the next convention, which it did.</del>
1965	Rule of Order 39: Women in Lay Positions	Resolved: that the Rules of Order be amended by adding thereto a new Rule XXXIX, to read as follows: "Anything in these Rules of Order to the contrary notwithstanding, women may be appointed to any committee for which laymen are eligible."
1964	Add Rule 39 to the Rules of Order: Women in Lay	Resolved: that the Rules of Order be amended by adding thereto a new Rule XXXIX, to read as follows: "Anything in these Rules of Order to the contrary

	<del>Positions</del>	<del>notwithstanding, women may be appointed to any committee for which laymen are eligible." (vote not unanimous, laid over one more year)</del>
1962	Amend the Rules of Order	Resolved: that the Rules of Order be amended by striking out Rules IV and V in their entirety and by substituting therefore the following (see journal)

The Secretary of Convention shall have the right to require compliance with registration requirements and payment of reasonable fees, in each case imposed by the Secretary or an Assistant Secretary in connection with attendance at Convention, and prescribe other conditions of attendance at Convention so long as not in contravention of any provision of the Constitution or the Canons of The Episcopal Church or of the Diocese.

## **Resolution Addressing Revisions to the Diocesan Canons**

**Proposer of Resolution:** Judge Colleen McMahon, Chair of the Canons Committee

**Parish or Organization:** The Canons Committee of The Episcopal Diocese of New York

**Email:** CanonsCommittee@dioceseny.org

**Title of Resolution:** Revisions to the Diocesan Canons

WHEREAS The Canons of The Episcopal Diocese of New York have not undergone a review and updating in a number of years; and

WHEREAS, with the input of various Diocesan constituencies, the Canons Committee of The Episcopal Diocese of New York has reviewed and revised the Canons of The Episcopal Diocese of New York to reflect current practices in the Diocese, correct inaccuracies and make such other changes as reflected in Exhibit A hereto, which includes a clean version and a version marked to show changes from the Canons currently in effect, and in the accompanying explanation attached hereto as Exhibit B.

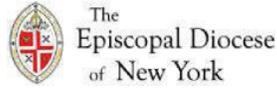
**Text of the Resolution(s):**

Resolved: that the Canons of The Episcopal Diocese of New York be, and they hereby are, revised as set forth in Exhibit A hereto.

**Explanation:**

Please refer to the summary attached hereto as Exhibit B hereto.

## EXHIBIT A



### 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.

##### **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 the Secretary of Convention 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 such Bishop, Priest or Deacon, as the case may be, 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 such Bishop, Priest, or Deacon, as the case may be, 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 such Bishop, Priest, or Deacon, as the case may be, 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 Alternate 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 Alternate 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 of the age of eighteen years or more shall be eligible to serve as Lay Members or Alternate 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 Alternate Lay Member is not a member of such person's Congregation's Vestry, such person 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 such person's selection.
- (3) The evidence of the appointment of a Lay Member or an Alternate 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 of Convention. 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 Alternate Lay Member is duly qualified. No other evidence of appointment of any Lay Member or Alternate Lay Member shall be received or honored by the Secretary of Convention.
- (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 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 an Alternate 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 of Convention provides the notice required by Canon 4, the Secretary of Convention 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 (60) 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 Convention in the form prescribed by this Canon. From the certificates thus received, the Secretary of Convention shall prepare a list of Lay Members for use in organizing the Convention.

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

- (1) One Youth Member of Convention shall be chosen by the clergy belonging to each Clericus within the Diocese from among nominees presented by the clergy, Wardens and Vestry of the member Congregations within that Clericus. Each Clericus may also choose one or more Alternate Youth Members to fill vacancies that occur if the designated Youth Member resigns, dies, or is unable to attend Convention for any reason.
- (2) The Youth Member or Alternate Youth Member must be affiliated with a Congregation in the Clericus being represented, be regularly present at worship, and be between thirteen and seventeen years of age on the date Convention is scheduled to convene.
- (3) Evidence of the appointment of a Youth Member or an Alternate Youth Member shall be provided to the Secretary of Convention on a form provided by the Secretary of Convention, which form shall state the time and place of the appointment and shall be signed by the Dean of the Clericus or such other person as may be acceptable to the Secretary of Convention. 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 Alternate Youth Member is duly qualified. No other evidence of appointment of any Youth Member or Alternate Youth Member shall be received or honored by the Secretary of Convention.
- (4) The appointment of Youth Members and Alternate Youth Members of Convention shall be certified to the Secretary of Convention at least sixty days (60 days) prior to Convention, and the Secretary shall prepare a list of Youth Members from the certificates thus received.
- (5) If for any reason the Youth Member appointed to represent a Clericus is unable to fulfill said Member's duties, the Dean of the Clericus shall notify the Secretary of Convention, and shall designate from among any Alternate Youth Members who have been certified to the Secretary one Alternate Youth Member to serve as a Youth Member of Convention.

### **CANON 3. ORGANIZATION OF CONVENTION**

**Section 1. Quorum:** The presence at any meeting of 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 any meeting of Convention to a date certain, not later than twelve weeks after the date originally set by the prior meeting of Convention.

**Section 2. Call to Order:** At the opening of the Convention, the President of Convention, 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 of Convention, 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 of Convention 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 and the Rules of Order of Convention of the Diocese.

**Section 6. Remote and Hybrid Conventions:** If the Bishop, with the approval of a majority of the Council of the Diocese and the concurrence of the Secretary of Convention, shall deem it necessary or advisable under the circumstances, a meeting of Convention may be held remotely, in person, or in hybrid format, with both an in-person and a remote option for Members in the case of any Convention held in hybrid format, and may be conducted in one or more roll-out sessions ending on and including the date(s) set therefor. In the event that all or any part of Convention is conducted in one or more roll-out sessions, Convention shall ratify by vote all such roll-out sessions to the extent that the President of Convention has not called such roll-out session to order in accordance with Section 2 hereof. Such roll-out sessions shall be deemed to constitute part of Convention to the extent they include any actions required of Convention but shall not be deemed to extend any dates by which notices, transmittals or deliveries need to be sent or made under Canons 2.3, 4.3, 5.2 or 10.5 or by which the Budget needs to be submitted in accordance with Canon 17.1.3.

#### **CANON 4. NOTICE OF CONVENTION**

**Section 1. Notice of Date, Time and Place of Convention:** Unless otherwise directed by Convention, the Secretary of Convention shall give written notice of the date, 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 Special Convention:** Notice of any Special Convention shall specify the purpose for which the Convention is called.

**Section 3. Resolutions and Presentations at Convention:** Any notice of an Annual Convention sent pursuant to this Canon shall invite Members to file with the Convention Office, no later than sixty (60) days prior to the date set for such Convention: (1) the text of any resolution they wish to place before such Convention; (2) proposals for presentations to be made at such Convention; and (3) proposals for any other business to be brought before such Convention. The Secretary of Convention 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 proposer, 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. Except as provided herein or in the Rules of Order of Convention, no other resolutions shall be brought before Convention.

## **CANON 5. CALENDAR OF BUSINESS**

**Section 1. Contents of the Calendar of Business:** The Secretary of Convention shall prepare a calendar of business for each Annual 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 proposer(s), as revised or refined with the consent of the proposer(s), together with the name(s) of the proposer(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. Transmittal of Calendar of Business:** Not less than thirty (30) days prior to the date set for the meeting of each Annual Convention, the Secretary of Convention shall cause the calendar of business to be forwarded to all Clerical Members of Convention set forth in the list described in Canon 1.1, and to each Lay Member, Youth Member and Alternate Lay or Alternate Youth Member whose appointment has been duly certified to the Secretary of Convention as provided in Canon 2.

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

### **CANON 6. SECRETARY OF CONVENTION**

**Section 1. Duties of the Secretary of Convention:** The Secretary of Convention of the Diocese shall be elected or re-elected, as the case may be, at an Annual Convention for a three-year term commencing on the December 1 in which the term of the then-current Secretary of Convention expires. 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, the Canons of the General Convention, and the Rules of Order of Convention. In addition, after each meeting of an Annual Convention, the Secretary of Convention 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 of another diocese of The Episcopal Church 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 of Convention in the performance of the Secretary of Convention's official duties shall be paid out of the annual Diocesan Budget.

**Section 2. Assistant Secretaries:** The Secretary of Convention shall have power to appoint Assistant Secretaries, whose terms of office shall coincide with the term for which the Secretary of Convention 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 of Convention's disability or conflict of interest, the duties of the Secretary of Convention shall devolve upon one of the Assistant Secretaries of Convention, in the order of their appointment and, if there be no Assistant Secretary of Convention, then upon the Secretary of the Standing Committee.

**Section 3. Notification of Appointments:** The Secretary of Convention 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. Duties of the Treasurer:** The Treasurer of the Diocese shall be elected or re-elected, as the case may be, at an Annual Convention for a three-year term commencing December 1 in the year in which the term of the then-current Treasurer of Convention expires. 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 the Constitution and Canons of the General Convention. In addition, the Treasurer shall provide, through the Chief of Finance and Operations and the Chief of Finance and Operations' 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 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 the Treasurer in the performance of the Treasurer's official duties, shall be paid out of the annual Diocesan budget.

**Section 2. Vacancy in the Office of Treasurer:** In case of a vacancy in the office of the Treasurer, or in case of such person's disability, the Trustees of the Diocese, after consultation with the Standing Committee in accordance with Canon 14.3.6, shall appoint a Treasurer Pro Tempore, and the person so appointed shall continue to serve at the pleasure of the Trustees until Convention shall elect a new Treasurer.

**Section 3. Chief of Finance and Operations:** There shall be a Chief of Finance and Operations of the Diocese who shall be appointed by the Ecclesiastical Authority of the Diocese with the approval of the Trustees and who shall serve at the pleasure of the Ecclesiastical Authority. The Ecclesiastical Authority shall define the duties of the Chief of Finance and Operations.

**Section 4. Controller:** There shall be a Controller of the Diocese who shall be appointed by the Ecclesiastical Authority 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. The Controller of the Diocese shall serve at the pleasure of the Ecclesiastical Authority.

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

**Section 1. Appointment of the Chancellor:** 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 admitted to, and in good standing with, 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. Vice-Chancellors:** The Ecclesiastical Authority 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 Ecclesiastical Authority.

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

**Section 1. Appointment of the Archivist:** The Archivist of the Diocese shall hold office under the appointment and at the pleasure of the Ecclesiastical Authority.

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

**Section 3. Custody of the Archives:** 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 Ecclesiastical Authority 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 each Annual Convention of the Diocese, the Secretary of Convention 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. Submission of Disciplinary Board Nominations:** 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. Submission of Trustee Nominations:** 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 Alternates to the General Convention and to the Provincial Synod of Province II, for Trustees of the Diocese, and for any other committees, commissions, and boards (except the Disciplinary Board) to be elected by each Annual Convention, provided such nominations are made in writing, signed by such Member and four other Members of the Convention, and delivered to the Secretary of Convention at least forty-five (45) days before the opening of such Annual Convention. With the nomination, the proposer shall deliver to the Secretary of Convention 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 of Convention 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 of Convention receives notice from any nominee in writing that such nominee desires to withdraw such nominee's name from nomination, the nomination of such candidate or candidates shall be disregarded by the Secretary of Convention.

**Section 6. Nominees Listed in Calendar of Business:** The Secretary of Convention shall include in the Calendar of Business for each Annual Convention 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 and Alternates to General Convention, Deputies and Alternates to the Provincial Synod of Province II, Trustees of the Diocese, and members of any other committees, commissions and boards (not including trustees of funds) to be elected by such Convention.

**Section 7. Ballots:** All nominations shall be reported to each Annual Convention by the Secretary of Convention 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. Voting:** In elections at any Convention, whether Annual or Special, unless otherwise directed by these Canons or the Canons of the General Convention, the voting shall be

by ballot, provided that balloting may be dispensed with by a unanimous vote of such Convention. Balloting shall be by Orders, and, except in the case of a third or subsequent 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 and if a sufficient number of nominees be then available, 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. Election of Deputies and Alternates to General Convention:** 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 Alternates from this Diocese to the General Convention. Deputies and Alternates shall hold their respective offices until their successors are elected, and shall be Deputies, or Alternates, to any General Convention which may be held during their continuance in office.

**Section 2. Selection of Chair of Deputation.** The Deputies from this Diocese to the General Convention shall elect from among their number a chair not later than sixty (60) days after the Annual Convention at which such persons were so elected. In case of a vacancy in the office of such chair, or in case of such person's disability, the remaining Deputies shall elect from among their number a successor chair.

**Section 3. Vacancies of Deputies to General Convention:** Should any vacancy occur among the Deputies or Alternates 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.

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

The Deputies and Alternates elected to serve as such for General Convention shall also serve in such capacities for Provincial Synod. All provisions of Canon 11 shall apply with respect the selection of the chair of the deputation and vacancies of Deputies or Alternates.

## **CANON 13. COMMITTEE TO ELECT A BISHOP**

**Section 1. Composition of the Committee to Elect a Bishop:** 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

to Elect a Bishop shall be appointed, consisting of (a) six appointments, three of whom must be clergy canonically resident in this Diocese, and three of whom must be lay members, each appointed by the Ecclesiastical Authority, (b) two clerical members, one of whom shall be a Deacon and the other a Priest, each canonically resident in this Diocese, and two lay members, each appointed by the Standing Committee, (c) one lay person and two clerical members appointed by the Council of the Diocese, at least one of whom shall be a Deacon and at least one of whom a Priest, each canonically resident in this Diocese, (d) one Priest, one Deacon and two lay members elected each year by the Convention. In appointments and elections, effort should be made to reflect the geographic and other diversities of the Diocese. Appointments made by the Council of the Diocese and the Standing Committee need not be members of such groups. No person may be elected by the Convention to serve on the Committee to Elect a Bishop for more than three consecutive years. The Committee to Elect a Bishop shall be constituted not less than twelve 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 or a member of the Budget Committee of the Diocese shall propose to the Convention a budget for the expenses of the election. The Committee to Elect a Bishop may take no action until a budget for its work has been approved by Convention.

**Section 2. Convening the Committee to Elect a Bishop; Communication with Standing Committee:** The Chancellor shall convene the Committee to Elect a Bishop and will preside only until the Committee to Elect a Bishop elects its chair pursuant to Section 3. The chair of the Committee to Elect a Bishop shall communicate at least monthly with the president of the Standing Committee to report progress of the Committee to Elect a Bishop.

**Section 3. Chair and Secretary of the Committee to Elect a Bishop; Standing Subcommittees; Rules and Regulations:** The Committee to Elect a Bishop shall choose its chair and secretary from among its members and may choose other officers as it deems appropriate from time to time. The Committee to Elect a Bishop shall consist of a Search Subcommittee and a Transitions Subcommittee, the composition of each of which shall be determined by the Committee to Elect a Bishop within two weeks of the Committee's initial convention, and such other subcommittees as the Committee to Elect a Bishop may from time to time determine. The Committee to Elect a Bishop shall also have power to adopt rules and regulations governing its procedures and work stream allocations that are not inconsistent with this Canon.

(1) **Search Subcommittee:** The role of the Search Subcommittee is to gather information and create a Diocesan profile with input from the Diocese and from the Diocesan staff, conduct appropriate screening and reference checks, prepare and supplement the Report of the Committee to Elect a Bishop, and conduct such other activities as may be determined by the chair and the secretary after consultation with the members of the Committee to Elect a Bishop.

(2) **Transitions Subcommittee:** The role of the Transitions Subcommittee is to present the slate of nominees to the Diocese and to introduce the Diocese to the candidates, conduct meet-and-greet sessions around the Diocese, coordinate with one or more Convention Planning Committees and Diocesan staff with respect to the electing Convention, and conduct such other activities as may be determined by the chair and the secretary after consultation with the members of the Committee to Elect a Bishop.

All members of the Committee to Elect a Bishop will participate in the interviewing of candidates and selection of a slate, and members of each subcommittee may assist the other in accomplishing its tasks.

