

Resolution A: Canonical Changes

BE IT RESOLVED that the Committee on Constitution and Canons shall have the authority to correct grammatical or spelling errors in these canons. Members of convention may forward proposed corrections to the Chancellor on or before November 8, 2016. (Final revision below)

1 **Title I: Of the Diocesan Convention**

2

3 **Canon 1: Of Membership in Convention**

4

5 **Section 1: Clergy Entitled to Seats**

6

7 Not less than one week before the meeting of every Convention of this Diocese, the Bishop
8 shall deliver to the Secretary a list of all the clergy canonically resident in the Diocese,
9 entitled to seats in the Convention, with the names of their respective cures, parishes,
10 stations, or places of residence. This list shall determine the right of any member of the
11 Clergy to a seat, subject, however, to correction by the Convention in accordance with the
12 Constitution and Canons.

13

14 **Section 2: Lay Delegates**

15

16 A. Each Parish and each Mission shall elect one or more Lay Delegates based on the number
17 of lay members as reported in the annual Parochial Report for the year ending December 31
18 preceding to represent said Parish and Mission in Convention; and may also elect Alternates,
19 equal in number to the Delegates to which the Parish or Mission is entitled, to take the place
20 of the regular Delegates in case of absence:

21

22 Number of Lay Members Reported in Parochial Report

23 Less than 100

1 (one) Lay Delegate

24 100-299

2 (two) Lay Delegates

25 300-499

3 (three) Lay Delegates

26 500-699

4 (four) Lay Delegates

27

28 Parishes or Missions reporting 700 or more lay members in the Parochial Report shall have
29 an additional delegate for each 200 lay members reported above 700.

30

31 B. Each Parish or Mission may elect its Lay Delegates at its annual congregational meeting, a
32 special congregational meeting or by its Vestry or Executive Committee.

33

34 C. Lay Delegates to the Convention shall be certified in writing by the Secretary or Clerk of
35 the Vestry or Executive Committee of the proper Parish or Mission; and the certificate shall
36 state that the Delegates therein named were chosen from the number of those who have
37 been, for not less than six months before the election, lay members in the Parish or Mission
38 to be represented.

39

40 D. The certificate shall be forwarded to the Secretary of the Convention not later than four
41 months prior to Convention.

42

43 E. If during the year, and prior to Convention, there shall be any change in elected Lay
44 Delegates, prompt notification shall be given.

45

46 F. The Lay Delegation shall report to the Vestry or Executive Committee the actions of each
47 Convention and discuss how those actions will be implemented in the Parish or Mission.

48 The report of the lay delegation may be presented in writing, or orally, and shall be presented
49 at a meeting of the Vestry or Executive Committee not more than sixty (60) days following
50 the adjournment of the annual Diocesan Convention.

51

52 **Canon 2: The Call of the Convention**

53 Not fewer than forty-five days notice of each meeting of the Convention shall be given by
54 the Secretary to every member of the Clergy of the Diocese, and to every Parish and Mission
55 in union with the Church in this Diocese.

56

57 **Canon 3: The Regular Committees of Convention**

58

59 **Section 1.** The Regular Committees of convention include: Claims of Clergy and Lay
60 Delegates to Seats in the Convention, Constitutions and Canons, Resolutions, and
61 Nominations.

62

63 A. Each committee shall consist of two to six persons; clergy canonically resident in the
64 diocese and lay members in good standing in this diocese.

65

66 B. Each committee shall have at least one clergy member and one lay member.

67

68 C. Members shall continue in office until their successors are appointed. Appointments may
69 be from one to three years with provision for annual rotation of a portion of the committee
70 membership.

71

72 **Section 2.** The regular Committees may be appointed by the President at any time between
73 meetings of the Convention. Their duties and responsibilities shall be as follows:

74

75 **Section 3.** The Committee on Claims of Clergy and Lay Deputies to Seats in the
76 Convention

77

78 A. The Committee shall receive from the Secretary any reports of disputed or uncertain
79 claims to seats in the Convention.

80

81 B. The Committee shall meet promptly and consider the matters laid before it, and shall
82 make a recommendation to the President who shall rule on the matter.

83

84 **Section 4.** The Committee on Constitution and Canons

85

86 A. The Committee on Constitution and Canons shall receive from the Secretary all proposed
87 changes in the Constitution and Canons of the Diocese, and shall consider the same.

88

89 B. In every case it shall take care that the material in its report shall be in proper canonical
90 form. It may approve or disapprove the form or substance of a resolution, or either of them,
91 according to its own judgment. The report of this Committee in both form and substance
92 shall take precedence over the original resolution submitted to it.

93

94 C. The Committee shall submit its report on the proposed changes to the Convention with
95 approval, with disapproval, with amendments, or without comment.

96
97 D. The Committee shall annually review the Constitution and Canons of the Diocese in
98 consultation with the Bishop and make any necessary recommendations to the annual
99 Diocesan Convention.

100

101 **Section 5.** The Committee on Resolutions

102

103 A. The Committee on Resolutions shall receive from the Secretary resolutions not referred
104 by the President of the Convention to any other Committee, including any reports or
105 resolutions regarding admission of new Parishes or Missions.

106

107 B. Such resolutions must always be presented in writing at least 60 days before the meeting
108 of the Convention unless a majority consent is given by the Convention to a later
109 presentation.

110

111 C. The Committee shall consider resolutions as to form, substance, and language, and shall
112 report its recommendations to the Convention.

113

114 **Section 6.** The Committee on Nominations

115

116 A. Not later than four months before each annual Convention the Committee on
117 Nominations shall notify all clergy canonically resident in the Diocese, and every Parish and
118 Mission, of the offices to be filled by election at the Convention and request that names and
119 addresses of candidates to be nominated for such offices be submitted to the Committee.

120

121 B. Each name shall be accompanied by a brief biography and a statement that the individual
122 so submitted to the Committee has consented, and is willing to serve if elected.

123

124 C. Not later than two months before the date set for Convention, the Committee shall
125 prepare a list of nominees who are in the consideration of the Committee well qualified for
126 such offices.

127

128 D. In determining nominees for Diocesan Council, the Committee shall nominate persons
129 who represent diverse geographical areas of the Diocese, taking into consideration the
130 existing membership of Diocesan Council.

131

132 E. The list of nominees presented by the Committee to the Convention shall include the
133 names of the Parishes or Missions to which the respective nominees belong, and the number
134 of terms, if any, during which each of them has held the office for which nominated.

135

136 F. The Committee shall not later than 21 days in advance of the date set for Convention
137 send a copy of the list of nominees to all clergy canonically resident in the Diocese and to
138 every Parish and Mission.

139

140 G. Nominations from the floor of the Convention shall be accepted, provided that the
141 person nominated has given prior approval and has agreed to serve if elected and provided
142 further that a biography of the person is available at the time of nomination for distribution
143 by the Secretary of the Convention.
144

145 **Canon 4: The Officers of Convention**

146
147 **Section 1.** The Officers of the Convention shall consist of a President, Secretary, Treasurer,
148 and Chancellor.
149

150 **Section 2.** President

151
152 A. The Bishop Diocesan, if there is one, will be President and preside at meetings of the
153 Diocesan Convention.
154

155 B. If there is no Bishop Diocesan then the person to preside at the Convention is chosen in
156 accordance with the provisions in the Diocesan Constitution.
157

158 **Section 3.** Secretary

159
160 A. Upon nomination by the Ecclesiastical Authority, each annual convention shall elect a
161 member of the clergy or a lay person to be Secretary of the Convention and to serve until a
162 successor is elected. Upon assuming office, the Secretary is granted seat, voice, and vote in
163 the Convention.
164

165 B. It shall be the duty of the Secretary to take minutes of the proceedings of all Conventions,
166 to preserve the Journals and Records, to attest the public acts of the body, and faithfully to
167 deliver into the hands of the successor all books and papers relative to the concerns of the
168 Diocese, which may be in his or her possession.
169

170 C. The Secretary shall cause one copy of every printed Journal to be certified, which shall be
171 deposited as the official record of such Convention, and shall be preserved as such.
172

173 D. In the event of a mid-term vacancy in this office, the Ecclesiastical Authority shall
174 appoint a successor with the advice and consent of the Diocesan Council.
175

176 **Section 4.** Treasurer

177
178 A. Upon nomination by the Ecclesiastical Authority, each annual convention shall elect a
179 member of the clergy or a lay person to be Treasurer of the Diocese and to serve until a
180 successor is elected. Upon assuming office, the Treasurer is granted seat, voice, and vote in
181 the Convention.
182

183 B. The Treasurer shall be the treasurer of the Diocese, reporting to the Diocesan Council
184 and shall perform such duties as may be directed by the Bishop, Council and the
185 Convention.
186

187 C. He or she shall keep such accounts, as may be required, which shall be audited annually,
188 and make such periodic reports as may be deemed necessary by the Bishop, Council and the
189 Convention.

190
191 D. The Treasurer shall be required to give such security as may from time to time be
192 required and prescribed.

193
194 E. In the event of a mid-term vacancy in this office, the Ecclesiastical Authority shall
195 appoint a successor with the advice and consent of the Diocesan Council.

196
197 **Section 5.** Chancellor

198
199 A. The Bishop, with the advice and consent of the Standing Committee, may appoint a
200 person licensed to practice law in the Commonwealth of Pennsylvania as Chancellor of the
201 Diocese.

202
203 B. The Chancellor shall be the legal adviser and chief law officer of the Bishop, the Diocese,
204 the Diocesan Council, the Standing Committee, and all special committees appointed by the
205 Convention, whenever they may require legal advice in questions affecting the interest of the
206 Diocese.

207
208 C. The Chancellor, if a member of the clergy, must be canonically resident in the Diocese
209 and, if a member of the laity, must be an adult communicant in good standing in the
210 Diocese.

211
212 **Canon 5.** Elections

213
214 **Section 1.** Voting

215
216 A. Elections shall be by a majority vote of the valid votes cast for each office. A person shall
217 be considered to have obtained majority vote when they have received more than 50% of
218 the valid ballots cast for that office. For any election, when requested by any five members
219 of convention, a vote by orders will be held. Elections shall be determined by a majority
220 vote, as defined by this canon, in each order.

221
222 B. Each delegate shall have one vote on each ballot for each office or position to be filled.

223
224 C. All delegates must vote for the number of persons to be elected to the various offices.

225
226 **Section 2.** When elections are for different terms of office, the nominee first elected shall be
227 the one elected for the longest term; or if two or more are elected on the same ballot, the
228 candidate receiving the highest number of votes shall be the one or ones elected.

229
230 **Section 3.** Every person appointed or elected to office shall assume office upon the close of
231 Convention.

232
233 **Title II:** Of Parish Vestries and the Governance of Parishes

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Canon 1. General Vestry Matters

Section 1. Responsibilities of Parish Vestry

A. The Vestry in every parish shall cooperate with the rector in promoting the spiritual welfare of the parish and shall aid the rector in the initiation, conduct and development of the mission of the Church both within and outside the parish.

B. The Vestry shall supervise the care and maintenance of the buildings, furnishings and other properties of the parish, providing adequate insurance thereon.

C. The Vestry shall be responsible for the proper care of the finances of the parish, including any trust funds, subject to the General Canons of the Church and the appropriate laws of the Commonwealth of Pennsylvania.

D. Each Vestry meeting shall be open to members of the congregation, except with respect to confidential personnel, legal or pastoral matters. The Vestry may, upon majority vote of the members where a quorum is present, designate the relevant portion of the meeting as confidential and closed.

Canon 2: Call of a Priest

A call to a priest in the event of a vacancy in a clerical position shall be made in the form of a written Letter of Agreement, which shall include all items required by the Bishop, including a clause that the Letter of Agreement may be revised by mutual agreement. The Letter of Agreement and any subsequent revisions shall be submitted to the Bishop for approval.

Canon 3: Of the Governance of Parishes

Section 1: This section of the Canon takes the place of and supersedes the Bylaws of all Parishes in the Diocese.

A. Annual Parish Meeting

1. In every Parish, the Annual Parish Meeting shall be held in January at a time and place designated by the Vestry. Public notice of the Annual Meeting shall be given at all the services on the two preceding weekends. With the consent of the Ecclesiastical Authority, the Annual Meeting may be held during a different month.

2. The purpose of this Annual Meeting shall be to elect members to the Vestry; receive reports from the Vestry, parish officers, and organizations; including any reports about the budget approved by the Vestry for the new year; and to transact such other business as may properly come before it.

3. At the Annual Meeting, a report of the Parish finances shall be given, including reports of all assets and liabilities and all income and expenditures including any subsidiary or related

281 organization or entity, including (but not limited to) all trusts, endowments or other
282 accounts.
283

284 4. The Annual Parish Meeting shall be presided over by the Rector or Priest-in-Charge, or if
285 the office be vacant, or if the Rector or Priest-in-Charge be absent, by the Senior Warden.
286

287 5. Lay Members in good standing of the Parish who are physically present, who are at least
288 18 years of age, who are regular attendants at the services of the parish, and who are regular
289 contributors for the six months preceding the meeting to the support of the Parish, shall be
290 entitled to vote at all Parish Meetings. A quorum for the transaction of business in the
291 Annual Parish Meeting shall consist of 25% of the persons entitled to vote if they were
292 present or 25 persons entitled to vote, whichever is less.
293

294 6. Each Parish shall have a Vestry consisting of not fewer than five nor more than twelve
295 Lay Members at least 18 years of age in good standing elected at the annual Parish Meeting.
296 The number of persons to serve on the Vestry of the Parish shall be set by resolution of the
297 Annual Parish Meeting. A change in number may be effected by the same procedure.
298

299 7. The qualifications of persons to serve on the Vestry shall be the same as the qualifications
300 to vote at the Annual Parish Meeting as set out above except that the person to be elected
301 need not be present at the Meeting.
302

303 8. No cleric or member of a cleric's family shall be eligible for election as a member of the
304 Vestry. No employee of the Parish or member of the employee's family shall be eligible for
305 election to Vestry. No more than one member of a family may serve on Vestry at the same
306 time. A Parish may apply by letter to the Bishop for an amendment to the provisions of this
307 subsection, stating the specific provision it wishes to amend and the reasons for the
308 amendment. The Bishop shall provide a response by letter to the Parish. If the Bishop
309 approves the amendment, the provisions of this subsection shall be considered amended to
310 the extent that the Bishop has approved the amendment as of the date of the letter.
311

312 9. In each Parish the Vestry may by resolution designate a Nominating Committee,
313 otherwise the Rector or Priest-in-Charge together with the Senior Warden and the Junior
314 Warden shall be the Nominating Committee. The Nominating Committee shall publish to
315 the parish two weeks prior to the Annual Parish Meeting a ballot with sufficient qualified
316 nominees to fill the vacancies on the Vestry for the upcoming year.
317

318 10. Additional nominations may be made from the floor of the Annual Parish Meeting. The
319 nominator shall first obtain the consent of the nominee. Any question of the nominee's
320 qualification to serve shall be resolved by the Rector or Priest-in-Charge prior to the election
321 of Vestry members. In the absence of a Rector or Priest-in- Charge, the Senior Warden shall
322 have the responsibility for determining the qualifications of any person nominated from the
323 floor.
324

325 11. Each Annual Parish Meeting shall elect persons to serve on the Vestry replacing those
326 members whose term in office has ended.
327

328 12. The length of one term of office for members of the Vestry shall be three years with one

329 third of the members, or as near as may be, elected each year at the Annual Parish Meeting.
330 A vestry member shall not be eligible for re-election until after one year after his or her
331 second term has ended.