**Section 4. Vacancies:** The Committee to Elect a Bishop may at any time fill any vacancies in its membership or in any subcommittee thereof for whatever reason caused. Vacancies in the clerical membership shall be filled with clergy and in the lay membership with laity. Prior to filling any such vacancies, the Committee to Elect a Bishop shall consult with the Ecclesiastical Authority and the Council of the Diocese or the Standing Committee, as applicable, to the extent that the person vacating such person's membership in the Committee to Elect a Bishop was appointed by the Council of the Diocese or the Standing Committee, as the case may be.

**Section 5. Receipt of Nominations:** The Committee to Elect a Bishop shall (1) prepare a profile describing the Diocese for the purpose of encouraging nominations for the Episcopal office to be filled, (2) 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 (3) fix the time within which such suggested names may be filed with the Committee to Elect 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. If the name of (a) any member of the Committee to Elect a Bishop or (b) any spouse, partner, sibling (including half-sibling), parent, grandparent, child, step-child, grandchild, in-law, aunt, uncle, niece, nephew, or cousin of a member of the Committee to Elect a Bishop (each, together with such member, an "Affected Person") is proposed for consideration as a candidate for Episcopal office and such Affected Person does not withdraw such Affected Person's name as candidate, (x) the member shall resign from the Committee to Elect a Bishop and (y) in the event that an Affected Person withdraws or is eliminated from consideration as a candidate, such member shall be prohibited from rejoining the Committee to Elect a Bishop.

**Section 6. Slate of Candidates:** The Committee to Elect 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 final slate of candidates proposed by the Committee to Elect a Bishop shall be communicated to the Standing Committee for Standing Committee approval at least five days before publication of the Report of the Committee to Elect a Bishop as provided in Section 7.

**Report of the Committee to Elect a Bishop:** The Committee to Elect a Bishop shall prepare a Report giving the names of the persons so selected, together with biographical information about each candidate. The Secretary of Convention shall publish, or cause to be published, such Report on the Diocesan website or other publicly accessible source 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 of Convention shall release a copy of the Report, together with any supplemental information prepared or acquired by the Committee to Elect a Bishop since the initial publication of the Report, to each Member and Alternate Lay Member, evidence of whose appointment shall have been duly certified to the Secretary of Convention as provided in Canon 2.

**Section 7. Nominations by Petition:** Nominations may be made by petition of at least twenty members of Diocesan Congregations received by the Chair of the Committee to Elect a Bishop not

later than twenty-five days after the Secretary of Convention has initially published the Report of the Committee to Elect a Bishop as provided in Section 7.

**Background Checks:** All candidates for election shall complete background checks. For candidates submitted by the Committee to Elect a Bishop, acceptable background checks shall be completed four weeks prior to the projected date of communication of the Report of the Committee to Elect a Bishop to the Standing Committee. For those nominated by petition, acceptable background checks shall be completed before wider gatherings, such as meet-and-greets, commence so that those so nominated by petition may participate in such wider gatherings.

**Section 8. Electing Convention:** The presentation of the Report of the Committee to Elect 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. The Standing Committee shall place in nomination those individuals nominated by petition and approved by the Standing Committee. Each electing Convention shall follow the procedures regarding the election of Bishops set forth in Canon III.11 of the Canons of the General Convention. Each such candidate and nominee by petition shall have one Member serve as such candidate's or nominee's, as the case may be, seconder at the electing Convention. One or more Convention Planning Committees shall be responsible for organizing and executing each electing Convention.

**Section 9. Term of Service:** The members of the Committee to Elect 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 to Elect a Bishop shall have been discharged by action of the Convention.

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

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

**Section 1. Composition:** The Trustees of the Diocese shall consist of the Bishop, who shall serve as President; 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, commencing December 1 in the year of their election or appointment, as the case may be. Vacancies in seats held by elected Trustees shall be filled by the Trustees until the next Annual Convention, when such 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 Pro Tempore of the Diocese in accordance with the terms of Canon 7.2.
- (7) To approve the Ecclesiastical Authority's appointment of a Chief of Finance and Operations of the Diocese in accordance with the terms of Canon 7.3.
- (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 institutions 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 as Trustees, to coordinate their deliberations and actions 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. Council Responsibilities:**

- (1) 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 Annual 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) 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 Annual Conventions of the Diocese. Such resolutions shall be referred to the next ensuing Annual Convention and shall lapse as Diocesan position statements unless adopted by the next ensuing Annual Convention. The Council shall also make a report to each Annual Convention regarding any actions it shall have taken between Annual Conventions.
- (3) 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, Ecumenical and Interreligious Global Mission, Leadership Development, Reparations, and Social Concerns. In addition, the Budget Committee shall be a committee of the Council of the Diocese and shall have the duties set forth in Canon 17. The jurisdiction and duties of each commission and committee of the Council of the Diocese, aside from those outlined by Canon 10.2, Canon 15.5 and Canon 17, 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) 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 as set forth in Canon 17, and to involve staff, deans, the Trustees, the Standing Committee, and Regional and Interparish Councils 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 the Bishop's 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 (*ex-officio*); and 24 members elected and appointed in accordance with Canon 15.4.

**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, consisting of three clerical members canonically resident in this Diocese and three lay members. Terms of members of the Council of the Diocese shall start on December 1 following their election or appointment, as the case may be. Nominees for such election shall be presented to each Annual 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 Annual 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 or nominees to fill the balance of the unexpired term(s).

**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; provided, however, that such term limits shall not apply to any Bishops, Bishop's designee or members serving in an *ex-officio* capacity

## **CANON 16. REGIONAL AND INTERPARISH COUNCILS**

**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. The term "Regional" shall have a correlative meaning.

**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 a constitution and by-laws to be adopted by such Regional 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 Regional 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 Council of the Diocese 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 may 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 each Annual Convention, and to involve Regional and Interparish Councils 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 each 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, trustees, Advisory Board or other governing body, 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 average 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 33% 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 has no Apportioned Share arrearage may apply for grants that are funded by the 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 (certified or alternative, as applicable) 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 a Congregation In Default In Apportioned Share as specified by Section 7.

**Section 7. Congregation 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 and shall communicate such designation to the Chancellor. 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 it 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.

(2) When a Congregation has been designated as a Congregation In Default In Apportioned Share, the following remedies are applied.

- (a) The Chancellor shall inform the Annual Convention that the Congregation is a Congregation In Default In Apportioned Share;
- (b) The lay delegates from a Congregation In Default In Apportioned Share shall be denied any vote in Convention (whether Annual or Special);
- (c) The Rector or Priest-in-Charge of the Congregation In Default In Apportioned Share shall be denied a vote in Convention (whether Annual or Special);
- (d) As provided in Canon 29.3.7, 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 Trustees 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 Annual Convention of the Diocese on all activities of the corporation.

**Section 4. Advisory Committee:**

- (1) The Board of Directors of Episcopal Charities shall establish an Advisory Committee consisting of 19 members, as follows: 8 members appointed by the Bishop of New York, including a chairperson, the Chair of the Social Concerns Commission, and 10 members elected by the Council of the Diocese and consisting of the following: 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; and 1 member from Congregations in Staten Island.
- (2) 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 such member's second term.
- (3) The Advisory Committee shall make recommendations to the Board of Directors of Episcopal Charities 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 each Annual Convention of the Diocese and shall certify to each Annual Convention that the corporation's affairs are being conducted in conformity with a mission statement approved in writing by the Diocese.

## **PART V. COMMITTEES AND COMMISSIONS 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 a term of four years. The Standing Committee shall select from among its members a president and such other officers as it deems necessary or appropriate from time to time. Any Person so elected shall be deemed to have resigned from the Standing Committee if such Person 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 member of the Standing Committee shall be eligible for membership for one year after the expiration of such Member's 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 General Convention and of this Diocese. As provided in Article X of the Constitution of the Diocese, in case of the absence or disability of the Bishop, the Bishop Coadjutor and any Bishops Suffragan, the powers and duties to be performed by the Bishop in matters of discipline shall be performed by the Standing Committee as the Ecclesiastical Authority, 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 report to the Annual 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. Composition of the Commission on Ministry:** 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; provided, however, that (1) no member shall serve for a term in excess of six years and (2) no member so appointed who has served for six consecutive years shall be eligible to be appointed until at least two years have elapsed since the end of such person's previous term as a member of the Commission on Ministry. 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, and include the representation of the Deacons canonically resident, in the Diocese.

**Section 2.** The duties of the Commission on Ministry 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 AND COMMISSIONS OF THE DIOCESE**

To facilitate the work of the Diocese, the Convention may from time to time establish such committees and commissions 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. Congregations Subject to Convention; Admission Into Union:** Every Congregation subject to the Ecclesiastical Authority of this Diocese shall also be subject to the Convention and required to maintain union therewith.

Subject to the provisions of Canons 27 and 28 with respect to Congregations in a Strategic Setting, to obtain admission into such union the Congregation must deliver its application to the Secretary of Convention at least 40 days before the meeting thereof together with the following:

- (1) The resolution of the Vestry, trustees, advisory council or other governing body (a) authorizing such application for admission, (b) agreeing to be bound by the Constitution and Canons of the General Convention and the Constitution and Canons of this 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, advisory council or other governing body 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 twelve months immediately prior to the date of such certificate.
- (3) A copy of the Certificate of Incorporation of the Congregation duly certified by the 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. Duty of the Secretary of Convention to Examine Application:** It shall be the duty of the Secretary of Convention to examine, consider, and report upon any such application to Convention.

**Section 3. Default by a Congregation:** 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 in the discretion of the Convention.

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

**Section 1. Congregational Reports:** 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 or other record 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 such Member of the Clergy shall also keep a list of the families and individuals in such cure insofar as practicable.

**Section 2. Duties of Clergy in Charge of a Congregation:** 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 financial statement as required by the Canons of General Convention and the regulations of this Diocese.

The deadline for submission of the Parochial Report and the annual 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. Responsibilities of Wardens:** 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 financial statement shall be presented or forwarded to the Bishop by them.

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

**Section 5. Dissolution of a Congregation:** 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 Clergy position other than that of Rector.

**Section 2. Interim Clergy:** It shall be the duty of the 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, Advisory Board or other governing body 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 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. Requirement of Licensure:** No member of the clergy shall be called to fill any clerical position in this Diocese if the Bishop has stated that such member of the clergy 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 such member of the clergy shall have the written license of the Bishop.

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

**Section 1. Minimum Stipends and Allowances:** 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. Such payment shall include, but not be limited to, the Deacon's stipend set forth in the Compensation Guidelines of the Diocese of New York in effect from time to time. 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. Annual Review of Compensation Guidelines:** 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. Variations from Compensation Guidelines:** The Trustees may approve specific variations from the Compensation Guidelines of the Diocese.

**Section 4. Arrearages:** 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 next Annual Convention, and the Trustees may include the same in its report to such Convention.

**Section 5. Lay Employees:** 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 IN A STRATEGIC SETTING**

**Section 1. Authority to Establish New Congregations:** The authority to establish a Congregation in a Strategic Setting 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 a Strategic Setting 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 General Convention 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. Change in Status of a Congregation in a Strategic Setting:** Any Congregation established pursuant to Canon 27 shall remain 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. Change in Status from Congregation to Congregation in a Strategic Setting:**

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 of a change in status from a Congregation to a Congregation in a Strategic Setting, (i) the Vestry of such Congregation in a Strategic Setting shall be deemed to have been automatically reconstituted as an Advisory Board and (ii) such Advisory Board shall complete the transfer of all the real and personal property of such Congregation in a Strategic Setting 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 or a change in status from a Congregation to 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 a Congregation in a Strategic Setting, excluding any Congregation which has become a Congregation in a Strategic Setting by virtue of a change in status, 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 in a Strategic Setting, who have been regular attendants at its worship and contributors of its support for (i) at least twelve months prior to an annual meeting or (ii), if earlier, since the establishment of such Congregation or approval of such Congregation's change of status, as the case may be, 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, to the extent that none exist, create a certificate of incorporation, which shall be filed with the clerk of the county in which the Congregation in a Strategic Setting is located, and as promptly as practicable thereafter adopt by-laws, each of which shall be subject to the

approval of the Bishop, and which shall not be inconsistent with the Canons of the General Convention or these Canons.

- (5) If so directed by the Bishop, a Congregation in a Strategic Setting shall, in its certificate of incorporation or by-laws, make provision for an Advisory Board, to consist of no fewer than five, nor more than twelve members, including two Wardens, to be elected from among qualified electors of the Congregation for staggered three year terms. In addition, the Bishop shall have the right to appoint an Advisory Board and Wardens to the Congregation in a Strategic Setting should the Bishop deem it necessary. The Bishop may also remove the Advisory Board and 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, and not less than 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 a 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.
- (10) In the event that the Bishop with the concurrence of a majority of the remaining Trustees deems it necessary or advisable, the Congregation in a Strategic Setting shall deliver to the Trustees of the Diocese all funds and all property of the Congregation in a Strategic Setting not then held by the Trustees, and it shall be the duty of the Priest-in-Charge and Advisory Board to surrender control of, and title to, such funds and property to the Trustees.

**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 Congregation in a Strategic Setting shall deliver to the Trustees of the Diocese all funds and all property of the Congregation in a Strategic Setting not then held by the Trustees, and it shall be the duty of the Priest-in-Charge and Advisory Board to surrender control of, and title to, such funds and property to the Trustees.

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

**Section 1. Support for Congregations:** 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. Mutual Accountability:** 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. Designation as a Vulnerable Congregation:** A Congregation (other than a Congregation in a Strategic Setting) 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 the 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 17.7.
- (8) There is attempted or effected alienation or encumbrance of the real property of the Congregation without the consent of the Bishop and a majority of the members of 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. Determining the Need for Aided Intervention:** 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 other governing body 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. Declaration of Vulnerable Congregation Status:** 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 other governing body;

- (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. Removal of Designation:** The Bishop, with the advice and consent of a majority of the members 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. End of Existence of a Vulnerable Congregation:** When, in the judgment of the Bishop, and with the advice and consent of a majority of the members of the Standing Committee, a Vulnerable Congregation has either completed its mission or exhausted its resources, the Bishop may end the existence of the Vulnerable Congregation, and its property and other assets shall be transferred to the Trustees of the Diocese. The Vulnerable 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 Vulnerable 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 OBJECTIVES**

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 objectives, particularly its missionary work at home and abroad, the education for the sacred ministry, and those other religious and charitable objectives 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 objectives to which the offerings are to be applied.

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

##### **CANON 31.**

**Section 1. Operation of Institutions Affiliated with the Diocese:** 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 the Bishop 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 Canons of the 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 the Bishop's 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, the Bishop 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. Annual Filing by Trustees:** 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, or any successor provision thereof, of the Canons of the General Convention.

**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 the Canons of the General Convention 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 the Annual Convention for concurrent three-year terms. Candidates for the Disciplinary Board shall be chosen by the Leadership Development Commission in accordance with Canon of the General Convention 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 Canon of the General Convention IV.5.3.

**Section 4. Disciplinary Board Clerk:** The Disciplinary Board shall appoint a Disciplinary Board Clerk to perform the functions set forth in Title IV of the Canons of the General Convention. The Disciplinary Board Clerk shall be subject to the eligibility qualifications set forth in Canon of the General Convention 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 such Church Attorney's 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 such

Church Attorney's 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 Canon of the General Convention 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 Title IV of the Canons of the General Convention .

**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 Title IV of the Canons of the General Convention, 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 Title IV of the Canons of the General Convention, 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, the Respondent 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 Title IV of the Canons of the General Convention, 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 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 Title IV of the Canons of the General Convention in the archives of the Diocese and, to the extent required by Canon IV.19.30 of the Canons of the General Convention (c) and (d), in the Archives of The Episcopal Church.

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

**Section 1. Resignation or Removal of Rector:** 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. Notice of Disagreement:** 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. Mediation by Bishop:** 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. Non-Resolution After Mediation:** 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 of its choice and at its sole cost and expense 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. Supportive Services:** In either event the Bishop shall offer appropriate supportive services to the Priest and the Congregation.