332
333 B. Special Parish Meetings

334
335 1. A Special Parish Meeting may be held at any time on the written order of the Ecclesiastical
336 Authority or of the Rector or Priest-in-Charge, or by resolution of the Vestry, or on a
337 petition to the Ecclesiastical Authority if such petition be signed by not less than one-quarter
338 (25%) of the number entitled to vote at the last Annual Parish Meeting.

339
340 2. All such orders, resolutions, or petitions shall specify the time and place of such meeting
341 and the business to be considered.

342
343 3. At such meeting, no business shall be considered other than that specified in the call.

344
345 4. Notice of such meeting shall be read publicly in church at all services on two weekends
346 prior to the meeting. This notice shall specify the time and place of the meeting, the business
347 to be considered, and by whose order the meeting is called.

348
349 5. Such meeting may be presided over by the Bishop. If the Bishop does not preside, the
350 Rector or Priest-in-Charge shall preside. If there is no Rector or Priest-in-Charge, the
351 Ecclesiastical Authority may request the Senior Warden to preside.

352
353 C. Vestries

354
355 1. Duties of the Vestry.

356
357 a. In accordance with the Constitutions and Canons of The Episcopal Church and of this
358 Diocese the Vestry shall govern the Parish and shall manage and be responsible for its
359 property and material affairs; shall further the temporal and spiritual welfare of the Parish;
360 provide a suitable place of worship and see that it is provided with all things necessary to the
361 worship of Almighty God; shall select and call a Rector and provide for the remuneration of
362 the Rector; and shall present to each Annual Parish Meeting a report on its work during the
363 year preceding and a budget for the next year.

364
365 b. As to civil matters, the Vestry shall be the corporate Board of Directors. The Rector or
366 Priest-in-Charge shall be a member of and preside over the Vestry and is the President of the
367 corporation. If there is no Rector or Priest-in-Charge then the Senior Warden shall be the
368 President of the Corporation.

369
370 c. In consultation with the Rector or Priest-in-Charge, all staff positions are created and
371 funded by the Vestry. Personnel filling those positions are hired by and serve at the
372 discretion of the Rector or Priest-in-Charge and are accountable to the Rector or Priest-in-
373 Charge. The Rector or Priest-in-Charge may work collaboratively with a nominating or
374 personnel committee in the selection of personnel.

375
376 d. A financial report shall be given at each regular meeting of the Vestry, which shall include

377 current income and expenditures. Following approval, the report shall be made available to
378 members of the congregation by publicly posting or otherwise.

379

380 2. Officers of the Vestry and of the Parish

381

382 a. The Lay Officers of a Parish shall consist of the Senior Warden, Junior Warden, Clerk
383 and Treasurer who shall all be adult Lay Members in good standing of the Parish and at least
384 18 years of age. No cleric or family member of a cleric may serve as an Officer of the Parish.
385 No employee of the Parish or member of such employee's family may serve as an Officer of
386 the Parish. No family member of a Vestry member may serve as an Officer of the Parish. A
387 Parish may apply by letter to the Bishop for an amendment to the provisions of this
388 subsection, stating the specific provision it wishes to amend and the reasons for the
389 amendment. The Bishop shall provide a response by letter to the Parish. If the Bishop
390 approves the amendment, the provisions of this subsection shall be considered amended at
391 to the extent that the Bishop has approved the amendment as of the date of the letter.

392

393 b. The Senior Warden shall be elected annually by the Vestry, upon nomination by the
394 Rector or Priest-in-Charge, from among the members of the Vestry. If there be no Rector or
395 Priest-in-Charge of the Parish, the Ecclesiastical Authority shall nominate a Senior Warden
396 from among the members of the Vestry. The Vestry may, by majority vote, decide to call the
397 Senior Warden the "Rector's Warden" or the "Vestry Warden", but in all cases the Senior
398 Warden shall be elected by the Vestry and perform the duties of the Senior Warden.

399

400 c. It is the duty of the Senior Warden to work closely with the Rector or Priest-in- Charge, to
401 advise the Rector or Priest-in-Charge on all matters pertaining to the parish upon which the
402 Rector or Priest-in-Charge may wish to consult the Senior Warden, and to inform the Rector
403 or Priest-in-Charge of all matters which the Senior Warden feels the Rector needs to know.
404 If there is no Rector or Priest-in-Charge, it shall be the duty of the Senior Warden to assume
405 all the temporal duties of the Rector including, but not limited to, presiding at Vestry
406 meetings, signing documents, filing reports, and maintaining the Parish Register. In addition,
407 it shall be the duty of the Senior Warden to provide for the continuation of Divine Worship.

408

409 d. The Junior Warden shall either be elected annually from among their number by the
410 Vestry or shall be appointed by the Rector. In the absence of the Senior Warden, the Junior
411 Warden is to assume the duties of the Senior Warden. The Vestry may, by majority vote,
412 decide to call the Junior Warden the "Vestry Warden" or the "Rector's Warden", but in all
413 cases the Junior Warden will perform the duties of the Junior Warden.

414

415 e. The Wardens shall see that the financial obligations of the Parish are met and that the
416 buildings belonging to the Parish are kept in good repair and are adequately insured. Under
417 the Rector or Priest-in-Charge, they shall see that all things needed for the orderly worship
418 of God and for the proper administration of the sacraments are provided. They shall prevent
419 or repress all disturbance of divine worship. In the absence of a Rector or Priest-in-Charge,
420 they shall, with the advice of the Ecclesiastical Authority, procure suitable supply for the
421 continuance of the services.

422

423 f. A Clerk shall be elected annually by the Vestry. The Clerk shall be responsible to see that
424 minutes are taken of all Annual and Special Parish Meetings and of all meetings of the Vestry

425 and shall attest to the same in the Book of Minutes of the Vestry, shall maintain in the said
426 book the annual accounts of the temporal condition of the Parish, shall keep all original
427 documents, and the list of voters provided for by these Canons. The Clerk shall turn over to
428 his or her successor all books and documents in his possession that belong to the Parish.

429

430 g. A Treasurer shall be elected annually by the Vestry. Under the authority of the Vestry, the
431 Treasurer is responsible to collect, receive, disburse, and account for the funds of the Parish.
432 Prior to the Annual Parish Meeting, the Treasurer shall present to the Vestry a full and
433 accurate statement of the financial condition of the Parish. This statement shall also be
434 presented at the Annual Parish Meeting before the election of officers. At every meeting of
435 the Vestry the Treasurer shall report the total assets and liabilities of the Parish and the
436 income and expenses of the general operating funds. As directed the Treasurer shall report
437 the income and expenses of any other funds. The Treasurer shall furnish a bond, but the
438 cost of such bond shall be borne by the Parish. The Treasurer shall turn over to his or her
439 successor all books, documents, and funds in his or her possession that belong to the Parish.

440

441 h. The Vestry shall fill any mid-term vacancies in their number or among the officers of the
442 Parish by majority vote.

443

444 3. Meetings of the Vestry

445

446 a. Regular meetings of the Vestry shall be held at least quarterly. All Vestry members are
447 expected to be present at Vestry meetings. If any member of the Vestry is absent from three
448 consecutive meetings without due cause, as determined by the Rector or Priest-in-Charge
449 and the Wardens, that seat shall be declared vacant.

450

451 b. The Vestry shall not transact any business without the presence of the Rector or Priest-in-
452 Charge of the Parish, or in the event that the office of Rector or Priest-in-Charge be vacant,
453 without the presence of one of the Wardens. A quorum consisting of a majority of the
454 elected members of the Vestry must be present for the Vestry to transact business. No
455 action affecting the rights of the Rector or Priest-in-Charge shall be taken at any meeting at
456 which the Rector or Priest-in-Charge has not been given the opportunity to attend.

457

458 c. Special Meetings of the Vestry may be called at any time at the request of the
459 Rector or Priest-in-Charge, or of any two Vestry members. Notice of such meeting shall be
460 given to the Rector or Priest-in-Charge, the Wardens, and the members of the Vestry. This
461 notice shall specify the time and place of the meeting and the business to be considered. No
462 other business shall come before such special meeting except with the unanimous consent of
463 the Rector or Priest-in-Charge and all members of the Vestry.

464

465 4. Indemnification

466

467 a. No member of the Vestry shall be personally liable for monetary damages for any action
468 taken, or any failure to take any action, unless said person has breached or failed to perform
469 the duties of the office prescribed by these Canons, and the breach or failure to perform
470 constitutes self-dealing, willful misconduct or recklessness. The provisions of this section
471 shall not apply to the responsibility or liability of said person pursuant to any criminal
472 statute, or for the payment of taxes pursuant to local, state, or federal law.

473

474 b. The Parish shall indemnify any Vestry member who was or is a party to, or is threatened
475 to be made a party to or who is called as a witness in connection with any threatened,
476 pending, or completed action, suit or proceeding, whether civil, criminal, administrative or
477 investigative, including any action by or on behalf of the Parish by reason of the fact that he
478 is or was a member of Vestry against expenses, including attorney's fees, judgments, fines
479 and amounts paid in settlement actually and reasonably incurred in connection with such
480 action, suit, or proceeding unless the act or failure to act giving rise to the claim for
481 indemnification is determined by a court of competent jurisdiction to have constituted
482 willful misconduct or recklessness. With respect to any such action, the Parish may
483 participate therein at its own expense; and the Parish shall be entitled to assume the defense
484 thereof, with Counsel selected by the Parish to the reasonable satisfaction of the party being
485 indemnified. After notice from the Parish to such person of its election to assume the
486 defense thereof, the Parish shall not be liable to such person for any legal or other expenses
487 subsequently incurred by such person in connection with the defense thereof. Such person
488 shall have the right to employ separate Counsel in such action, but the fees and expenses of
489 such Counsel incurred after a notice from the Parish of its assumption of the defense
490 thereof, shall be at the expense of such person.

491

492 **Section 2:** Subordinate Entities

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494 A. If a Parish wholly owns any subordinate entity, whether or not that entity is separately
495 incorporated, and the Parish pays staff to perform work for that entity, that subordinate
496 entity shall have its own bylaws.

497

498 B. All such bylaws and any amendments thereto shall first be submitted to the Bishop and
499 Standing Committee for approval prior to submission to the Vestry for approval.

500

501 C. Any existing bylaws for such entities which have not already been approved by the Bishop
502 and the Standing Committee shall be submitted to the Bishop and to the Chancellor for
503 review.

504

505 **Canon 4.** Of Business Methods in Church Affairs

506

507 **Section 1.** In every parish, mission, congregation or institution connected with the Diocese
508 of Bethlehem, the Manual of Business Methods in Church Affairs, as issued from time to
509 time by the Church, shall be used as a guide for the conduct of business.

510

511 **Section 2.** All property, real and personal, held by or for the benefit of any Congregation of
512 this Diocese is held in trust for the Diocese and The Episcopal Church. The existence of this
513 trust, however, shall in no way limit the power and authority of the Congregation otherwise
514 existing over such property so long as the Congregation remains a part of, and subject to,
515 this Church and its General and Diocesan Constitution and Canons.

516

517 **Section 3.** No mortgage, judgment, lien, or indebtedness shall be incurred by any
518 Congregation of this Diocese without the consent and approval of the Bishop Diocesan, if
519 there be one, and the Standing Committee.

520

521 **Section 4.** No real property titled to any Congregation or other institution of this Diocese
522 shall be sold, given away, deliberately destroyed, or otherwise alienated or encumbered
523 without the consent and approval of the Bishop Diocesan, if there be one, and the Standing
524 Committee.

525

526 **Section 5.** All Congregations, institutions, and other entities belonging to this Diocese or
527 any of the Congregations of this Diocese shall be adequately insured with property and
528 liability insurance that shall conform to a minimum standard for insurance established by the
529 Diocesan Council, and shall provide annually to the Diocese a certificate of insurance.

530

531 **Section 6.** No Congregation, institution or other entity belonging to this Diocese shall
532 purchase real estate without the consent and approval of the Bishop Diocesan, if there be
533 one, and the Standing Committee.

534

535 **Section 7.** Real property held or administered by the Diocese of Bethlehem or by
536 Institutions, Parishes or Congregations connected with it, shall be offered for sale, sold, or
537 leased only on a non-discriminatory basis consistent with the applicable laws of the
538 Commonwealth of Pennsylvania, of the United States of America, and of the General
539 Canons of the Church.

540

541 **Section 8.** Every Congregation shall present the Annual Parochial Report to the
542 Ecclesiastical Authority by the date specified.

543

544 **Canon 5.** Parishes Under Review

545

546 **Section 1.** Definition of Sustainable Parish

547 It is the policy of the Diocese that all Parishes should be 'Sustainable'. A Parish (including
548 yoked parishes or a cluster of parishes) which is 'Sustainable' is defined as a Parish or parish
549 ministry initiative that exhibits these characteristics:

550

551 A. It is mission-focused and able to come into alignment with Diocesan strategic priorities.

552

553 B. It is outward-looking and seeks to make an impact on its surrounding community.

554

555 C. It has clergy (full or part-time) and active lay leadership with the skills to manage the
556 programs and property of the parish ministry to meet its own sense of mission.

557

558 D. It has the energy and resources to meet the challenges of the community it serves and to
559 provide for the future well-being of parish life.

560

561 E. It relies mainly on the freewill offering of its members and its own resources for its core
562 financial support.

563

564 F. It does not endanger its future well-being by depleting its capital assets.

565

566 **Section 2.** Conditions for Declaration of Review Status

567 A Parish may be declared to be a Parish Under Review when one or more of the following
568 conditions exist, as determined by the Bishop with the consent of the Standing Committee:
569

570 A. The Vestry or Rector of a Parish request the Bishop to declare it to be a Parish Under
571 Review

572

573 B. The Parish has violated the Constitution or Canons of the Diocese or the General
574 Constitution and Canons of the Church, including employing a member of the clergy under
575 ecclesiastical censure or process, permitting a church edifice to be used for purposes
576 incompatible with its consecration, or engaging in any persistent course inconsistent with the
577 doctrine, discipline, or worship of the Church;

578

579 C. The Parish has refused or neglected to elect a Vestry, or failed to provide representation
580 at any Annual Convention of this Diocese, or refused or neglected to pay its Diocesan
581 Assessment;

582

583 D. The Parish has failed to call a Rector after a reasonable period of time and without having
584 made reasonable efforts;

585

586 E. The Parish has failed to comply with the provisions of the Canons of this Diocese or the
587 General Canons of this Church pertaining to Business Methods in Church Affairs or the
588 Church Pension Fund;

589

590 F. The Parish has repeatedly invaded the principal portion of endowment funds for regular
591 operating expenses, evidenced substantial financial instability, or otherwise is not
592 'Sustainable'.

593

594 **Section 3.** Review Committee

595

596 A. The Bishop shall appoint a Committee of three (3) persons who are not members of the
597 Parish to investigate and seek to ameliorate the conditions, and to report to the Bishop.