**Penalties for Non-Compliance:** 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 Rector 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 6. Extension of Time Periods:** If the Bishop determines that there is a need for same, 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.

**Relationship to Title IV Proceedings:**

- (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 the 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 Canon IV.1 of the Canons of the General Convention, 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.

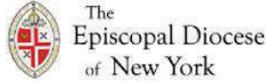
If such amendment be adopted by unanimous vote of the Convention or by a two-thirds vote by both Orders taken separately, the amendment shall take effect as set forth in the resolution

## **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.

MASTER DRAFT



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

**PART I.**     ~~PART I~~—CONVENTION OF THE DIOCESE

**CANON 1.**     ~~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)     ~~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~~the Secretary of Convention in accordance with that Canon.
- (2)     ~~2~~—Every Bishop, Priest<sub>2</sub>, 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 such Bishop, Priest<sub>2</sub> or Deacon, as the case may be, ~~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)     ~~3~~—Every Bishop, Priest, and Deacon employed as a Missionary under the direction of the Convention shall procure from the Bishop, or<sub>2</sub> 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 such Bishop, Priest<sub>2</sub> or Deacon, as the case may be, ~~he/she~~ is so employed. A copy of said certificate shall be filed with the Secretary of Convention.
- (4)     ~~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 such Bishop, Priest<sub>2</sub> or Deacon, as the case may be, ~~he/she~~ is so employed. A copy of said certificate shall be filed with the Secretary of Convention.

CANON 2. ~~CANON 2~~—LAY MEMBERS

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

- (1) ~~4.~~ Lay Members from each Congregation shall be chosen in accordance with rules established by the Congregation. Each ~~congregation~~Congregation may also choose as many ~~Provisional~~Alternate Lay Members as may be required to fill vacancies among the elected Lay Members occurring by resignation, death, inability to attend Convention<sub>2</sub>, or otherwise.
- (2) ~~2.~~ Persons, ~~whether male or female,~~ of the age of eighteen years or more shall be eligible to serve as Lay Members or ~~Provisional~~Alternate Lay Members to any Convention, and to be elected to any Diocesan committee, commission<sub>2</sub>, or other lay office of the Diocese. If a person selected as a Lay Member or ~~Provisional~~Alternate Lay Member is not a member of such person's ~~his/her~~ Congregation's Vestry, such person ~~he/she~~ must belong to the Congregation being represented; must be entitled to vote for ~~wardens~~Wardens and ~~vestry~~Vestry members thereof; and must have been a member of the Congregation for at least one year prior to such person's ~~his/her~~ selection.
- (3) ~~3.~~ The evidence of the appointment of a Lay Member or ~~a Provisional~~an Alternate 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 of Convention. 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~~Alternate Lay Member is duly qualified. No other evidence of appointment of any Lay Member or ~~Provisional~~Alternate Lay Member shall be received or honored by the Secretary of Convention.
- (4) ~~(i)~~ 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~~an Alternate 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 of Convention provides the notice required by Canon 4, the Secretary ~~he/she~~ of Convention 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 (60) days prior to the meeting of the Convention, it shall be the duty of the Clerk of each ~~congregation~~ Congregation in union with Convention to certify all such appointments to the Secretary ~~of the~~ of Convention in the form prescribed by this Canon. From the certificates thus received, the Secretary of Convention shall prepare a list of Lay Members for use in organizing the Convention.

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

- (1) ~~1. One 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 Member of Convention of shall be chosen by the clergy belonging to each Clericus within the Regional Council Diocese from among 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 the clergy, Wardens and Vestry of the member Congregations within that Clericus. Each Clericus may also choose as many Provisional one or more Alternate Youth Members as may be required to fill vacancies among that occur if the elected designated Youth Members occurring by resignation Member resigns, death dies, inability or is unable to attend Convention or otherwise for any reason.~~
- (2) ~~2. The Youth Member or Provisional Alternate Youth Member must be affiliated with a Congregation in the Region or county Clericus being represented, be regularly present at worship, and be more than twelve but less than eighteen between thirteen and seventeen years of age on the date Convention is scheduled to convene.~~
- (3) ~~3. The evidence Evidence of the appointment of a Youth Member or a Provisional an Alternate Youth Member shall be a certificate provided to the Secretary of Convention on the a form provided by the Secretary of the Convention stating, which form shall state the time and place of the appointment, and shall be signed by the Chair Dean of the Appointing Authority, or if there be no Chair, then by Clericus or such other officer person as may be acceptable to the Secretary of Convention. 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 Alternate Youth Member is duly qualified. No other evidence of~~

appointment of any Youth Member or ~~Provisional~~Alternate Youth Member shall be received or honored by the Secretary of Convention.

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 4 of this Canon.~~

- (4) ~~**Section 6. List of Youth Members:** Immediately after the The appointment of Youth Members, and Alternate Youth Members of Convention shall be certified to the Secretary of Convention at least sixty days (60 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, and the Secretary shall prepare a list of Youth Members from the certificates thus received.~~
- (5) ~~If for use in organizing the any reason the Youth Member appointed to represent a Clericus is unable to fulfill said Member's duties, the Dean of the Clericus shall notify the Secretary of Convention, and shall designate from among any Alternate Youth Members who have been certified to the Secretary one Alternate Youth Member to serve as a Youth Member of Convention.~~

### CANON 3. ~~CANON 3~~—ORGANIZATION OF CONVENTION

**Section 1. Quorum:** The presence at ~~convention~~any meeting of Convention of at least fifty clerical members and at least one lay member from each of forty ~~congregations~~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~~president of the Standing Committee, may adjourn ~~the any meeting of~~ Convention to a date certain, not later than twelve weeks after the date originally set by the prior meeting of Convention.

**Section 2. Call to Order:** At the opening of the Convention, the President of Convention, 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 of Convention, 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 of Convention 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 and the Rules of Order of Convention of the Diocese.

**Section 6. Remote and Hybrid Conventions:** If the Bishop, with the approval of a majority of the Council of the Diocese and the concurrence of the Secretary of Convention, shall deem it necessary or advisable under the circumstances, a meeting of Convention may be held remotely, in person, or in hybrid format, with both an in-person and a remote option for Members in the case of any Convention held in hybrid format, and may be conducted in one or more roll-out sessions ending on and including the date(s) set therefor. In the event that all or any part of Convention is conducted in one or more roll-out sessions, Convention shall ratify by vote all such roll-out sessions to the extent that the President of Convention has not called such roll-out session to order in accordance with Section 2 hereof. Such roll-out sessions shall be deemed to constitute part of Convention to the extent they include any actions required of Convention but shall not be deemed to extend any dates by which notices, transmittals or deliveries need to be sent or made under Canons 2.3, 4.3, 5.2 or 10.5 or by which the Budget needs to be submitted in accordance with Canon 17.1.3.

**CANON 4. ~~CANON 4~~—NOTICE OF CONVENTION**

**Section 1. Notice of Date, Time and Place of Convention:** Unless otherwise directed by Convention, the Secretary of Convention shall give written notice of the date, 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~~Congregation that is in communion with Convention. Notice to the Clerk of a Congregation shall be sent to the address listed on the ~~congregation~~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 Special Convention:** Notice of any Special Convention shall specify the purpose for which the Convention is called.

**Section 3. Resolutions and Presentations at Convention:** Any notice of an Annual Convention sent pursuant to this Canon shall invite Members to file with the Convention Office, no later than sixty (60) days prior to the date set for such Convention: (1) the text of any resolution they wish to place before such Convention; (2) proposals for presentations to be made at such Convention; and (3) proposals for any other business to be brought before such Convention. The Secretary of Convention 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~~proposer, 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. Except as provided herein or in the Rules of Order of Convention, no other resolutions shall be brought before Convention.

CANON 5. ~~CANON 5~~—CALENDAR OF BUSINESS

**Section 1.** Contents of the Calendar of Business: The Secretary of Convention shall prepare a calendar of business for each Annual 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~~proposer(s), as revised or refined with the consent of the ~~proponent~~proposer(s), together with the name(s) of the ~~proponent~~proposer(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.** Transmittal of Calendar of Business: Not less than thirty (30) days prior to the date set for the meeting of each Annual Convention, the Secretary of Convention shall cause the calendar of business to be forwarded to all Clerical Members of Convention set forth in the list described in Canon 1.1, and to each Lay Member, Youth Member and ~~Provisional~~Alternate Lay or ~~Provisional~~Alternate Youth Member whose appointment has been duly certified to the Secretary of Convention as provided in Canon 2.

PART II. ~~PART II~~—OFFICERS OF CONVENTION AND THE DIOCESE

CANON 6. ~~CANON 6~~—SECRETARY OF CONVENTION

**Section 1.** Duties of the Secretary of Convention: The Secretary of Convention of the Diocese shall be elected or re-elected, as the case may be, at an Annual Convention for a three-year term commencing on the December 1 in which the term of the then-current Secretary of Convention expires. 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, and the Rules of Order of Convention. In addition, after each meeting of an Annual Convention, the Secretary of Convention 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~~secretary of a ~~Diocesan Convention~~diocesan convention of another diocese of The Episcopal Church 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 of Convention in the performance of ~~her/his~~the Secretary of Convention's official duties shall be paid out of the ~~Assessment~~annual Diocesan Budget.

**Section 2.** Assistant Secretaries: The Secretary of Convention shall have power to appoint Assistant Secretaries, whose terms of office shall coincide with the term for which the Secretary of Convention 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 of Convention's disability, ~~her/his~~ or conflict of interest, the duties of the Secretary of Convention shall devolve upon one of the Assistant Secretaries of Convention, in the order of their appointment and, if there be no Assistant Secretary of Convention, then upon the Secretary of the Standing Committee.

**Section 3. Notification of Appointments:** The Secretary of Convention 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. ~~CANON 7~~—TREASURER, CHIEF OF FINANCE AND OPERATIONS, AND CONTROLLER OF THE DIOCESE**

**Section 1. Duties of the Treasurer:** The Treasurer of the Diocese shall be elected or re-elected, as the case may be, at an Annual Convention for a three-year term commencing December 1 in the year in which the term of the then-current Treasurer of Convention expires.

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~~the Chief of Finance and Operations' 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~~Annual 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~~the Treasurer in the performance of ~~her/his~~the Treasurer's official duties, shall be paid out of the ~~Assessment Budget~~annual Diocesan budget.

**Section 2. Vacancy in the Office of Treasurer:** In case of a vacancy in the office of the Treasurer, or in case of ~~her/his~~such person's disability, the Trustees of the Diocese, after consultation with the Standing Committee in accordance with Canon 14.3.6, shall appoint a Treasurer Pro Tempore, and the person so appointed shall continue to ~~act~~serve at the pleasure of the Trustees until Convention shall elect a new Treasurer.

**Section 3. Chief of Finance and Operations:** There shall be a Chief of Finance and Operations of the Diocese who shall be appointed by the Ecclesiastical Authority of the Diocese with the approval of the Trustees and who shall serve at the pleasure of the ~~Diocese~~Ecclesiastical Authority. The ~~Bishop~~Ecclesiastical Authority shall define the duties of the Chief of Finance and Operations.

**Section 4. Controller:** There shall be a Controller of the Diocese who shall be appointed by the ~~Bishop~~Ecclesiastical Authority 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. The Controller of the Diocese shall serve at the pleasure of the Ecclesiastical Authority.

**CANON 8. ~~CANON 8~~—CHANCELLOR OF THE DIOCESE**

**Section 1.** Appointment of the Chancellor: 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~~ admitted to, and in good standing with, 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.** Vice-Chancellors: The ~~Bishop~~ Ecclesiastical Authority 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~~ Ecclesiastical Authority.

**CANON 9. ~~CANON 9~~—ARCHIVIST OF THE DIOCESE**

**Section 1.** Appointment of the Archivist: The Archivist of the Diocese shall hold office under the appointment and at the pleasure of the ~~Bishop~~ Ecclesiastical Authority.

**Section 2.** Responsibilities of the Archivist: It shall be the Archivist's duty, under the direction of the ~~Bishop~~ Ecclesiastical Authority, 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~~ Ecclesiastical Authority, to collect, preserve, arrange, and edit historical and biographical matter pertaining to the Diocese and its Congregations, institutions ~~and,~~ activities, and Clergy.

**Section 3.** Custody of the Archives: 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~~ Ecclesiastical Authority may prescribe.

**PART III. ~~PART III~~—NOMINATIONS AND ELECTIONS IN CONVENTION.**

**CANON 10. ~~CANON 10~~—NOMINATIONS AND ELECTIONS**

**Section 1.** Membership Lists for Information—: Not less than ninety days before the meeting of ~~the annual~~ each Annual Convention of the Diocese, the Secretary of Convention shall send to all Clerical Members and ~~clerks~~ 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~~ 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~~ Submission of Disciplinary Board Nominations: 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.** Submission of Trustee Nominations: 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~~office.

**Section 5.** Nominations by Convention Members—: Any ~~member~~Member of Convention may make nominations for the Standing Committee, for Clerical and Lay Deputies and ~~Provisional Deputies~~Alternates to the General Convention and to the Provincial Synod of ~~the Second~~-Province II, for Trustees of the Diocese, and for any other committees, commissions, and boards (except the Disciplinary Board) to be elected by ~~the~~each Annual Convention, provided such nominations are made in writing, signed by such Member and four other Members of the Convention, and delivered to the Secretary of Convention at least forty-five (45) days before the opening of ~~the~~such Annual Convention. With the nomination, the proposer shall deliver to the Secretary of Convention a statement, in writing, of the occupation, residence and ~~congregation~~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 of Convention 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 of Convention receives notice from any nominee in writing that such nominee desires to withdraw such nominee's ~~his/her~~ name from nomination, the nomination of such candidate or candidates shall be disregarded by the Secretary of Convention.

**Section 6.** Nominees Listed in Calendar of Business: The Secretary of Convention shall include in the Calendar of Business for each Annual Convention a list of persons nominated, their places of residence, ~~congregational~~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 and Alternates to General Convention, Deputies and ~~Provisional Deputies~~Alternates to the Provincial Synod of ~~the Second~~-Province II, Trustees of the Diocese, and members of any other committees, commissions and boards (not including trustees of funds) to be elected by ~~the~~such Convention.

**Section 7.** Ballots: All nominations shall be reported to ~~the~~each Annual Convention by the Secretary of Convention 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.** Voting: In elections at any Convention, whether Annual or Special, unless otherwise directed by ~~Canon~~these Canons or the Canons of the General Convention, the voting shall be by ballot, provided that balloting may be dispensed with by a unanimous vote of ~~the~~such Convention. Balloting shall be by Orders, and, except in the case of a third or subsequent 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 and if a sufficient number of nominees be then available, 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. ~~CANON 11~~—DEPUTIES TO GENERAL CONVENTION

**Section 1.** Election of Deputies and Alternates to General Convention: The ~~annual~~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~~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~~Alternates from this Diocese to the General Convention. Deputies and ~~Provisional Deputies~~Alternates shall hold their respective offices until their successors are ~~appointed~~elected, and shall be Deputies, or ~~Provisional Deputies~~Alternates, to any General Convention which may be held during their continuance in office.

**Section 2.** Selection of Chair of Deputation. The Deputies from this Diocese to the General Convention shall elect from among their number a chair not later than sixty (60) days after the Annual Convention at which such persons were so elected. In case of a vacancy in the office of such chair, or in case of such person's disability, the remaining Deputies shall elect from among their number a successor chair.

**Section 3.** ~~Section 2.~~ Vacancies of Deputies to General Convention: Should any vacancy occur among the Deputies or ~~Provisional Deputies~~Alternates 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 such Provisional Deputy he/she shall have been designated.~~

#### CANON 12. ~~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. 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.~~

The Deputies and Alternates elected to serve as such for General Convention shall also serve in such capacities for Provincial Synod. All provisions of Canon 11 shall apply with respect to the selection of the chair of the deputation and vacancies of Deputies or Alternates.