598

599 B. The Committee, with the Parish, may enlist the advice and assistance of Diocesan
600 resources.

601

602 C. The Bishop shall have the right to have the books and records of the congregation
603 audited.

604

605 **Section 4.** Restoration to Regular Canonical Status

606

607 A. When a Parish is under Review, it shall be the obligation of all parties to labor to restore
608 the Parish to a greater degree of health, setting forth problems to be addressed in an open,
609 honest manner, and working toward the resolution of such problems in a climate of respect
610 and charity, and for the greater good of the Church's witness to its Lord.

611

612 B. The Bishop, with the advice of the Standing Committee, shall develop a plan for restoring
613 the parish to greater degree of health ("Restoration Plan").

614

615 C. The Restoration Plan shall be delivered in writing to the Rector or Priest-in-Charge and
616 the Senior Warden of the Parish under Review within 90 days of the Parish having been
617 placed on Review status and will take effect upon delivery.

618

619 D. The Restoration Plan shall contain in writing all matters which the Parish must resolve to
620 be restored to health, and the guidelines that will demonstrate such return to health and such
621 plan may be amended by the bishop at any time.

622

623 E. A parish shall be declared to be no longer a Parish under Review when the Bishop, with
624 the advice of the Standing Committee, determines that all of the requirements of the
625 Restoration Plan have been satisfied.

626

627 **Canon 6. Parishes at Risk**

628

629 **Section 1. Conditions for At Risk Status**

630

631 A. If the conditions set forth in Title II, Canon 5, Section 2, shall persist for more than one
632 year, or if conditions warrant immediate action, the Bishop, with advice and consent of the
633 Standing Committee, may declare the Parish to be a Parish at risk, and may require the
634 application of one or more of the following measures to restore health to the Parish:

635

636 1. Appointment, by the Bishop, of three (3) to five (5) persons, some or all of whom may be
637 adult communicants of the Parish to govern the affairs of the Parish as the Vestry, replacing
638 the current Vestry, notwithstanding any other provisions for such governance or the election
639 of a Vestry in the Canons of this Diocese;

640

641 2. Designation of the Rector as Vicar;

642

643 3. Conveyance of title of all property to the corporation named Incorporated Trustees of the
644 Diocese, through its Board, Diocesan Council, who shall hold the same while these
645 conditions exist;

646

647 4. Such other measures which the Bishop, with the concurrence of the Standing Committee,
648 determines to be appropriate. Such measures may include formally designating the Parish to
649 be a Mission of the Diocese.

650

651 **Section 2. Restoration to Regular Canonical Status**

652

653 A. At least yearly, the Bishop (together with such other persons or Committees as the
654 Bishop may designate) and the Vestry will evaluate the progress toward correcting the
655 conditions that led to the Parish being declared at risk, including, but not limited to, the
656 issues and guidelines listed in the Restoration Plan.

657

658 B. When the conditions which have led to the decision to declare a Parish at risk have been
659 substantially ameliorated, the Parish may petition the Bishop for restoration of the Parish to
660 regular canonical status.

- 661
662 C. The Bishop, with the advice of the Standing Committee, shall decide whether or not to
663 approve the petition.
664
665 D. If a Parish at Risk shall remain in such status for a period of more than four (4) years
666 without extension of its Restoration Plan, then a special meeting of the Parish at Risk shall
667 be called by either the Bishop or the Wardens of the Parish, and by majority vote thereof, it
668 shall be determined whether such Parish at Risk shall petition to be restored to full and
669 regular Parish status, or shall ask to be changed to the status of a Mission, merged, or closed.
670
671 E. The Bishop, with the advice and consent of the Standing Committee, shall then decide
672 not less than four months after the vote on such requested action whether to restore the
673 Parish, to change its status to Mission, to merge or to close the Parish.
674
675 F. Any decision as to closing of a Parish shall be taken in accordance with Title II, Canon 8.
676

677 **Canon 7. Missions**

678
679 **Section 1. Definition**

680 A Mission is a congregation of the Diocese of Bethlehem which does not meet the
681 requirements of a Parish.
682

683 **Section 2. Establishment of Missions**

684
685 A. The power to establish a Mission in any town or district is hereby vested in the Bishop of
686 the Diocese. A Mission is, for the purpose of this Canon, an incipient organization over
687 which a Missionary may at any time be placed by the authority of the Bishop.
688

689 B. A Mission shall not be established in any town or district until an application shall have
690 been made by not less than ten adult persons, declaring their attachment to the Protestant
691 Episcopal Church, and their purpose to sustain the services of said Church; they shall
692 furthermore pledge the payment of a specified sum for the maintenance of the Vicar whom
693 the Bishop shall appoint.
694

695 **Section 3. Property**

696 All property of a Mission shall be vested in The Incorporated Trustees of the Diocese
697 through its Board, Diocesan Council, who shall hold the same for the benefit of said
698 Mission, until such time as it shall be duly organized as a Parish, when the said property may
699 be transferred to the Parish Corporation; provided that when a property is vested in a parent
700 Parish it shall retain the same until the Mission be organized as a Parish and as such be
701 admitted into union with the Convention.
702

703 **Section 4. Executive Committee**

704 There shall be annually elected in every Mission not fewer than four nor more than ten adult
705 members who, with the Vicar, shall constitute the Executive Committee of the Mission, and
706 whose duty it shall be to promote the temporal and spiritual interests of the Mission.
707

708 **Section 5.** Wardens
709 The Vicar shall appoint from the Executive Committee a Warden, and the Executive
710 Committee shall elect a Secretary and Treasurer. The Treasurer need not be a member of the
711 Executive Committee.

712
713 **Section 6.** Convention Delegates
714 The Lay delegates from the Mission shall be chosen from among the members thereof in the
715 manner provided in Title 1, Canon 1, Section 2.A.

716
717 **Canon 8.** Closing of a Parish
718

719 **Section 1.** Conditions for Voluntary Closure
720 A Parish may voluntarily determine to close, if such action is:

721
722 A. approved by two-thirds (2/3) of the Vestry; and

723
724 B. approved by a two-thirds (2/3) vote of the Members present at a special or regular
725 meeting; and

726
727 C. approved by the Rector, if one is in place; and

728
729 D. approved by the Bishop.
730

731 **Section 2.** Conditions for Closure
732

733 A. Other than as set forth in Section 1 above, no Parish shall be closed except upon the
734 affirmative vote of two-thirds (2/3) of the Members of any Convention of the Diocese.

735
736 B. Such Convention vote shall be upon a special report of the Diocesan Council, which shall
737 consider the issues and evidence of conditions warranting a declaration of dissolution. Such
738 report shall contain a statement of the issues and evidence of conditions placed before the
739 Bishop and the Diocesan Council.

740
741 C. Upon the affirmative vote of the Convention, such Parish shall be closed, and title to all
742 property thereof shall vest in the Incorporated Trustees of the Diocese and its Board of
743 Directors, the Diocesan Council.

744
745 **Section 3.** Disposition of Property
746 Upon closing, title to all property thereof shall vest in the Incorporated Trustees of the
747 Diocese and its Board of Directors, the Diocesan Council.

748
749 **Title III: Of Constitutional Committees**

750
751 **Canon 1.** Standing Committee
752

753 **Section 1.** The Standing Committee shall consist of eight (8) elected members; 4 clergy
754 members and 4 lay members.
755

756 **Section 2.** Each annual Convention shall elect one Priest in Good Standing and one Lay
757 Person in Good Standing to serve a term of four years on the Standing Committee.

758
759 **Section 3.** No one so elected shall be eligible for re-election after having served two
760 consecutive terms until after the expiration of one year.

761
762 **Section 4.** The Standing Committee shall fulfill all duties prescribed for Standing
763 Committees in the General Constitution and Canons and in the Constitution of this Diocese
764 and in these Canons.

765
766 **Section 5.** Within thirty (30) days following the annual Diocesan Convention, the Standing
767 Committee shall elect from their own body a President of the Standing Committee and shall
768 also elect from their body a Secretary who shall serve a term of one year and may succeed
769 themselves.

770
771 **Section 6.** The Standing Committee shall have the authority to fill, for the unexpired term,
772 all vacancies that occur in its own body.

773
774 **Canon 2.** The Diocesan Council

775
776 **Section 1.** Purpose of the Diocesan Council

777 A. The Diocesan Council shall be the executive agency of the Convention of the Diocese in
778 between meetings of the Convention, and shall be responsible to the Convention.

779
780 B. The Diocesan Council shall administer and advance the work of the Church in this
781 Diocese, subject to the provisions of the Constitution and Canons of this Diocese.

782
783 C. As the executive agency of the Convention of the Diocese, the Diocesan Council may
784 inaugurate, revise and enact policies that are not inconsistent with the Constitution and
785 Canons of the Diocese.

786
787 D. The Diocesan Council shall constitute the Board of Directors of that Pennsylvania non-
788 profit corporation known as The Incorporated Trustees of the Diocese of Bethlehem. The
789 Diocesan Council shall also constitute the Board of the Directors of that Pennsylvania non-
790 profit corporation known as the Diocese of Bethlehem.

791
792 E. The powers and duties of the aforesaid corporations shall be as set forth in their
793 respective Articles of Incorporation. The Diocesan Council shall have power to make such
794 bylaws and rules as may from time to time be deemed necessary or expedient for the
795 governance of said corporations; provided, always, that the said bylaws and rules, or any of
796 them be not repugnant to the Constitution and laws of the United States, to the Constitution
797 and laws of the Commonwealth of Pennsylvania, to the General Constitution and Canons of
798 the Church, and to the Constitution and Canons of the Diocese of Bethlehem.

799
800 **Section 2.** Membership of the Diocesan Council

801
802 A. The Bishop of the Diocese shall be, ex-officio, president of the Diocesan Council.

803

804 B. The Bishop Coadjutor, the Bishop Suffragan, the Assistant Bishop, the Treasurer and the
805 Chancellor shall be ex-officio members of the Diocesan Council.

806

807 C. The Council shall consist of twelve elected members in addition to the ex officio
808 members.

809

810 D. Convention shall elect four persons, two clerical and two lay, to the Diocesan Council
811 annually to serve for a term of three years.

812

813 E. No one so elected shall be eligible for re-election after having served two consecutive
814 terms until after the expiration of one year.

815

816 F. The Diocesan Council shall have the authority to fill, for the unexpired term, all vacancies
817 in its own body related to the elected members in Section C above.

818

819 **Section 3.** The Duties of the Diocesan Council

820

821 A. The Diocesan Council shall develop for consideration and approval by Convention a
822 Diocesan mission strategy and shall develop and maintain programs to implement the
823 mission.

824

825 1. Council shall regularly review the strategy and report the results of the review to
826 Convention.

827

828 2. Council shall make an annual report to Convention for its consideration including an
829 assessment of Diocesan programs and services.

830

831 B. The Diocesan Council shall prepare and submit annually to the Convention for its
832 consideration and approval, subject to sub-section (C) herein, a proposed operating budget
833 for all programs and services included in the proposed strategy, and the assessments and
834 acceptances of the parishes and missions necessary to effect said strategy. The Council shall
835 propose minimum salaries and cost of living increases. This provision does not apply to
836 positions filled by deacons, diocesan interns, or non-stipendiary clergy.

837

838 C. At the first meeting of the Diocesan Council in each fiscal year, the aforementioned
839 proposed operating budget shall be finalized and approved, in accordance with the strategy
840 and priorities adopted by the Convention, which operating budget shall not be greater than
841 the financial resources available for these purposes.

842

843 D. The Diocesan Council shall have the powers and duties, either in its own name, in the
844 name of the Diocese, or in the name of the Incorporated Trustees of the Diocese of
845 Bethlehem, or as trustee of any of these entities, to buy and sell real estate, securities and
846 other investments, to receive, hold, administer, and properly dispose of all property, real and
847 personal, which may be given, granted, conveyed, devised, bequeathed, or transferred to the
848 Diocese, including but not limited to the Episcopal Endowment Fund or the Episcopal
849 Diocesan Fund, or to the Incorporated Trustees, either in its own name or in trust, for any

850 religious, charitable or educational use of purpose connected with the Diocese or any
851 portion of the Diocese, or for the aid, benefit, or advancement of any parish, congregation,
852 or religious, charitable or educational association of Episcopalians in the Diocese.

853

854 E. Upon approval of the proposed operating budget by the Convention, notice shall be sent
855 to the Rector or Vicar and Treasurer of each Parish and Mission of the assessment due and
856 payable by the respective Parish or Mission, which shall be payable in monthly installments
857 to the Treasurer of the Diocese commencing January of the fiscal year to which said budget
858 is applicable.

859

860 F. Notice of the right of appeal from the amount of the assessment shall be printed in the
861 notices sent to the Parishes and Missions. All requests for reduction or for exoneration shall
862 be submitted to Diocesan Council, who shall act upon the same in a timely fashion.

863

864 G. At least one month before the close of the diocesan fiscal year and one month before any
865 Special Convention, Diocesan Council shall notify all Parishes and Missions which may have
866 failed to meet their assessments in full, stating the amount still due, and shall add to the
867 notice the clause in Article V of the Constitution, which bars representation in the
868 Convention for certain financial delinquency.

869

870 H. At the opening of each annual Convention, the Treasurer shall present a written report
871 stating in detail the fiscal condition of the Diocese, and a list of the Parishes and Missions
872 which may have failed to pay their assessments, stating the amount still due from each.

873

874 **Section 4. Committees of Council**

875 The Diocesan Council shall have the power to initiate and appoint such as are necessary to
876 fulfill the diocesan mission, strategy, and policies.

877

878 A. Finance Committee

879 Notwithstanding any other committees it may establish, the Diocesan Council shall be
880 required to establish a Finance Committee.

881

882 1. Membership of the Finance Committee

883 a. The Finance Committee shall consist at a minimum of the Treasurer, two members
884 appointed by the Bishop, and two members appointed by the Diocesan Council.

885

886 b. In order to fulfill its mandate, additional members may be appointed by nomination of the
887 Bishop and approval of the Diocesan Council.

888

889 c. Members of the Committee need not be members of the Diocesan Council. Members
890 appointed shall be persons with expertise in fiscal or fiduciary affairs.

891

892 d. Such committee members shall serve at the pleasure of the body that appointed them.

893

894 2. Powers and Duties of the Finance Committee

895

896 a. The Committee shall monitor the financial affairs of the Diocese.

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b. The Committee shall provide for an annual audit of the Diocese.

c. The Committee shall recommend to the Diocesan Council the proper and prudent administration of such real or personal property and as may have been granted to the corporations known as the Incorporated Trustees of the Diocese of Bethlehem, the Episcopal Diocese of Bethlehem, or any real or personal property designated for the use of the Episcopal Church in this Diocese.

d. Such recommendations shall include recommendations for the approval of all investments or change in investments in respect of which the Diocesan Council, the Diocese, or the corporation known as the Incorporated Trustees of the Diocese of Bethlehem has any authority or responsibility, and any matters relating to loans from the Colt Sterrett and Clergy loan funds, and any other loan funds under the control and supervision of the Diocese.

e. To carry out its purpose, the Finance Committee shall keep a record of its meetings and make a report at each meeting of the Diocesan Council.