### **CANON 13. ~~CANON 13 — NOMINATION FOR ELECTION OF~~ COMMITTEE TO ELECT A BISHOP**

**Section 1.** **Composition of the Committee to Elect a Bishop:** 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 to Elect~~ a Bishop shall be appointed, consisting of (a) ~~three~~six appointments, ~~one~~three of whom must be ~~clerical~~clergy canonically resident in this Diocese, and ~~two~~three of whom must be lay members, each appointed by the Ecclesiastical Authority, (b) ~~one~~two clerical ~~member and~~members, one of whom shall be a Deacon and the other a Priest, each canonically resident in this Diocese, and two lay ~~member~~members, each appointed by the Standing Committee, (c) one lay person and two clerical members appointed by the Council of the Diocese, at least one of whom shall be a Deacon and at least one of whom a Priest, each canonically resident in this Diocese, (d) ~~one clerical member~~Priest, one Deacon and one~~two~~ lay ~~member~~members elected each year by the Convention. In appointments and elections, effort should be made to reflect the geographic and other diversities of the Diocese. Appointments made by the Council of the Diocese and the Standing Committee need not be members of such groups. No person may be elected by the Convention to serve on the Committee ~~for the Election of to Elect~~ a Bishop for more than three consecutive years. The Committee ~~for the Election of to Elect~~ a Bishop shall be constituted not less than ~~eight~~twelve 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~~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 for a member of the Budget Committee of the Diocese shall propose to the Convention a budget for the expenses of the election.~~ The Committee to Elect 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 2. Convening the Committee to Elect a Bishop; Communication with Standing Committee:** The Chancellor shall convene the Committee to Elect a Bishop and will preside only until the Committee to Elect a Bishop elects its chair pursuant to Section 3. The chair of the Committee to Elect a Bishop shall communicate at least monthly with the president of the Standing Committee to report progress of the Committee to Elect a Bishop.

**Section 3. ~~Section 4.~~ Chair and Secretary of the Committee to Elect a Bishop; Standing Subcommittees; Rules and Regulations:** The Committee ~~for the Election of~~ to Elect a Bishop shall choose its chair and secretary from among its members and ~~shall~~ may choose other officers as it deems appropriate from time to time. The Committee to Elect a Bishop shall consist of a Search Subcommittee and a Transitions Subcommittee, the composition of each of which shall be determined by the Committee to Elect a Bishop within two weeks of the Committee's initial convention, and such other subcommittees as the Committee to Elect a Bishop may from time to time determine. The Committee to Elect a Bishop shall also have power to adopt rules and regulations governing its procedures and work stream allocations that are not inconsistent with this Canon.

(1) **Search Subcommittee:** The role of the Search Subcommittee is to gather information and create a Diocesan profile with input from the Diocese and from the Diocesan staff, conduct appropriate screening and reference checks, prepare and supplement the Report of the Committee to Elect a Bishop, and conduct such other activities as may be determined by the chair and the secretary after consultation with the members of the Committee to Elect a Bishop.

(2) **Transitions Subcommittee:** The role of the Transitions Subcommittee is to present the slate of nominees to the Diocese and to introduce the Diocese to the candidates, conduct meet-and-greet sessions around the Diocese, coordinate with one or more Convention Planning Committees and Diocesan staff with respect to the electing Convention, and conduct such other activities as may be determined by the chair and the secretary after consultation with the members of the Committee to Elect a Bishop.

All members of the Committee to Elect a Bishop will participate in the interviewing of candidates and selection of a slate, and members of each subcommittee may assist the other in accomplishing its tasks.

**Section 4. Vacancies:** The Committee to Elect a Bishop may at any time fill any vacancies in its membership or in any subcommittee thereof for whatever reason caused. Vacancies in the clerical membership shall be filled with clergy and in the lay membership with laity. Prior to filling any such vacancies, the Committee to Elect a Bishop shall consult with the Ecclesiastical Authority and the Council of the Diocese or the Standing Committee, as applicable, to the extent that the person vacating such person's membership in the Committee to Elect a Bishop was appointed by the Council of the Diocese or the Standing Committee, as the case may be.

**Section 5. Receipt of Nominations:** The Committee ~~for the Election of~~ to Elect a Bishop shall (1) prepare a profile describing the Diocese for the purpose of encouraging nominations for the Episcopal office to be filled, (2) 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 (3) fix the time within which such suggested names may be filed with the Committee ~~for the Election of to~~ Elect 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~~If the name of (a) any member of the Committee ~~for the Election of a Bishop whose name to~~ Elect a Bishop or (b) any spouse, partner, sibling (including half-sibling), parent, grandparent, child, step-child, grandchild, in-law, aunt, uncle, niece, nephew, or cousin of a member of the Committee to Elect a Bishop (each, together with such member, an “Affected Person”) is proposed for consideration as a candidate for Episcopal office and ~~who~~such Affected Person does not withdraw ~~her/his~~such Affected Person’s name as candidate, (x) the member shall resign from the Committee ~~for the Election of to~~ Elect a Bishop and (y) in the event that an Affected Person withdraws or is eliminated from consideration as a candidate, such member shall be prohibited from rejoining the Committee to Elect a Bishop.

**Section 6. Slate of Candidates:** The Committee ~~for the Election of to~~ Elect 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 final slate of candidates proposed by the Committee to Elect a Bishop shall be communicated to the Standing Committee for Standing Committee approval at least five days before publication of the Report of the Committee to Elect a Bishop as provided in Section 7.

**Section 7. Report of the Committee to Elect a Bishop:** The Committee to Elect a Bishop shall prepare a ~~report to the Convention~~Report 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 4~~shall publish, or cause to be published, such Report on the Diocesan website or other publicly accessible source 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 of Convention shall release a copy of ~~said~~the Report, together with any supplemental information prepared or acquired by the Committee to Elect a Bishop since the initial publication of the Report, to each Member and ~~Provisional~~Alternate Lay Member, evidence of whose appointment shall have been duly certified to the Secretary of Convention as provided in Canon 2.

**Section 8. Nominations by Petition:** Nominations may be made by petition of at least twenty members of Diocesan Congregations received by the Chair of the Committee to Elect a Bishop not later than twenty-five days after the Secretary of Convention has initially published the Report of the Committee to Elect a Bishop as provided in Section 7.

**Section 9. Background Checks:** All candidates for election shall complete background checks. For candidates submitted by the Committee to Elect a Bishop, acceptable background checks shall be completed four weeks prior to the projected date of communication of the Report of the Committee to Elect a Bishop to the Standing Committee. For those nominated by petition, acceptable background checks shall be completed before wider gatherings, such as meet-and-greets, commence so that those so nominated by petition may participate in such wider gatherings.

**Section 10.** ~~Section 8. Electing Convention:~~ The presentation of the Report of the Committee ~~for the Election of to Elect~~ 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. Each electing Convention shall follow the procedures regarding the election of Bishops set forth in Canon III.11 of the Canons of the General Convention. Each such candidate and nominee by petition shall have one Member serve as such candidate's or nominee's, as the case may be, seconder at the electing Convention. One or more Convention Planning Committees shall be responsible for organizing and executing each electing Convention.

~~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.~~ **Term of Service:** The members of the Committee to Elect 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 to Elect a Bishop shall have been discharged by action of the Convention.

#### PART IV. ~~PART IV—~~ORGANIZATION AND FUNDING PROGRAM OF THE DIOCESE

#### CANON 14. ~~CANON 14—~~TRUSTEES OF THE DIOCESE OF NEW YORK

**Section 1.** **Composition:** The Trustees of the Diocese shall consist of the Bishop, who shall serve as ~~Presidenting Officer~~ President; 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, commencing December 1 in the year of their election or appointment, as the case may be. Vacancies in seats held by elected Trustees shall be filled by the Trustees until the next Annual Convention, when ~~the~~ such

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) ~~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) ~~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) ~~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) ~~4~~—To cause to be prepared quarterly and annually Diocesan ~~Financial Reports~~financial reports and provide for an annual independent audit of all Diocesan finances.
- (5) ~~5~~—To plan and to coordinate the raising of capital funds for the Diocese.
- (6) ~~6~~—In the event of a vacancy, to consult with the Standing Committee prior to their appointing a Treasurer Pro Tempore of the Diocese in accordance with the terms of Canon ~~7, Section 2~~7.2.

- (7) ~~7-~~ To ~~appoint~~ approve the Ecclesiastical Authority's appointment of a Chief of Finance and Operations of the Diocese in accordance with the terms of Canon ~~7, Section 3~~ 7.3.
- (8) ~~8-~~ To review annually and provide for adequate insurance coverage for the Diocese;
- (9) ~~9-~~ To provide for adequate bonding or security associated with positions of Diocesan fiscal responsibility;
- (10) ~~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) ~~11-~~ To provide guidance to Congregations and affiliated ~~agencies~~ institutions in the Diocese in the exercise of their fiscal duties.
- (12) ~~12-~~ To record all of their actions in minutes which shall be conveyed to Council.
- (13) ~~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) ~~14-~~ In performing their duties and responsibilities, ~~the~~ as Trustees ~~shall,~~ to coordinate their deliberations and ~~action~~ actions with the Council of the Diocese and with other Diocesan bodies, committees, units and officers and the Bishop's staff.

**CANON 15. ~~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. Council Responsibilities:**

- (1) ~~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 Annual 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) ~~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~~Annual Conventions of the Diocese. Such resolutions shall be referred to the next ensuing ~~Diocesan~~Annual Convention and shall lapse as Diocesan position statements unless adopted by the next ensuing ~~Diocesan~~Annual Convention. The Council shall also make a report to ~~Diocesan~~each Annual Convention regarding any actions it shall have taken between Annual Conventions.
- (3) ~~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~~Ecumenical and Interreligious Global Mission, ~~Social Concerns, and~~ Leadership Development, Reparations, and Social Concerns. In addition, the Budget Committee shall be a committee of the Council of the Diocese and shall have the duties set forth in Canon 17. The jurisdiction and duties of each commission and committee of the Council of the Diocese, aside from those outlined by Canon ~~10.2, Section 2~~Canon 15.5 and Canon ~~15, Section 5~~17, 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) ~~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 as set forth in Canon 17, and to involve staff, deans, the Trustees, the Standing Committee, and Regional and Interparish ~~bodies~~Councils in the development of the Diocesan budget as the Council of the Diocese deems appropriate.

**Section 3. ~~Section 2. Composition:~~** The Council shall consist of the Bishop or the Bishop's ~~his/her~~ designee, who shall be the ~~President~~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~~president of the Episcopal Church Women (*ECW*) (*ex-officio*); and 24 members elected and appointed in accordance with Canon ~~15, Section 4~~15.4.

**Section 4. ~~Section 3. Elections and Appointments:~~** A total of 18 members of the Council of the Diocese shall be elected by the ~~annual~~Annual Convention, six each year for staggered three-year terms, consisting of three clerical members canonically resident in this Diocese and three lay members. Terms of members of the Council of the Diocese shall start on December 1 following their election or appointment, as the case may be. Nominees for such election shall be presented to each Annual 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 Annual Convention, six members shall be appointed by the Bishop for three-year, staggered terms.

**Section 5.** ~~Section 4.~~ **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.** ~~Section 5.~~ **Vacancies:** In the event any vacancy occurs in the membership of the Council of the Diocese between ~~annual~~Annual Conventions, the Council of the Diocese shall be empowered to fill such vacancy until the next ~~annual~~Annual Convention, at which time the Leadership Development Commission shall propose a nominee or nominees to fill the balance of the unexpired term(s).

**Section 7.** ~~Section 6.~~ **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; provided, however, that such term limits shall not apply to any Bishops, Bishop's designee or members serving in an ex-officio capacity

#### **CANON 16.** ~~CANON 16~~ **REGIONAL BODIES AND INTERPARISH COUNCILS**

**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. The term “Regional” shall have a correlative meaning.

**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~~Region, with executive responsibility, as delegated by the Bishop, for the work of the Diocese in such ~~region~~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 a constitution and by-laws to be adopted by such Regional 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 Regional 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~~bishop or Regional Diocesan ~~Officer~~officer, as designated by the Bishop, shall be the Chairperson of the Regional Council. A ~~Secretary~~secretary shall be elected from the membership. Each Regional Council shall advise the ~~Diocesan~~ Council of the Diocese 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~~may be formed by participating Congregations within ~~regions~~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) ~~1—~~Nominate candidates to the Leadership Development Commission for election to the Council of the Diocese.
- (2) ~~2—~~Identify issues, problems, and opportunities affecting its Congregations and communities.
- (3) ~~3—~~Participate in developing and implementing the mission portion of the Diocesan Budget in response to identified needs.
- (4) ~~4—~~Provide opportunities for leadership development for clergy and laity.
- (5) ~~5—~~Strengthen the ecumenical witness of the Church.

**CANON 17. ~~CANON 17—~~FUNDING PROGRAM OF THE DIOCESE**

**Section 1. Submission of Budget to Convention—:**

- (1) ~~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 each Annual Convention, and to involve Regional and Interparish ~~bodies~~Councils in the development of the Diocesan budget in such manner and to such extent as the Council of the Diocese shall deem appropriate.
- (2) ~~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) ~~3—~~No later than fifty (50) days before ~~annual~~each Annual Convention, the Budget Committee shall~~4—~~ 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) ~~5-~~The Budget Committee of the Diocese shall submit to each ~~annual~~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) ~~6-~~This budget shall include funds for the support of:
- a. The Episcopate;
  - b. The Episcopal Church;
  - c. Diocesan administration and program.
- (6) ~~7-~~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~~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) ~~4-~~"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) ~~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~~budget and its Apportioned Share for the year in question has been submitted for review to its Vestry-~~or Trustees or~~, trustees, Advisory Board or other governing body, as the case may be.

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

- (1) ~~4-~~"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) ~~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~~average 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) ~~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) ~~4-~~If the Apportioned Share of any Congregation shall exceed 33% 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) ~~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) ~~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) ~~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) ~~4~~—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) ~~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) ~~4~~—A Congregation that ~~pays for any year its entire annual~~ has no Apportioned Share ~~or adjusted Apportioned Share as determined by Sections 3 and Section 4 of this Canon and has no arrears~~ arrears may apply ~~in the following year~~ for grants that are funded by the ~~Apportioned Share budget~~ Budget.
- (2) ~~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) ~~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 (certified or alternative, as applicable) 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~~ Congregation In Default In Apportioned Share as specified by Section 7.

**Section 7. ~~Congregations~~ Congregation In Default In Apportioned Share:**

(1) ~~4.~~—Prior to each ~~annual~~ 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 and shall communicate such designation to the Chancellor. 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~~it 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.

(2) ~~e.~~ When a Congregation has been designated as a Congregation In Default In Apportioned Share, the following remedies are applied.

(a) ~~(i)~~ The Chancellor shall inform the ~~annual~~Annual Convention that the Congregation is a Congregation In Default In Apportioned Share;

(b) ~~(ii)~~ The lay delegates from a Congregation In Default In Apportioned Share shall be denied any vote in Convention (whether Annual or Special);

(c) ~~(iii)~~ The Rector or Priest-in-Charge of the Congregation In Default In Apportioned Share shall be denied a vote in Convention (whether Annual or Special);

(d) ~~(iv)~~ As provided in Canon ~~29, Section 3, Subsection (g)~~29.3.7, the Congregation In Default In Apportioned Share may be designated a Vulnerable Congregation in accordance with Canon 29.

## CANON 18. ~~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) ~~1.~~ To coordinate the funding of social programs related to and connected with the Diocese and its Congregations;

(2) ~~2.~~ To raise, hold, and disburse funds to be used to fund such programs;

(3) ~~3.~~ To establish funding priorities, evaluate proposals, and award grants in support of such programs;

(4) ~~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) ~~5-~~To carry out such other functions as shall be determined from time to time by the ~~Board of Managers~~Trustees 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 Annual Convention of the Diocese on all activities of the corporation.