B. All Committees established by Council pursuant to this Canon, including but not limited to the Finance Committee, shall report to Council in such ways as Council shall determine.

1. Any reports and recommendations of these Committees shall be subject to Council's review and approval.

2. Members of the Committees need not be members of the Diocesan Council

C. The Diocesan Council shall report to the Annual Convention of the Diocese.

Canon 3. Ecclesiastical Discipline

Section 1. Title IV of General Canons

Those provisions of Title IV of the General Church Canons, which are applicable or may become applicable to the Diocese, are hereby incorporated as part of this Canon. To the extent, if any, that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

Section 2. Discipline Structure

A. Disciplinary Board. The Board shall consist of seven persons, four of whom are members of the Clergy and three of whom are Laity.

B. Clergy Members. The clergy members of the Board from the Diocese must be canonically and geographically resident within the Diocese.

C. Lay Members. The lay members of the Board from the Diocese shall be Adult Communicants in Good Standing and geographically resident in the Diocese.

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D. Election

1. By May 1st of each year, the Bishop shall nominate and the Standing Committee shall elect persons to fill the terms of those members whose terms are expiring in July of that year. Those persons newly elected shall assume office on July 1st of the year they are elected.
2. The members of the Disciplinary Board shall serve for a term of three (3) years.
3. No member shall be eligible for reelection for a year after the end of his or her second three (3) year term.
4. There shall be no change in the composition of a Disciplinary Board as to a proceeding pending before it while that proceeding is unresolved except for just cause as determined by the Disciplinary Board.
5. Should a mid-term vacancy occur, the Bishop shall nominate a replacement to the Standing Committee for election.

Title IV. Miscellaneous

Canon 1: Diocesan Staff

Section 1: No part-time or full-time employee or staff person of the Diocese shall be eligible for election to, or to serve as a member of a Constitutional Committee or the Commission on Ministry.

Section 2: Nothing in this Canon shall preclude an employee or staff person of the Diocese from election to, or serving as, a Deputy to General Convention or a committee of Diocesan Council or a committee of the Diocesan Convention.

Canon 2. Commission on Ministry

Section 1. Membership

A. The Bishop shall ex-officio be a member of the Commission on Ministry. The Bishop Coadjutor, the Bishop Suffragan and the Assistant Bishop (if there be such) shall ex-officio be members of the Commission on Ministry.

B. The Commission on Ministry will consist of 12 persons in addition to the ex officio members. The Convention shall elect six of the 12 members of the Commission, three clerical and three lay: one in each order to be elected annually for a term of three years. No one so elected shall be eligible for re-election after having served two consecutive terms until after the expiration of one year.

C. The Bishop shall annually appoint six members for a term of one year.

991 D. As circumstances require, in consultation with Commission on Ministry, the Bishop may
992 appoint up to two additional members to the Commission for a term of one year.

993
994 E. The Commission on Ministry shall have the authority to fill, for the unexpired term, all
995 vacancies in its own body related to the elected members in Section B above.

996
997 **Section 2. Duties**

998 The duties of the Commission on Ministry shall be those prescribed in the General Canons
999 of the Church and such other duties relating to the ministry of this diocese as shall be
1000 assigned by the Bishop.

1001
1002 **Section 3.** The Commission on Ministry shall have the power to devise and enact by-laws
1003 for its own governance that are not inconsistent with the Constitution and Canons of the
1004 diocese.

1005
1006 **Section 4.** The Commission on Ministry shall report to the annual Convention of the
1007 Diocese.

1008
1009 **Canon 3. Deputies to General Convention**

1010
1011 **Section 1.** At every annual meeting of the Convention held in the second year preceding
1012 that year in which a meeting of the General Convention is scheduled, four clergy and four
1013 lay communicants in good standing shall be elected by ballot as deputies and four of each
1014 order shall be elected as alternates of this Diocese to the General Convention of The
1015 Episcopal Church.

1016
1017 **Section 2.** Notwithstanding any other provision of the Constitution or these Canons, all
1018 elections for Deputies and alternates to General Convention shall be held by Orders. No
1019 person shall be declared elected unless they receive a majority of the vote of each Order
1020 voting on the same ballot. Elections shall continue until four Deputies and four alternates
1021 are elected in each order.

1022
1023 **Section 3.** In case any of those elected deputies shall decline such election or will be unable
1024 to attend, such individual shall forthwith inform the Ecclesiastical Authority of the Diocese
1025 and the said Ecclesiastical Authority shall thereupon appoint one of the alternates in the
1026 order of their election; if none of the alternates elected shall accept such appointment, the
1027 Ecclesiastical Authority may appoint a deputy of the same order as the deputy who resigned.

1028
1029 **Section 4.** The Diocesan Council shall make a reasonable allowance for the expenses of the
1030 deputies of the General Convention by the Diocese.

1031
1032 **Section 5.** The Deputies shall elect a chair of their delegation from among their number by
1033 majority vote of the Deputies elected.

1034
1035 **Canon 4. Failure to Perform Duties**

1036 If any officer of the Diocese shall in the judgment of the Bishop fail to perform the duties or
1037 function of the office to which elected for a period of three (3) consecutive calendar months,

1038 or if any elected member of any committee or other body of the Diocese shall be absent
1039 from three or more consecutive meetings of that committee or other body without
1040 reasonable excuse then the Standing Committee may, on the application of the Bishop or of
1041 the committee or body in question, declare, by a two-thirds vote of the entire committee,
1042 that the office is vacant.

1043
1044 **Canon 5.** The Cathedral

1045
1046 **Section 1.** The Church of the Nativity in the City of Bethlehem is the Cathedral Church of
1047 the Bishop and the Diocesan Church of the Diocese of Bethlehem for the use of the clergy
1048 and laity of the Diocese, and it is also a House of Prayer for all people who may resort
1049 thereto for worship.

1050
1051 **Section 2.** The Cathedral is the official seat of the Bishop, and the center of Diocesan
1052 worship and work. It shall set an example of constant and well-ordered worship, of effective
1053 preaching, of missionary zeal, of religious education and Christian Social Service.

1054
1055 **Section 3.** The Rector of the Cathedral, when duly elected by the Parish and installed as
1056 such, shall be the Dean thereof.

1057
1058 **Section 4.** The title of the property of the Cathedral shall be held by the Rector, Church
1059 Wardens and Vestry thereof who shall, subject to the Canons of the Diocese and the
1060 General Canons of the Church, administer said property, supervise and direct the activities
1061 of the Cathedral Church and exercise all the duties and functions entrusted to a parish
1062 church by those Canons.

1063
1064 **Section 5.** Assistant ministers on the staff of the Cathedral may, at the discretion of the
1065 Dean and with the consent of the Bishop, be designated as Canons of the Cathedral.

1066
1067 **Section 6.** The Cathedral shall be at the Bishop's disposal for special services, whereof due
1068 notice shall be given to the Dean.

1069
1070 **Section 7.** The Bishop shall take such part in religious services as is mutually agreed upon by
1071 the Bishop and the Dean, shall have the use of the pulpit of the Cathedral on giving due
1072 notice to the Dean and shall always have the privilege to celebrate the Holy Communion and
1073 to preach in the Cathedral on Easter Day and on Christmas in each year.

1074
1075 **Canon 6.** The Historiographer
1076 The Historiographer shall be appointed by the Bishop and shall be the custodian of all
1077 Journals of other dioceses and jurisdictions and of all files, papers, reports and documents
1078 that shall become the property of the Diocese and shall keep the same in some suitable,
1079 accessible place of deposit subject to the direction of the Convention.