**Section 4. Advisory Committee—:**

- (1) The Board of Directors of Episcopal Charities shall establish an Advisory Committee consisting of 19 members; as follows: 8 members appointed by the Bishop of New York, including a chairperson, the Chair of the Social Concerns Commission, and 10 members elected by the Council of the Diocese, ~~as follows: and consisting of the following:~~ 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; and 1 member from Congregations in Staten Island; ~~the Chair of the Social Concerns Commission of the Council of the Diocese.~~
- (2) 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 such member's ~~his/her~~ second term.
- (3) The Advisory Committee shall make recommendations to the Board of Directors of Episcopal Charities 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~~each Annual Convention of the Diocese and shall certify to each Annual Convention that the corporation's affairs are being conducted in conformity with ~~the~~a mission statement ~~of~~approved in writing by the Diocese.

**PART V.     ~~PART V~~—COMMITTEES AND COMMISSIONS OF THE DIOCESE**

**CANON 19.     ~~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~~Annual Convention, one clerical member and one lay person shall be elected to serve for a term of four years ~~and no longer~~. The Standing Committee shall select from among its members a president and such other officers as it deems necessary or appropriate from time to time. Any Person so elected shall be deemed to have resigned from the Standing Committee if such Person ~~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~~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~~such Member's term of office.

**Section 2.     Duties—:** The Standing Committee shall serve as the ~~Council~~council of ~~Advice~~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~~the General Convention and of this Diocese. ~~In~~As provided in Article X of the Constitution of the Diocese, in case of the absence or disability of the Bishop, ~~or of a vacancy in the Episcopate~~Bishop Coadjutor and any Bishops Suffragan, the powers and duties to be performed by the Bishop in matters of discipline shall be performed by the Standing Committee as the Ecclesiastical Authority, 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 Annual 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.     ~~CANON 20~~—COMMISSION ON MINISTRY**

**Section 1.     Composition of the Commission on Ministry:** 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; provided, however, that (1) no member shall serve for a term in

excess of six years and (2) no member so appointed who has served for six consecutive years shall be eligible to be appointed until at least two years have elapsed since the end of such person's previous term as a member of the Commission on Ministry. 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, and include the representation of the Deacons canonically resident, in the Diocese.

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

- (1) ~~4.~~ Determining present and future needs for ministry in the Diocese.
- (2) ~~2.~~ Recruiting and selecting persons for holy orders and in guiding and examining postulants and candidates for orders.
- (3) ~~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) ~~4.~~ Promoting the continuing education of the clergy and of lay persons employed by the Church.
- (5) ~~5.~~ Supporting the development, training, utilization, and affirmation of the ministry of the laity in the world.

**CANON 21. ~~CANON 21~~ — OTHER COMMITTEES AND COMMISSIONS OF THE DIOCESE**

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

**PART VI. ~~PART VI~~ — CLERGY AND CONGREGATIONS**

**CANON 22. ~~CANON 22~~ — UNION BETWEEN CONGREGATIONS AND ~~Section 4.~~ CONVENTION**

**Section 1. Congregations Subject to Convention; Admission Into Union:** Every Congregation subject to the Ecclesiastical Authority of this Diocese shall also be subject to the Convention and required to maintain union therewith.

~~To~~ Subject to the provisions of Canons 27 and 28 with respect to Congregations in a Strategic Setting, 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) ~~4.~~ The resolution of the Vestry, ~~Trustees or Advisory Council under seal~~ trustees, advisory council or other governing body (a) authorizing such application for

admission, (b) agreeing to be bound by the Constitution and Canons of ~~The Episcopal Church~~the General Convention and the Constitution and Canons of ~~the~~this 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) ~~2.~~The Certificatecertificate of the Vestry, ~~Trustees or Advisory Council under seal~~trustees, advisory council or other governing body 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~~twelve months immediately prior to the date of such certificate.

(3) ~~3.~~A copy of the Certificate of Incorporation of the Congregation duly certified by the ~~County Clerk~~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) ~~4.~~The Certificate of the Ecclesiastical Authority (a) approving such incorporation, and (b) adjudging the Congregation duly established.

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

**Section 3. Default by a Congregation:** 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~~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 in the discretion of the Convention.

## **CANON 23. ~~CANON 23~~—REGISTERS AND PAROCHIAL REPORTS**

**Section 1. Congregational Reports:** 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 or other record to be provided for that purpose; and shall be preserved by the Vestry or ~~Advisory Council~~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 such Member of the Clergy ~~he/she~~ shall also keep a list of the families and individuals in such ~~his/her~~ cure insofar as practicable.

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

- (1) ~~4-~~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) ~~2-~~A copy of the annual ~~audited~~ financial statement as required by the Canons of General Convention and the regulations of this Diocese.

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. Responsibilities of Wardens:** 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. Inspection of Registers:** The Registers of all Congregations shall be inspected from time to time by the Bishop or by such persons as the Bishop ~~he/she~~ may appoint.

**Section 5. Dissolution of a Congregation:** 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. ~~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 ~~assistaney~~Clergy position other than that of Rector.

**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 or other governing body 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. Requirement of Licensure**: No member of the clergy shall be called to fill any clerical position in this Diocese if the Bishop has stated that such member of the clergy ~~he/she~~ will not be licensed to officiate in this Diocese.

#### **CANON 25. ~~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 such member of the clergy ~~he/she~~ shall have the written license of the Bishop.

#### **CANON 26. ~~CANON 26~~—CLERGY AND LAY STAFF: COMPENSATION AND ALLOWANCES**

**Section 1. Minimum Stipends and Allowances**: 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. Such payment shall include, but not be limited to, the Deacon's stipend set forth in the Compensation Guidelines of the Diocese of New York in effect from time to time. 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. Annual Review of Compensation Guidelines**: 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. Variations from Compensation Guidelines:** The Trustees may approve specific variations from the Compensation Guidelines of the Diocese.

**Section 4. Arrearages:** 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~~next Annual Convention, and the Trustees may include the same in its report to ~~the~~such Convention.

**Section 5. Lay Employees:** 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. ~~CANON 27~~ ESTABLISHMENT OF CONGREGATIONS IN A STRATEGIC SETTING**

**Section 1. Authority to Establish New Congregations:** The authority to establish ~~new Congregations~~a Congregation in a Strategic Setting 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 a Strategic Setting 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 General Convention 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. ~~CANON 28~~—CONGREGATIONS IN STRATEGIC SETTINGS

**Section 1.** ~~Becoming~~Change in Status of a Congregation in a Strategic Setting—: Any Congregation established pursuant to Canon 27 shall ~~initially be established as~~remain 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.** Change in Status from Congregation to Congregation in a Strategic Setting: 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 of a change in status from a Congregation to a Congregation in a Strategic Setting, (i) the Vestry of such Congregation in a Strategic Setting shall be deemed to have been automatically reconstituted as an Advisory Board and (ii) such Advisory Board shall complete the transfer of all the real and personal property of ~~the~~such Congregation in a Strategic Setting 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) ~~4~~—When the Bishop consents to the organization of a Congregation in a Strategic Setting or a change in status from a Congregation to 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) ~~2~~—The first annual meeting of ~~the~~a Congregation in a Strategic Setting, excluding any Congregation which has become a Congregation in a Strategic Setting by virtue of a change in status, 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) ~~3~~—Persons of the age of eighteen (18) years or more, belonging to the Congregation in a Strategic Setting, who have been regular attendants at its worship and contributors of its support for (i) at least twelve months prior to an annual meeting or (ii), if earlier, since the establishment of such Congregation or approval of ~~the~~such Congregation's change of status, as the case may be, 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) ~~4.~~ At the first annual meeting of a Congregation in a Strategic Setting, such Congregation in a Strategic Setting shall, to the extent that none exist, create a certificate of incorporation, which shall be filed with the clerk of the county in which the Congregation in a Strategic Setting is located, and as promptly as practicable thereafter adopt ~~By~~by-laws, each of which shall be subject to the approval of the Bishop, and which shall not be inconsistent with the Canons of the General Convention or these Canons.
- (5) ~~5.~~ ~~The~~If so directed by the Bishop, a Congregation in a Strategic Setting shall, in its ~~Articles~~certificate of ~~Incorporation~~incorporation or ~~By~~by-laws, make provision for an Advisory Board, to consist of no fewer than five, nor more than twelve members, including ~~senior and junior~~two Wardens, to be elected from among qualified electors of the Congregation for staggered, three year terms. ~~The~~In addition, 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) ~~6.~~ The Priest-in-Charge shall serve as the ~~Chair~~chair of the Advisory Board.
- (7) ~~7.~~ The Advisory Board shall meet regularly, ~~at least and not less than~~ 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~~a Warden.
- (8) ~~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~~treasurer to hold office for one year. The duties of the Clerk and the ~~Treasurer~~treasurer shall be similar to the duties of the Clerk and ~~Treasurer~~treasurer of any Congregation.
- (9) ~~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.
- (10) In the event that the Bishop with the concurrence of a majority of the remaining Trustees deems it necessary or advisable, the Congregation in a Strategic Setting shall deliver to the Trustees of the Diocese all funds and all property of the Congregation in a Strategic Setting not then held by the Trustees, and it shall be the duty of the Priest-in-Charge and Advisory Board to surrender control of, and title to, such funds and property to the Trustees.

**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 Congregation in a Strategic Setting shall deliver to the Trustees of the Diocese ~~shall become custodian of~~ all funds and all property of the Congregation in a Strategic Setting not then held by ~~some other corporate body~~ the Trustees, and it shall be the duty of the Priest-in-Charge and Advisory Board to surrender control of, and title to, such funds and property to the Trustees.

## **CANON 29. ~~CANON 29~~ AIDED INTERVENTION FOR VULNERABLE CONGREGATIONS**

**Section 1. Support for Congregations:** 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. Mutual Accountability:** 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. Designation as a Vulnerable Congregation:** A Congregation (other than a Congregation in a Strategic Setting) may be designated a Vulnerable Congregation under Section 5, below, when one or more of the following conditions exists:

- (1) ~~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) ~~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~~ Annual Convention of this Diocese.

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.

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- (2) ~~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~~ Annual Convention of this Diocese.

**Section 5. Declaration of Vulnerable Congregation Status:** 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) ~~4.~~ 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~~ other governing body;
- (2) ~~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) ~~3.~~ Such other measures as the Bishop, with the concurrence of the majority of the Standing Committee, shall determine.

**Section 6. Removal of Designation:** The Bishop, with the advice and consent of a majority of the members 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. End of Existence of a Vulnerable Congregation:** When, in the judgment of the Bishop, and with the advice and consent of a majority of the members of the Standing Committee, a Vulnerable Congregation has either completed its mission or exhausted its resources, the Bishop may end the existence of the Vulnerable Congregation, and its property and other assets shall be transferred to the Trustees of the Diocese. The Vulnerable 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 Vulnerable Congregation. The people and clergy of the affected Congregation shall be assisted in continuing their lives in faith in the Diocese.

**CANON 30. ~~CANON 30~~—CONTRIBUTION FOR CHURCH ~~OBJECTS~~OBJECTIVES**

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~~objectives, particularly its missionary work at home and abroad, the education for the sacred ministry, and those other religious and charitable ~~objects~~objectives 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~~objectives to which the offerings are to be applied.

PART VII. ~~PART VII~~—INSTITUTIONS AFFILIATED WITH THE DIOCESE

CANON 31. ~~CANON 31~~—

**Section 1.** Operation of Institutions Affiliated with the Diocese: 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) ~~4~~—It shall not be operated for profit and its charter, constitution, or bylaws shall specify its purposes;
- (2) ~~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 the Bishop ~~he/she~~ may also be a member;
- (3) ~~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) ~~4~~—It shall file with the Secretary of the Convention certified copies of its charter, constitution, bylaws, and all amendments to such documents;
- (5) ~~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) ~~6~~—It shall comply with the provisions of the ~~Canon~~ Canons of the General Convention entitled "Of Business Methods in Church Affairs";
- (7) ~~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) ~~8~~—It shall permit the Bishop or ~~her/his~~ the Bishop's 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, the Bishop ~~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. Annual Filing by Trustees:** 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. ~~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. ~~PART VIII~~—DISCIPLINE**

**CANON 33. ~~CANON 33~~—TRIAL OF A PRIEST OR DEACON**

**Section 1. Definitions—:** Capitalized terms used in this Canon shall have the meaning attributed to them in Title IV, Section 2, or any successor provision thereof, of the Canons of the General Convention ~~(GGC)~~.

**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 ~~GGC~~ the Canons of the General Convention 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~~ the Annual Convention for concurrent three-year terms. Candidates for the Disciplinary Board shall be chosen by the Leadership Development Commission in accordance with Canon of the ~~GGC~~ General Convention 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~~ president to serve for that term. Upon determining that a vacancy in the Disciplinary Board exists, the ~~President~~ 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 ~~GGC~~ Canon of the General Convention IV.5.3.

**Section 4. Disciplinary Board Clerk—:** The Disciplinary Board shall appoint a Disciplinary Board Clerk to perform the functions set forth in ~~GGC~~ Title IV of the Canons of the General Convention. The Disciplinary Board Clerk shall be subject to the eligibility qualifications set forth in ~~GGC~~ Canon of the General Convention 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 such Church Attorney's ~~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 such Church Attorney's ~~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 [EGG Canon of the General Convention 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 [EGG Title IV of the Canons of the General Convention](#).

**Section 9. Investigator—:** The Bishop, in consultation with the ~~President~~[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 [EGG Title IV of the Canons of the General Convention](#), 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 [EGG Title IV of the Canons of the General Convention](#), 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, [the Respondent](#) 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~~Title IV of the Canons of the General Convention, 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~~Title IV of the Canons of the General Convention in the archives of the Diocese and, to the extent required by ~~CGC~~Canon IV.19.30 of the Canons of the General Convention (c) and (d), in the Archives of The Episcopal Church.

#### CANON 34. ~~CANON 34—~~DISSOLUTION OF THE PASTORAL RELATION

**Section 1. Resignation or Removal of Rector:** 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. Notice of Disagreement:** 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. Mediation by Bishop:** 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. Non-Resolution After Mediation:** If the differences between the parties are not resolved after completion of the mediation, the Bishop shall proceed as follows:

- (1) ~~4-~~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) ~~2-~~ If a timely request is made, the ~~President~~ president of the Standing Committee shall set a date for the conference, which shall be held within thirty (30) days.
- (3) ~~3-~~ At the conference, each party shall be entitled to representation of its choice and at its sole cost and expense and to present its position fully.
- (4) ~~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) ~~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) ~~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) ~~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.** Supportive Services: In either event the Bishop shall offer appropriate supportive services to the Priest and the Congregation.

**Section 6.** Penalties for Non-Compliance: 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) ~~4-~~ In the case of a Rector, suspending the Rector from the exercise of the priestly office until the ~~Priest~~ Rector shall comply with the judgment.
- (2) ~~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~~ Extension of Time Periods: If the Bishop determines that there is a need for same, 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. Relationship to Title IV Proceedings:**

- (1) ~~4.~~ 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 the 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) ~~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 ~~CCC~~Canon IV.1 of the Canons of the General Convention, all proceedings under this Canon shall be suspended until the charge has been resolved or withdrawn.

**PART IX. ~~PART IX—AMENDMENTS~~**

**CANON 35. ~~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. ~~PART X—COMMUNICATIONS~~**

**CANON 36. ~~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.

## EXHIBIT B

### SUMMARY OF REVISIONS TO THE CANONS OF THE EPISCOPAL DIOCESE OF NEW YORK

The Canons Committee has prepared this summary to assist reviewers in understanding the reasoning behind the revisions, which were prepared with the input of interested committees, commissions, groups and Diocesan leadership. We hope you find this useful.

1. General. The Canons Committee has removed references to gender-specific pronouns wherever the same were previously used. We have also clarified references to “Convention”, distinguishing, where applicable, the corporate deliberative body from specific meetings, such as Annual Conventions and Special Conventions. Where certain provisions apply to one type of gathering and not another, we have added specific language identifying the gathering to which such provision pertains. We have clarified references to “Secretary” wherever the same appear, since the canons refer to both the “Secretary of Convention” and the “Secretary of the Standing Committee.” We have made a similar clarification to references to “President”. In addition, we have attempted to capitalize terms consistently throughout the canons and have added section headings with respect to sections otherwise having none, again, to achieve a measure of consistency of structure. We also removed any headings from subsections for optics and consistency purposes. Where the term “Provisional” was used in the context of members of Convention or delegates to General Convention or Provincial Synod, we have changed it to “Alternate”, in conformity with the Canons of the General Convention where such concept is used.
2. Canon 1. See first sentence under Point 1, above.
3. Canon 2. See Point 1, above. Also, with respect to Canon 2, Section 4 regarding Youth Members, these revisions reflect one of the few instances when the Canons Committee had to find a way to honor the intent of the Canon as previously worded while taking into account changes in Diocesan organization. Canon 2, Section 4 as previously worded reposed the obligation of selecting Youth Members and Provisional Youth Members of Convention in Regional Councils – a practice dating back to the time when the Diocese had three Regional Archdeacons, each of whom presided over a council whose members were chosen from among congregations in that Region. The intent of the drafters of this earlier version of Canon 2, Section 4 was to ensure that Youth Members of Convention came from throughout the Diocese and were chosen by knowledgeable persons from within the Region being represented. With Regional Councils no longer active, the Canons Committee needed to find a replacement that would honor the intent of the previous drafters. The solution that recommended itself was for each Clericus in the Diocese to be represented at Convention by a Youth Member based on nominations from clergy, wardens and vestry members in congregations located in the applicable Clericus, thereby ensuring both geographical representation and selection by persons well acquainted with the qualifications of the young people who were chosen. Canon 2, Section 4 has been redrafted to incorporate that solution.
4. Canon 3. With respect to the changes made in Sections 1-4, please see Point 1. With respect to Canon 3, Section 5, we have added a reference to the precedence of the Rules of Order of Convention over Robert’s Rules of Order. The Rules of Order of Convention have existed for

some time but have not been revised for at least 20 years. At the last two Special Conventions to elect the Bishop Coadjutor, we waived the provisions of Rule 14 of the Rules of Order of Convention, which, if not otherwise waived, would have required the electing Convention to be closed. Since we were revising the canons, the Canons Committee took the additional step of updating the Rules of Order of Convention to reflect current Diocesan committees and processes. Canon 3, Section 6 memorializes the resolutions adopted by Convention in 2020 and 2021 to allow for future remote and hybrid Conventions in addition to in-person ones if the Bishop, Diocesan Council and the Secretary of Convention agree that a remote or hybrid Convention is necessary or advisable under the circumstances.

5. Canon 4. The addition of “date” in Canon 4, Section 1 is a practical revision. With respect to Canon 4, Section 3, in addition to non-substantive textual clarifications and revisions of the type described in Point 1, above, the addition of “of an Annual Convention” is intended to clarify that the process described therein for resolutions applies only to Annual Conventions. Moreover, the last sentence clarifies that the conditions for proposing resolutions are limited to those set forth in the canons and in the Rules of Order of Convention, the latter of which describes resolutions that may be brought from the floor of an Annual Convention.

6. Canon 5. Canon 5, Sections 1 and 2 contain non-substantive textual clarifications and revisions of the type described in Point 1, above.

7. Canon 6. Canon 6, Section 1 provides that the Secretary of Convention’s term is for three years starting December 1 after the Secretary’s election and clarifies that the Secretary of Convention’s expenses are paid out of the annual Diocesan budget (there is no such thing as the “Assessment Budget”). It otherwise contains non-substantive textual clarifications and revisions of the type described in Point 1, above. Canon 6, Sections 2 and 3 contain revisions of the type described in Point 1, above.

8. Canon 7. In addition to revisions of the type described in Point 1, Canon 7, Section 1 provides the following: (1) the Treasurer is elected or re-elected, as the case may be, at each Annual Convention, (2) the Treasurer’s term of office is for three years after the Treasurer’s election or re-election and (3) the expenses of the Treasurer are paid out of the annual Diocesan budget. Canon 7, Section 2 incorporates the requirement contained in Canon 14.3.6 of the Trustees’ consultation with the Standing Committee as a condition of the appointment of a Treasurer Pro Tempore, which furthers the notion that the Treasurer is elected by, and serves as an officer of, Convention. Canon 7, Section 3 ties the language in with the provisions of Canon 14.3.7: Canon 7, Section 3 states that the Ecclesiastical Authority (i.e., the Bishop Diocesan in the first instance, followed by the Bishop Coadjutor, Suffragan Bishop and Standing Committee, as per Article X of the Diocesan Constitution) appoints the Chief of Finance and Operations, who serves at the pleasure of the Ecclesiastical Authority, and the Trustees approve such person, which is consistent with the language in Canon 14, Section 7(3). It also reflects the practice in most other dioceses in The Episcopal Church, which recognize that the Bishop should have the authority to select the Bishop’s staff but also endorses the shared responsibility of Trustee approval reflected in Canon 14, Section 3(7) (see Point 15, below). Canon 7, Section 4 provides that the Ecclesiastical Authority appoints the Controller, who serves at the pleasure of the Ecclesiastical Authority. The change in Canon 7, Sections 3 and 4 from “Bishop” to “Ecclesiastical Authority” is intended to

anticipate the possibility, however remote, of there being no Bishop Diocesan, during which time a Chief of Finance and Operations and Controller would nonetheless be necessary.

9. Canon 8. Canon 8, Section 1 adds the requirement that the Chancellor be both admitted to, and be in good standing with, the Bar of the State of New York; “good standing” means that the Chancellor has paid all fees and satisfied all continuing legal education requirements in order to be a member of the Bar of the State of New York and has not been subject to any disciplinary proceedings that could result in suspension or disbarment. Canon 8, Section 2 changes the reference from “Bishop” to “Ecclesiastical Authority”. This change both mirrors the language in Canon 8, Section 1 and clarifies that the “Ecclesiastical Authority”, as per Article X of the Constitution of the Diocese, would, in the case of the Bishop’s absence or disability, be the Bishop Coadjutor, a Bishop Suffragan or the Standing Committee. This change should be made to allow for the appointment of the Chancellor or Vice Chancellor even if the Bishop is absent or unable to act.

10. Canon 9. All of the revisions in Canon 9 with respect to the Archivist dovetail with those in Canon 8, Section 2, which recognizes that the use of “Ecclesiastical Authority” addresses the possibility of the absence or disability of the Bishop Diocesan.

11. Canon 10. Canon 10, Sections 1, 2 and 4 contain non-substantive textual clarifications and revisions of the type described in Point 1, above. Canon 10, Sections 5 and 6, in addition to making non-substantive textual clarifications and revisions of the type described in Point 1, above, recognizes that the term used by General Convention and the Canons of The Episcopal Church is “Alternate”, not “Provisional Deputy.” Canon 10, Section 7 contains only non-substantive textual clarifications and revisions of the type described in Point 1, above. Canon 10, Section 8 recognizes that the Canons of the General Convention may impact voting at the Diocesan level. The addition of “or subsequent” addresses the possibility that there may be more than three ballots required to fill an office. The addition of “and if a sufficient number of nominees be then available” recognizes that there may not be enough nominees at a third or subsequent ballot to have twice as many nominees as there are vacancies remaining to be filled.

12. Canon 11. Canon 11, Sections 1 and 3 recognize that the term used by General Convention and the Canons of The Episcopal Church is “Alternate”, not “Provisional Deputy.” In addition, the word “appointed” was changed to “elected” to reflect accurately the process by which Deputies and Alternates are chosen. Canon 11, Section 2 adds a requirement that the deputation to General Convention should elect a chair and potentially a successor chair, which is commonplace with respect to diocesan deputations.

13. Canon 12. Canon 12 now consists on a single statement to the effect that Deputies and Alternates to General Convention also serve as same for Provincial Synod. In practice this has been the case for some time.

14. Canon 13. Canon 13 has been substantially re-written for a number of reasons. First of all, the last Committee for the Election of a Bishop (or “Committee to Elect a Bishop”; see the last sentence of this Point 14) felt constrained by time and human resources and thought that it would be best to expand the Committee for the Election of a Bishop and memorialize a division of labor to enable the expanded Committee to accomplish the necessary tasks without abnegating

their other responsibilities. The search consultant also advised the last Committee for the Election of a Bishop that its proposed revisions made the canons more in line with standard practices of other dioceses. In addition, the sections of this canon were re-ordered to better reflect the actual timeline of events. In addition, we have changed the formal name of the “Committee for the Election of a Bishop” to “Committee to Elect a Bishop”, because most people were using the latter term in any event.

Canon 13, Section 1 reflects this expansion of the Committee for the Election of a Bishop, clarifies that clergy members that are canonically resident in the Diocese are appointed by the Ecclesiastical Authority, ensures representation of Deacons on the Committee for the Election of a Bishop, recognizes that appointees of the Standing Committee and Diocesan Council need not be members of such groups and permits a member of the Budget Committee of the Diocese, as well as other specified persons, to present the budget for the expenses of the election. This latter revision was added in response to a comment that, as a practical matter, a member of the Budget Committee had performed this task in connection with the last two elections.

Canon 13, Section 2 does not represent a change. It is the same language that was used in the first two sentences in current Canon 13, Section 11 but has been moved to better reflect the timeline of events.

Canon 13, Section 3 addresses the selection of a chair and secretary, which is covered in current Canon 13, Section 4, but now includes the possibility of selecting other officers. In addition, this Section formalizes the creation of two subcommittees- the Search Subcommittee and Transitions Subcommittee- and describes the responsibilities of each. It also permits the creation of other subcommittees as the Committee for the Election of a Bishop deems appropriate. The statement to the effect that “The Committee for the Election of a Bishop shall also have power to adopt rules and regulations governing its procedures and work stream allocations that are not inconsistent with this Canon” reflects the language in current Canon 13, Section 14 and adds in “and work stream allocations” in order to allow for the Committee for the Election of a Bishop’s flexibility in allocating divisions of labor among the subcommittees. This Section expressly provides that all members of the Committee for the Election of a Bishop participate in the interviewing of candidates and selection of a slate and also provides flexibility for members of specified subcommittees to assist other subcommittees.

Canon 13, Section 4 expands the text of current Canon 13, Section 2, which states that “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.” The proposed revisions cover vacancies in subcommittees as well as in the Committee for the Election of a Bishop and require that the Committee for the Election of a Bishop consult with the person or group responsible for selecting their respective members before filling any such vacancies.

Canon 13, Section 5 (i) specifically mentions the preparation of a Diocesan profile, which is what always happens in practice, and (ii) addresses the possibility of conflicts of interest arising from the relationship of a nominee to a member of the Committee for the Election of a Bishop. It also provides that a former member of the Committee for the Election of a Bishop cannot subsequently

rejoin the Committee for the Election of a Bishop if such former member or a related person has withdrawn or has been eliminated from consideration as a candidate.

Canon 13, Section 6 combines the first sentence of current Canon 13, Section 6 with the last sentence of current Canon 13, Section 11. This was done to better reflect the actual timeline of events.

Canon 13, Section 7 addresses the Report of the Committee for the Election of a Bishop. It allows for publication of the Report via the Diocesan website or other publicly accessible source. It also specifies that any supplemental information prepared or acquired by the Committee for the Election of a Bishop since the initial publication of the Report would be included in the re-publication of the Report two weeks prior to the electing Convention.

Canon 13, Section 8 clarifies that the trigger date for submissions of nominations by petition is the initial publication of the Report of the Committee for the Election of a Bishop.

Canon 13, Section 9 provides that (i) the background checks be acceptable (i.e., they conform to standards accepted by the Committee for the Election of a Bishop and The Episcopal Church) and (ii) the completion of background checks must occur four weeks before publication of the Report in order to address timing issues. In addition, “walkabouts” was changed to the more accepted “meet-and-greets”, and text was added to recognize that acceptable background checks with respect to nominees by petition be completed before wider gatherings.

Canon 13, Section 10 clarifies the process of the electing Convention. Previously, there was nothing in the canons that described seconders, including the number thereof. The revised text makes it clear that the presentation of the Report is itself a nomination of the candidates named in the Report; if there are candidates by petition, the Standing Committee is the nominating party. The revised language also refers to the procedures required of episcopal elections set forth in the Canon 3.11 in the Canons of General Convention. Finally, because of ambiguity as to which group would be responsible for organizing and executing the electing Convention, a sentence was added to provide that one or more Convention Planning Committees would have that responsibility, not the Committee for the Election of a Bishop.

Canon 13, Section 11 mirrors the language of current Canon 13, Section 3. Since the substance of this section reflects the closure of the election process, it was moved to the end of the canon.

15. Canon 14. Canon 14, Section 1 shows a change from “Presiding Officer” to “President”, the latter of which is the term used in Article VI of the Diocesan Constitution. This section also adds language clarifying that the terms of the Trustees commence on the December 1 following their election. The other revisions in this section are either non-substantive textual clarifications or revisions of the type described in Point 1, above. Canon 14, Section 3(7) changes “appoint” to “approve” in order to dovetail with the language contained in Canon 7, Section 3 (see Point 8, above). The other revisions in Canon 14, Section 3 are either non-substantive textual clarifications or revisions of the type described in Point 1, above.

16. Canon 15. The revisions in Canon 15, Section 2.(1), (2) and (4) and Section 3 are either non-substantive textual clarifications or revisions of the type described in Point 1, above. We removed the Canon 15, Section 2(3) has been updated to refer to the current standing commissions

of Diocesan Council. Canon 15, Section 4 memorializes the decision of Diocesan Council that of the six members of Diocesan Council elected at each Annual Convention, three must be clergy and three must be lay, with the other revisions in such section being either non-substantive or of the type described in Point 1, above. The revisions in Canon 15, Section 6 are either non-substantive textual clarifications or revisions of the type described in Point 1, above.

17. Canon 16. The title of this canon reflects the inclusion of Interparish Councils, which were in the text but not the title. The revisions in all of the sections of this canon are either non-substantive textual clarifications or revisions of the type described in Point 1, above, with the exception of the addition of “a constitution and” in Canon 16, Section 3 to recognize the constituting document for a Regional Council, if applicable (see also Point 3 regarding current inactivity of Regional Councils). We have also substituted “shall” with “may” in Canon 16, Section 4 to remove the mandatory language concerning the formation of Interparish Councils, thereby making the creation of same optional.

18. Canon 17. The revisions in Canon 17, Section 1 are either non-substantive textual clarifications or revisions of the type described in Point 1, above. Canon 17, Section 2(2) was revised to acknowledge that certain congregations, such as Vulnerable Congregations, may have a governing body that is not a Vestry. Canon 17, Section 3(2) corrects a typographical error. Canon 17, Section 6(1) was revised to reflect the actual terms on which a Congregation may receive grants funded by the Budget. Canon 17, Section 6(3) recognizes that a Congregation’s audit filing may be certified or alternative, as applicable to that Congregation and clarifies the terminology to refer to a “Congregation In Default In Apportioned Share” as opposed to the ambiguous “in default.” Canon 17, Section 7(1) corrects a typo and provides that the Bishop communicate the Bishop’s designation of a Congregation as a “Congregation In Default In Apportioned Share” to the Chancellor. This then enables the Chancellor to perform the Chancellor’s obligations under Canon 17, Section 7(2) to inform the Annual Convention that a Congregation is a Congregation In Default In Apportioned Share. Canon 17, Section 7(2) had previously erroneously been clause e of Canon 17, Section 7(1), which has been corrected. In addition, Canon 17, Section 7(2) adds clarifications as to Annual and Special Conventions and otherwise adds non-substantive textual clarifications or revisions of the type described in Point 1, above. **The Canons Committee has made no change to the apportionment formula or the canonical consequences for non-payment of a Congregation’s assessment. We anticipate that this canon may have to be substantially rewritten in the future if substantive changes to Canon 17 are adopted by Convention..**

19. Canon 18. Canon 18, Section 1 refers to the “Board of Managers” as the “Trustees”, which reflects the provisions of Canon 14, Section 2 and is otherwise consistent with other such references in the canons. Canon 18, Section 3 adds a revision of the type described in Point 1, above. Canon 18, Section 3(1) rearranges the text in the context of the Chair of the Social Concerns Commission. Canon 18, Section 3(3) provides that Episcopal Charities’ mission statement be approved in writing by the Diocese, since none of the persons polled about this provision was aware of the Diocese’s current mission statement. The remained of Canon 18, Section 3 includes non-substantive textual clarifications or revisions of the type described in Point 1, above.

20. Canon 19. In addition to adding non-substantive textual clarifications or revisions of the type described in Point 1, above, Canon 19, Section 1 expressly provides for the Standing Committee to elect a president and other officers as it deems necessary or appropriate from among

its members, which both reflects the need for a president, to whom particular tasks in the Diocesan canons and the Canons of General Convention are assigned, and the flexibility to have other officers if the members deem it necessary. The revisions in Canon 19, Section 2 were made to reflect the provisions of the Canons of General Convention and to add non-substantive textual clarifications. Canon 19, Section 5 was revised to clarify that the required annual reporting would occur at the Annual Convention.

21. Canon 20. Canon 20, Section 1 was revised to provide for terms limits for members of the Commission on Ministry based on a suggestion by a member of the Diocese made in response to our Diocesan-wide call for comment, which suggestion was endorsed by both the Bishop and the Bishop Coadjutor. We note that this change was referenced in the Bishop Coadjutor's Monday Morning Notes of July 31, 2023. The language that was added mirrors that of Canon 14, Section 1 regarding Trustees, including those appointed by the Bishop. In addition, the revised language includes the representation of Deacons in the Commission on Ministry.

22. Canon 21. The revisions in Canon 21 allow for the establishment of other commissions as well as committees, as Convention may determine.

23. Canon 22. The revisions in Canon 22, Section 1 recognize that Canons 27 and 28 with respect to Congregations in a Strategic Setting provide for a different set of procedures for admission into Convention. These revisions also clarify that the governing body of the Congregation seeking admission might be something other than a Vestry and also make non-substantive textual clarifications. Canon 22, Section 3 adds language that clarifies how "just" will be determined, which is in the discretion of the Convention.

24. Canon 23. Canon 23, Section 1 recognizes that the Register may be kept in some other form (such as electronic) in addition to a book and adds non-substantive textual clarifications. The revisions in Canon 23, Sections 2 and 3 were made to reflect the possibility of an alternative audit, which was established via a Trustee resolution. The change in Canon 23, Section 4 is of a type described in Point 1, above.

25. Canon 24. Canon 24, Section 1 substitutes the word "assistancy" with "Clergy position other than that of Rector", which the Canons Committee believed was clearer language. Canon 24, Section 2 contains a non-substantive textual clarification and recognizes that the governing body of the Congregation might be something other than a Vestry. Canon 24, Section 3 contains a non-substantive textual clarification. Canon 24, Section 5 contains a revision of the type described in Point 1, above.

26. Canon 25. The canon contains a revision of the type described in Point 1, above.

27. Canon 26. Canon 26, Section 1 reflects the Deacon's stipend which was approved by the Diocese and reflected in the Diocesan Compensations Guidelines. Canon 26, Section 4 adds a timing clarification and contains a non-substantive textual clarification.

28. Canon 27. The revisions in Canon 27, Sections 1 and 2 recognize that "new" Congregations can only be created as Congregations in a Strategic Setting, consistent with Canon 28, Section 1; Canon 22 addresses existing Congregations that seek to be in union with Convention. In addition, Canon 27, Section 2 contains a non-substantive textual clarification.

29. Canon 28. The revisions in Canon 28, Section 1 clean up the language; the substance remains the same as before. Canon 28, Section 2 memorializes the possibility of a Congregation's becoming a Congregation In a Strategic Setting, subject to approval of the Vestry and Bishop. Canon 28, Section 3 addresses the circumstances with respect to a Congregation becoming a Congregation In a Strategic Setting, furthering the idea behind the revision of Canon 28, Section 2. In addition, Canon 28, Section 3(5) addresses the rights of the Bishop with respect to a Congregation In a Strategic Setting concerning an Advisory Board. Canon 28, Section 3(7) includes a non-substantive textual clarification and removes references to "senior" and "junior" wardens, since those distinctions do not exist in the Diocesan canons or the Canons of General Convention. Canon 28, Section 3(8) contains non-substantive textual clarifications. Canon 28, Section 6 makes it clear that there would be process of transferring control of, and title to, funds and property of the Congregation In a Strategic Setting to the Trustees to the extent not already transferred to the Trustees under Canon 28, Section 2.

30. Canon 29. The introductory paragraph of Canon 29, Section 3 carves out Congregations In a Strategic Setting from the possible designation as a Vulnerable Congregation. The revisions in Canon 29, Section 3(2),(5) and (7) are non-substantive textual clarifications. The revision in Canon 29, Section 3(8) clarifies that a majority of the Standing Committee is needed for a permitted alienation or encumbrance of a Congregation's real property; this would make the language consistent with the policy set forth in Canon 29, Section 7. Canon 29, Sections 4 and 5 remove "Advisory Board", which applies in the context of Congregations In a Strategic Setting, and replaces it with "other governing body." Canon 29, Section 6 provides that a majority of the Standing Committee is needed to remove a Congregation's designation as a Vulnerable Congregation; this would make the language consistent with the policy set forth in Canon 29, Section 7. Canon 29, Section 7 adds "Vulnerable" before "Congregation" as a clarification.

31. Canon 30. The change from "objects" to "objectives" was proposed by a member of the Diocese in response to our Diocesan-wide call for comment, who pointed out that "objects" was an outdated term. The Canons Committee agreed, and we have made the appropriate revisions.

32. Canon 31. Canon 31, Section 1 contains non-substantive textual clarifications or revisions of the type described in Point 1, above.

33. Canon 33. Canon 33, Section 1 allows for the provisions on ecclesiastical discipline in the Canons of the General Convention to be revised without the need to revise the Diocesan canons and also contains a non-substantive textual clarification. Canon 33, Sections 2, 3, 4, 5, 6, 8, 9, 10, 12 and 13 contain non-substantive textual clarifications or revisions of the type described in Point 1, above. Canon 33, Section 11 was revised to reflect the language in Canon of the General Convention IV.14.7, which allows the Respondent to be heard as well as the Bishop and the Complainant.

34. Canon 34. Canon 34, Section 4(2) contains a non-substantive textual clarification. Canon 34, Section 4(3) clarifies that each party (the Rector and the Vestry) bears its own expenses of representation at a conference regarding the dissolution of the pastoral relation. Canon 34, Section 6(1) changes "Priest" to "Rector", the latter of which is the subject of this canon. Canon 34, Section 7 provides that the Bishop's determination of an extension must be based on need. The Canons Committee considered using "cause" as the basis of the Bishop's making such a determination but

decided that “cause” put too much of an onus on the Bishop and effectively changed the meaning of the provision. Canon 34, Section 8 contains non-substantive textual clarifications.

# TALLY SHEET

## DIOCESE OF NEW YORK ELECTIONS 2023

<b>A</b>	<b>STANDING COMMITTEE</b>	<b>BALLOT</b>	<b>1</b>	<b>BALLOT</b>	<b>2</b>	<b>BALLOT</b>	<b>3</b>
<b>CLERGY CLASS OF 2027 - ELECT ONE</b>							
TOTAL VALID BALLOTS CAST							
BALLOTS NECESSARY TO ELECT							
	The Rev. Katherine (Kate) M. Malin						
	The Rev. Dustin Trowbridge						

<b>B</b>	<b>STANDING COMMITTEE</b>	<b>BALLOT</b>	<b>1</b>	<b>BALLOT</b>	<b>2</b>	<b>BALLOT</b>	<b>3</b>
<b>LAY CLASS OF 2027 - ELECT ONE</b>							
TOTAL VALID BALLOTS CAST							
BALLOTS NECESSARY TO ELECT							
	Mr. Earl Francis						
	Ms. Nell Gibson						
	Ms. Pam Mosley						

<b>C</b>	<b>COMMITTEE TO ELECT A BISHOP</b>	<b>BALLOT</b>	<b>1</b>	<b>BALLOT</b>	<b>2</b>	<b>BALLOT</b>	<b>3</b>
<b>CLERGY CLASS OF 2024 - ELECT ONE</b>							
TOTAL VALID BALLOTS CAST							
BALLOTS NECESSARY TO ELECT							
	The Rev. Deacon Hyacinth Lee						
	The Rev. Steven (Steve) Schunk						

<b>D</b>	<b>COMMITTEE TO ELECT A BISHOP</b>	<b>BALLOT</b>	<b>1</b>	<b>BALLOT</b>	<b>2</b>	<b>BALLOT</b>	<b>3</b>
<b>LAY CLASS OF 2024 - ELECT ONE</b>							
TOTAL VALID BALLOTS CAST							
BALLOTS NECESSARY TO ELECT							
	Ms. Millicent Johnson						
	Mr. Lucas Thorpe						

# TALLY SHEET

## DIOCESE OF NEW YORK ELECTIONS 2023 *Continued*

<b>E</b>	<b>TRUSTEES OF THE DIOCESE</b>
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CLASS OF 2026- ELECT THREE

	BALLOT	1	BALLOT	2	BALLOT	3
TOTAL VALID BALLOTS CAST						
BALLOTS NECESSARY TO ELECT						
Ms. Susan Hinkson						
Ms. Beverly Burgess Hutchins						
Ms. Kazie Metzger						
The Rev. Alison Quin						
Mr. Peter Saros						

<b>F</b>	<b>DIOCESAN COUNCIL</b>
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CLASS OF 2026 - ELECT SIX

	BALLOT	1	BALLOT	2	BALLOT	3
TOTAL VALID BALLOTS CAST						
BALLOTS NECESSARY TO ELECT						
The Rev. Christopher Lee						
The Rev. Meredith Kadet Sanderson						
The Rev. Meredith Ward						
Mr. Jorge Carabello						
Mr. Tivaun Cooper						
Mr. Mark Goodwin						
Ms. Christy Miller						
Ms. Tina Pinckney						

# TALLY SHEET

## DIOCESE OF NEW YORK ELECTIONS 2023 *Continued*

<b>G</b>	<b>CLERGY DEPUTIES TO THE 81st GENERAL CONVENTION &amp; PROVINCIAL SYNOD</b>
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CLASS OF 2024 - ELEC FOUR

**BALLOT      1      BALLOT      2      BALLOT      3**

TOTAL VALID BALLOTS CAST				
BALLOTS NECESSARY TO ELECT				
The Rev. Rigoberto Avila-Nativi				
The Rev. Yesupatham Duraikannu				
The Rev. Nicole Hanley				
The Rev. Lisa Mason				
The Rev. Richard R. McKeon, Jr.				
The Rev. Jacob A. Smith				
The Rev. Kirstin E. Swanson				

<b>H</b>	<b>LAY DEPUTIES TO THE 81st GENERAL CONVENTION &amp; PROVINCIAL SYNOD</b>
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CLASS OF 2024 - ELEC FOUR

**BALLOT      1      BALLOT      2      BALLOT      3**

TOTAL VALID BALLOTS CAST				
BALLOTS NECESSARY TO ELECT				
Mr. Stuart Auchincloss				
Ms. Catherine Baer				
Mr. James A. Forde, Sr.				
Mr. Nick Gordon				
Ms. Louise Hannibal-Boyce				
Ms. Lauren Reid				
Mr. William (Bill) R. Riggs				
Ms. Kyoko Toyama				
Ms. Carol Williams				

## **Report(s) to the 247th Annual Diocesan Convention**

### **THE TRUSTEES OF THE ESTATE AND PROPERTY OF THE DIOCESAN CONVENTION OF NEW YORK**

*Diocesan Investment Trust*

**1047 Amsterdam Avenue**

**New York, NY 10025**

To All DIT Shareholders:

The Diocesan Investment Trust, or DIT, was established in 1943 by the Trustees of the Estate and Property of the Diocesan Convention of New York (“TEP”) to provide investments for the TEP and other entities within the Diocese. In 2005 the DIT established the Parish Endowment Management Service, or “PEMS”, to assist parishes with the management of their long-term assets. The TEP was established by Diocesan Convention in 1877 and acts as trustee to over one-hundred trusts; beneficiaries include individual congregations and related entities throughout the Diocese.

In accord with its mandate the DIT engaged Commonfund in April 2009, to assist the Trustees in providing prudent, institutional grade investment management and endowment services to the TEP, parishes and other institutions within the Episcopal Diocese of New York. As of June 30, 2023, the DIT oversaw \$101.5 million on behalf of more than 257 trusts and entities throughout the Diocese. In accordance with prudent financial management practices, the Trustees undertook a manager search process in 2023 and, on August 3, 2023, hired Partners as the new OCIO. Partners is expected to begin management of the endowment in the fourth quarter 2023.

Of the \$101.5 million, \$38.2 million (37.6%) represented various trust accounts (TEP), \$42.6 million (42%) voluntary investments by parishes and institutions throughout the Diocese, and \$20.7 million (20.4%) was invested on behalf of parishes in the PEMS program. During the year investors subscribed nearly \$1.7 million for new shares in the DIT Fund and redeemed \$2.8 million to satisfy various operating and other needs, including automated quarterly distributions under the PEMS program of approximately \$360,000.00.

The DIT Fund returned 9.5% for the one-year ending June 30, 2023, trailing the policy benchmark\* that returned 10.1%. Annualized performance measured from the inception of our relationship with Commonfund (April 2009) through June 30, 2023, was +7.6%, in-line with the policy benchmark return and ahead of the DIT’s long-term return objective of CPI + 4.06% by 1.0% annualized. These performance figures are net of all fees paid to Commonfund, but do not reflect the deduction of DIT administrative expenses of approximately 0.25% (annualized), which include the cost of processing redemption and subscription requests, custody, an annual audit, and the salary of our executive director.

In many aspects, the past year marked the end of the pandemic years. Many in the labor force have returned to the workplace and in-person meetings have become more frequent. The capital markets have also given investors a reason to celebrate. Both domestic and global equities posted positive returns (in the double digits over the past year) and the rapid rise in interest rates that eroded the benefits of diversification in the previous fiscal year has slowed. After the most aggressive rate hike cycle in 40 years, the Federal Open Market Committee delivered a much-expected pause in June to assess the economic impact of 500 basis points of tightening in the Fed Funds rate. However, with inflation still well above expectations and the unemployment rate at historic lows, the Fed has reserved the right to begin raising rates again.

Nevertheless, recent data suggests much progress has been made on inflation with the most recent headline CPI data dipping below 5 percent for the first time in two years, and well below the 9.1 percent reading at last fiscal year end. The Endowment for the year returned 9.5%, which trailed the policy benchmark\* by 60 basis points. A narrowly traded equity market in the first half of 2023 has led to a difficult environment for active stock pickers, as the top 7 names in the S&P 500 have accounted for over 70% of the index's total return through the first half of the calendar year. That said, signs of the rally broadening out have become more evident, which should provide tailwinds heading into the latter half of the year. Private credit has also continued to see compelling opportunities, as the Fed has articulated a "higher for longer" stance with regarding interest rates which tends to lend itself well to floating rate exposure in portfolios.

The investment allocation was managed within the limits prescribed by the Trustees. As of June 30, 2023, capital entrusted to the DIT was allocated 57.8% to equities, 26.4% to fixed income, and 15.7% to alternatives (inclusive of hedge fund strategies, real estate, natural resources, and environmental sustainability investments). Private investments represented 9.1% of the total portfolio's assets relative to the 17.5% established target to private investments in equity, credit, and environmental sustainability.

In 2015, the Diocesan Convention passed a resolution asking the TEP and other governing bodies within the Diocese to manage their assets in accordance with socially and environmentally responsible principles. In accordance with the resolution, the TEP endeavors to include Environmental, Social and Governance ("ESG") considerations into the management of the endowment portfolio with the understanding that such considerations align with the Principles for Responsible Investment ("PRI").

THE TRUSTEES OF THE ESTATE AND PROPERTY  
OF THE DIOCESAN CONVENTION OF NEW YORK

August 31, 2023

*Established September 27, 1877*

## The Global Mission Commission (GMC) Report to Convention



The Global Mission Commission (GMC) was formed by the Rt. Rev. Andrew M.L. Dietsche, Bishop of New York to equip and encourage global mission within the Diocese of New York. The GMC's primary objective is to create a space for congregations, groups, and individuals to exchange ideas and best practices, offer global mission education, and provide resources to those exploring their call to engage in mission with partners throughout the worldwide Anglican Communion.

Located on the northeastern seaboard of the United States, New York City has historically been a port of entry for many arriving into this country. Relationships between communities in New York State with those in countries around the world are part of our DNA, and indeed Province II of the Episcopal Church is named the **International Atlantic Province** because the thirteen dioceses of this province include:

- La Iglesia Episcopal en Cuba
- L 'Église Épiscopale d'Haïti
- The Diocese of the Virgin Islands
- Iglesia Episcopal Diócesis de Puerto Rico
- The Convocation of Episcopal Churches in Europe.

The GMC comprises a group of twelve clergy and lay people working together under the guidance of the Rt. Rev. Mary D. Glasspool, Bishop Assistant of New York, and the Reverend Yamily Bass-Choate, staff liaison to Mission.

Represented on the GMC are the Young Adult Service Corps, the Tanzania Task Force which supports the Diocese of New York's longstanding Companion Relationship with the Diocese of Central Tanganyika in Tanzania, the Sustainable Development Goals Grants, and the Global Women's Fund.

The GMC's major initiatives include:

**1. Annual Global Mission Fair** in October, which is a Diocesan-wide event with the goal to bring congregations together in theological and practical reflection about sustainable mission partnerships. The Fair presents speakers, panel discussions, informational booths representing NGOs and experienced missionaries from a wide array of Christian organizations and interest groups, and workshops. The Fair allows for community worship, opportunities for networking, and fellowship.

**2. Sustainable Development Goals (SDG) Grants** support congregations within the Diocese who are working in partnership with Anglican Dioceses overseas. The SDG grants' committee receives application forms in January from parishes in the diocese and reviews those applications to ensure proposed projects fulfill the criteria based on the UN's Sustainable Development Goals. Grants vary in amount allocated based on the budget for the project in hand, up to a maximum of \$15,000. The annual operating budget for these grants is based on the Diocese of New York's commitment to allocate 0.7% of its Gross National Income on Official

## The Global Mission Commission (GMC) Report to Convention continued



Development Assistance (ODA). ODA is aid intended to promote the economic development and welfare of developing countries per the United Nation’s Organization for Economic Cooperation and Development rules. Applications are invited in January, and announced at the Global Mission Fair in October, where past recipients are also invited to share videos and personal testimonials about their partnerships.

**3. World Mission Sunday** for the Episcopal Church is the last Sunday in Epiphany. This is a day set-aside when the church comes together to focus on the global impact of our call to “seek and serve Christ in all persons” (Baptismal Covenant, Book of Common Prayer, p. 305). The GMC prepares a digital guide based on the lectionary for that Sunday, to inform and encourage congregations to recognize this special day, during the season when we celebrate the showing forth of the light of Christ.

**4. Global Mission Advocacy and Networking** supports keeping global mission at the forefront of our church’s dialogue and to connect those seeking a way to share the love of Jesus and live out God’s call to mission engagement. The GMC represents the diocese within the Episcopal Church’s Global Mission Advocate Network. Resolution A016 of the 2022 General Convention encourages:

*Each diocese, jurisdiction, Episcopal seminary, and diocesan school of ministry to appoint at least one person to serve as a Global Mission Advocate to promote the study and use of the Guiding Principles and share with the Church promising global mission practices developed as these guiding principles are implemented alongside other models of ministry such as Asset-Based Community Development and the Sustainable Development Goals; and it was further resolved, that the Standing Commission on World Mission and the Office of Global Partnerships collaborate during the triennium with the Global Episcopal Mission Network to create a Network of Global Mission Advocates to share their experiences with the implementation, study, and promotion of the Guiding Principles. This Network shall provide guidance to the Standing Commission on World Mission on the practical application of the Guiding Principles and suggest amendments.”*

Most importantly, the GMC is always glad to welcome to the Diocese of New York visiting Anglican bishops and diocesan representatives from around the globe, and to assist them where needed e.g., arranging networking events.

**5. Preparation of Global Mission Resources** which include mission planning materials, bibliographies, mission financing strategies and more.

## Deacons Report to the Episcopal Diocese of New York 2023 Convention

One of the great characteristics of the Diaconate is its flexibility and adaptability and this has been apparent by the wide diversity of the ministries embraced by deacons.

Resilient in our changing times and circumstances, deacons have continued organizing and building lay leadership, offering LEV and LEM licensing training (organized by the Diocese), and are often the trainers of parish acolytes, altar guild, and lectors. They are instrumental in parish children’s programs, adult learning, and Bible study groups. Deacons are channels of pastoral care. Mindful of their directive to bring world to church and church to world, they identify outreach and social justice opportunities. In addition to work in their parishes, our deacons continue their involvement in feeding ministries, prayer on the streets, hospital, police, and prison chaplaincy, campus ministries, online prayer groups, support to our growing migrant population, and EDNY Global Missions.

Our emerging trend is, whenever feasible, to assign deacons to more than one parish. I have a substantial list of parishes who would love to have a deacon, but sadly we just don’t have enough to go around. Many deacons have retired or moved away and sadly, this past year, our community experienced the deaths of three retired deacons (J.D. Clarke, Anne Auchincloss, Fred Fausak) and two deacons in active ministry (Teri Crawford-Jones, Shiane Lee).

During our 2023 Deacons Conference (Oct 6-7), there was robust discussion of this shortage of deacons and brainstorming of ways to more effectively recruit. A common thread is that priests and laypersons need to have a view towards parishioners who may be showing signs of what we call “The Heart of a Deacon”.

Consider inviting a deacon to come to your parish and talk about the Diaconate. If your parish would be interested in inviting me for a Sunday (or even possibly another day) to offer a presentation on the Diaconate, please contact me ([lavetty@icloud.com](mailto:lavetty@icloud.com)). We have also conducted “inquirer’s” events on Zoom and the next one will be in the beginning of 2024 so when you see that event advertised, please announce it in your parish. We are also planning an inquirer’s event in Spanish!

Our current numbers are –

Active (parochially assigned) .....	31
Retired (not active).....	13
Total deacons.....	44

Our Deacon Formation Program currently has seven students. In years two and three (of the three-year program), students are assigned to a “Field Placement” parish and we are so thankful for those parishes who have graciously opened their doors and hearts to our students currently and in past years. Additionally, we have students assigned for their Clinical Pastoral Training at White Plains Hospital, NYU, and the Terrence Cardinal Cooke home.

With gratitude for our deacons, ever present on the margins, ever thinking outside the box,

Denise LaVetty  
Director, Diaconal Formation & Transition



The  
Episcopal Diocese  
of New York

**DIOCESAN INVESTMENT COMMITTEE**

**OCTOBER 2023**

**2023 Report to Convention**

In 2022 the \$61 million consolidated investment portfolio continued to support the Diocese's mission. The global markets experienced a double digit downturn in 2022 due to higher inflation, the ongoing pandemic, and the Ukraine war. The Diocese's balanced equity/fixed income portfolio performed slightly better. The consolidated portfolio declined 11.9% in 2022. The investment policy 12 month quarterly average guideline comfortably exceeded the approved Investment Draw of 4.5%. Our portfolio continues to be over-weighted to equities and modestly underweighted in alternatives, fixed income, and cash.

In 2022, the Investment Committee reported on progress in keeping with the 2015 Resolution that called for the Diocese to develop a Community Investment Program and Apply Ethical Standards in the Management of Church Investment Assets. This year we are pleased to report the following progress towards these goals along with activities to protect and manage the portfolio:

1. Investments with Environmental, Social and Governance screen

At the end of 2022, approximately 70% of the Brown Brothers Harriman portfolio was invested with ESG tilts including individual stocks, equity mutual funds, equity private funds, and individual bonds. In addition, 75% of invested assets were invested in strategies managed by UN PRI signatories.

2. Community Investment Program

The Committee continues with investing in RBC Access Capital, which is a distinct investment pool focused on positively impacting communities. We are targeting the counties of Westchester, Putnam, Dutchess, Ulster, Rockland, Sullivan, and Orange, as well as the boroughs of Staten Island, Manhattan, and the Bronx.

The Committee continues to seek additional community investment opportunities and has interviewed additional managers for community investment.

3. Proxy Voting

In early 2021, the proxy voting process was completed. As of 2022 our proxy votes follow the Executive Council Committee of Corporate Social Responsibility proxy voting guidelines.



Dear Delegates and Guests,

I am honored to have the privilege of presenting our annual report, shedding light on the transformative work of Episcopal Charities of New York. As we convene at this diocesan gathering, I am eager to share our ongoing initiatives and the impactful role Episcopal Charities plays in serving the marginalized, all of which are a testament to our dedication to enriching lives and addressing pressing community needs.

Episcopal Charities is steadfast in its mission to grant over \$900,000 annually, supporting a total of 101 non-sectarian programs throughout New York City and the Hudson Valley. This is a significant achievement, and I wish to express our heartfelt gratitude for your continued support. Our collective commitment is rooted in our shared purpose to be beacons of hope and love in a world that often marginalizes those in need.

Our dedication to meeting the basic human needs of our communities lies at the core of our work. We proudly support over 65 exceptional Basic Human Needs (BHN) grantees throughout the year. These remarkable programs tirelessly address the pressing needs of our community by offering essential services such as food access, skills building classes, legal support, and job training initiatives. Their relentless dedication reflects our spiritual calling to serve the marginalized and stand as beacons of hope for those in despair.

Furthermore, we recognize the importance of extending a warm welcome and necessary support to asylum seekers in our community. Episcopal Charities plays a pivotal role in equipping programs to offer nourishing meals, vital support services, and essential language translation services upon their arrival. This commitment resonates with our deeply rooted Christian values of compassion and solidarity, reflecting Christ's call to love and care for all.

One of the primary challenges we have faced in recent times is the growing concern of food insecurity in our communities. Episcopal Charities has taken a proactive approach to address this challenge by supplementing 240,000 meals with 153,600 pounds of fresh and nutritious food. This ensures that families in need have access to the nourishment essential for their well-being.

Our Bulk Buy Food Program, initially introduced to respond to supply chain disruptions and rising food prices, has now evolved into an ongoing and impactful endeavor. This program brings together various feeding programs to secure discounted rates from a local commercial wholesaler. The food orders are thoughtfully tailored to meet the cultural preferences of the communities we serve, reflecting our commitment to respect the dignity of every human being.

Furthermore, our Farm to Pantry Program continues to thrive, providing over 25,000 pounds of fresh, sustainably grown food to support ten food access programs. This food is thoughtfully sourced from seven Hudson Valley farms owned by inspiring women, LGBTQ+, or BIPOC farmers, embodying our dedication to sustainable living and supporting local communities.

Episcopal Charities is equally dedicated to nurturing the youth within our communities, addressing their needs for enrichment and support. We support after-school tutoring programs that directly combat the learning loss experienced during the pandemic, particularly with math proficiency declining in all regions of

New York. Our commitment to fostering young minds echoes the teachings of Christ to seek and serve Him in all persons.

Episcopal Charities also supports teen mentoring programs that play a vital role in fostering leadership and offering social support, especially in communities where the teen mental health crisis is growing at alarming rates. Other programs provide summer camps that offer new experiences, healing from trauma, and academic support to youth in neighborhoods where the child poverty rate exceeds 20%. This commitment embodies the Christian values of compassion, empathy, and nurturing the next generation.

Arts programs have been a lifeline for our communities, supplementing those cut from school budgets and instilling confidence through creative expression. Additionally, many of these programs offer English tutoring to newly arrived immigrant youth and their families who turn to our programs for assistance while seeking asylum. Our work with these young individuals is a reflection of our Christian mission to care for the marginalized and vulnerable.

In conclusion, I want to extend our heartfelt appreciation for your continued support and partnership. Episcopal Charities of New York remains resolute in its commitment to addressing the pressing needs of our communities. We are deeply grateful to stand alongside all of you in making a significant and positive impact on the lives of those we serve.

Once again, thank you for this opportunity to present our annual report. We look forward to engaging with you in the days and months ahead, as we continue our collective mission to enrich lives, provide hope, and care for the marginalized. Let us heed the divine call to love our neighbors as ourselves, always mindful that in serving the least among us, we serve our Lord.

In faith and service,



Kevin VanHook  
Executive Director  
Episcopal Charities of New York

## **Dean Patrick Malloy, Cathedral Welcome to Convention**

The Cathedral staff welcomes the Diocese to its own church for Convention. We are especially pleased that we can gather beneath the thousands of ribbons that make up the installation, Divine Pathways. At the top of each ribbon, people from across the Diocese, clients of the Cathedral's various ministries, and visitors to the Cathedral have inscribed their prayers. Divine Pathways brings the hopes of many people into our space and into our consciousness.

During the past many months, Canon Eva Suarez and I have met with the clergy in the various clericus groups to explore ways for the hopes of the Diocese and the hopes of the Cathedral to fruitfully intersect. Across the Diocese, we have discovered both shared dreams and shared challenges. The commonality has encouraged us. We are, indeed, in this together. At the same time, the many misunderstandings people have about the Cathedral have given us pause. The Cathedral, it seems, has not effectively communicated its reality to the other members of the Diocese, and we are committed to finding better ways to share information.

The post held by Canon Suarez, Canon for Community Engagement, was created this year precisely to bridge the gap between the Cathedral and its constituents. The Diocese is primary. We want to be a useful and wise partner, and we hope these clericus meetings are a start.

As we meet in Convention, the members of the Cathedral's new Community at the Crossing are praying for us and with us in the Chapel of Saint Columba. The Cathedral was chartered as a force for Church unity, and the Community is our latest attempt to live into our founders' vision. The members, seven of whom live on the Close and six of whom continue in their "day jobs" and live around the city, come from across the denomination spectrum: Episcopal, Lutheran, Roman Catholic, Nazarene, Mennonite, Pentecostal, and some who are in a search of a church home. They come from across the USA: Oklahoma, Florida, Tennessee, Texas, New Jersey, and, of course, New York. Some have moved so often that they do not know what to claim as home.

The Community at the Crossing has been entirely funded by donors from across the world and from a number of traditions: people committed to ecumenism and the formation of young Christians. The program has not cost the Cathedral anything. In fact, these generous benefactors have enabled us to rehabilitate a significant portion of Diocesan House, including the Oratory of the Good Shepherd: a space that has been derelict for at least 40 years. They have also funded speakers for the Community who, during their time here, will hold public events for the sake of the entire Diocese and beyond. We will be welcoming theologians Amy-Jill Levine this Winter and Sarah Coakley this spring, and hope that you and your parishes will join us for these events.

In just a few months, the Community at the Crossing has already begun to shift the atmosphere and culture of the Cathedral close. The application process for next year will begin soon, and we encourage young people from across the Diocese to apply for membership in the 2024-25 cohort. We are exploring how to help the Community experience the breadth of our Diocesan life, and we welcome your ideas and invitations.

## **Important Announcement**

### **Florence Li Tim Oi Project**

In response to the resolution passed at the 80th General Convention in 2022, D079 80th Anniversary Programs Honoring Florence Li Tim-Oi, a committee was formed consisting of the Rev. Deacon Pamela Tang, Ms. Yvonne O'Neal, the Rev. Kyrrie Kim, Ms. Kris Ishibashi, Ms. Elis Lui, and Ms. Judy Counts.

A celebration commemorating the 80th anniversary of the Rev. Li Tim-Oi's ordination will be held at the Cathedral on May 10, 2024. Investigation is currently under way to determine the cost of livestreaming the event and raising the necessary funding. The committee is in the process of trying to raise funds to bring the Rev. Christina Rees, chair of the Li Tim Oi Foundation in the UK to speak in the winter/spring of 2024 at a diocesan event.

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