1080
1081 **Canon 7.** Amendments to and Interpretation of the Canon Law

1082
1083 **Section 1.** All proposals, other than proposals originating with the Committee on
1084 Constitution and Canons, to amend the Constitution or the Canons of the Diocese shall be

1085 referred without debate to the Committee on Constitution and Canons for consideration
1086 and report.

1087

1088 **Section 2.** No existing Canon shall be changed, and no new Canon shall be enacted on the
1089 day on which the change or the enactment may be proposed.

1090

1091 **Section 3.** The Constitution and Canons shall be interpreted in their plain and literal sense
1092 except that words specific to one gender shall be read as gender inclusive. The terms used in
1093 these Canons shall be defined as follows:

1094

1095 (a). Family: spouse, parent, sibling, child, stepchild, in-law or domestic partner.

1096

1097 (b). General Canons or General Church Canons: Constitution and Canons of the Protestant
1098 Episcopal Church in the United States of America, otherwise known as The Episcopal
1099 Church.

1100

1101 (c). Diocese: the Episcopal Diocese of Bethlehem

1102

1103 (d). Lay Member: every baptized lay member of the Church.

1104

1105 (e.) Rector: Rector or Priest-in-Charge

Resolution B: Official Final Constitutional Revision

As Approved by the Constitution and Canons Committee October 4, 2016

1 BE IT RESOLVED, that, pursuant to Article XII of the Constitution of the Diocese of
2 Bethlehem, the following amendments to Constitution of the Episcopal Diocese of
3 Bethlehem be approved for a first vote by the 145th Convention of the Diocese of
4 Bethlehem. Be it further resolved that should these amendments be approved by a second
5 vote at the 146th Convention of the Diocese, that no elections for Standing Committee shall
6 be held at that 146th Convention.

7

8 **ARTICLE I**

9

10 The Church in the Diocese of Bethlehem, being a constituent part of the Protestant
11 Episcopal Church in the United States of America, accedes to, recognizes, and adopts the
12 Constitution and Canons of that Church, and acknowledges its authority accordingly.

13

14 **ARTICLE II**

15

16 There shall be a stated Convention of the Church in this Diocese every year, convening on
17 such day and at such place as the preceding Convention may have appointed; and if no
18 appointment shall have been made, then the Bishop and the Standing Committee shall
19 appoint the day and the place. The Bishop and the Standing Committee shall have the power
20 to change the place and time of Convention.

21

22 **ARTICLE III**

23

24 The Bishop may call Special Conventions when he *or she* shall judge it conducive to the good
25 of the Church; and he *or she* shall do so when requested by a vote of three-fourths of the
26 Standing Committee. If the Episcopate be vacant, the Standing Committee shall have power
27 to call a Special Convention; such call to be made by a circular letter to all the Clergy and
28 Parishes, and issued not less than thirty days previous to the day appointed for the
29 Convention, stating the special business for which the Convention is called.

30

31 **ARTICLE IV**

32

33 Every Convention shall be opened with Prayers, as directed by the Bishop, and at every
34 Convention there shall be a celebration of the Holy Communion.

35

36 **ARTICLE V**

37

38 **Section 1.** The Convention shall be composed of Clergy and Lay Deputies.

39

40 **Section 2.** Every member of the Clergy canonically resident in the Diocese and actually
41 engaged in Church work with the previous written sanction of the Ecclesiastical Authority
42 shall be entitled to a seat and a vote in the Convention. ~~Provided, that no member of the~~
43 ~~Clergy once entitled to a seat and a vote shall be deprived of them by reason of retirement,~~
44 ~~disability, sickness, or by fulfilling duties in an approved institution of learning, or as an~~
45 ~~officer or employee of the Executive Council of the Protestant Episcopal Church, or of the~~
46 ~~National Council of Churches, or by serving as a chaplain in the armed services or in the~~
47 ~~Veteran's Administration.~~

48 **Section 3.** The Lay members shall consist of the Secretary, Treasurer, and Chancellor of the
49 Diocese, if they be lay members; and of *at least* one Lay ~~Deputy~~ *Delegate* from each Parish and
50 ~~Organized Mission in union with the Convention; with additional delegates as may be set forth in~~
51 ~~the Canons.~~with one additional Lay Deputy for each two hundred lay members or fraction
52 thereof over one hundred in such Parish or Organized Mission as reported in the annual
53 Parochial Report for the year ending December 31st preceeding; the Laity in all cases, like the
54 Clergy, voting as individuals; but no Parish or Organized Mission shall be entitled to
55 representation in the Convention which: (a) for the space of two years shall not have
56 employed member of the Clergy as its Parish Minister or applied to the Bishop for the
57 services of a Missionary; or, (b) shall have failed to pay the assessment laid upon it by the
58 authorities of the Diocese on or before the first day of the annual Convention; or, (c) failed
59 to provide an audit as required under the Canons.
60 Furthermore, with respect to any Parish or Organized Mission which shall have failed to pay
61 the assessment laid upon it as herein before mentioned, in furtherance of Title I, Canon 7,
62 Section 4 of the Constitution and Canons for the Government of the Protestant Episcopal
63 Church in the United States of America (Rev. 1991), the Bishop may, in his discretion,
64 suspend the jurisdiction of the vestry of the delinquent Parish or the Executive Committee
65 of the delinquent Organized Mission until such time as said delinquency is satisfactorily
66 resolved.
67 But any such Parish shall again be entitled to representation, if on its own application,
68 accompanied by a report of its condition satisfactory on the points herein named, the
69 Convention shall agree thereto, and this right shall take effect immediately upon the
70 Convention so agreeing.
71 The term "lay member," as used in this Article V, and in Article VIII below, shall in every
72 case mean baptized lay members of the Church in good standing.

73

74 **ARTICLE VI**

75

76 The Bishop shall preside in the Convention, but in case of absence or vacancy in the
77 Episcopate, the Convention shall elect a President from among the Clergy.

78

79 **ARTICLE VII**

80

81 A Secretary, a Treasurer, a Chancellor, a ~~Registrar~~, and a Historiographer shall be chosen ~~at~~
82 ~~each annual Convention and shall remain in office until their successors be appointed and as~~
83 ~~set forth in the Canons and~~ whose duties shall be defined by Canon.

84

85 **ARTICLE VIII**

86

87 There shall be a Standing Committee consisting of ~~five~~ *an equal number of* clergy and ~~five~~ lay
88 members.

89 *The duties of the Standing Committee shall conform to the General Church Constitution and Canons and*
90 *the Canons of the Diocese of Bethlehem.* ~~who when there is no Bishop, or when he or she is~~
91 ~~incapable of acting, shall perform such duties not peculiar to the Episcopate as are in the~~
92 ~~Constitution and Canons assigned to the Bishop.~~

93

94 ~~A member of the Standing Committee may be elected for a second consecutive term of five~~
95 ~~years but then shall not be eligible for further re-election as a member of the Committee~~

~~96 before the annual Convention next following completion of that member's second
97 consecutive term. At each annual Convention, one member of clergy and one lay member
98 shall be elected for a term of five years.~~

~~99 The Standing Committee shall have the authority to fill all vacancies that may occur during
100 the recess of the Convention, in their own body, and also such other offices as are held by
101 election at the annual Convention. If the unexpired term is two years or less, the person so
102 appointed shall fill the unexpired term. If the unexpired term is more than two years, then
103 the Standing Committee shall appoint a person to serve until the next Convention, at which
104 time the Convention shall fill the office.~~

~~105
106 In addition to the powers already vested in them, they shall also have authority to transact
107 such executive business as may be brought before them during the recess of the Convention.
108~~

~~109 It shall be the duty of the Standing Committee to see that a report on the State of the
110 Church in the Diocese of Bethlehem is on hand and kept up to date as part of the planning
111 data of the Diocese.~~

112 113 **ARTICLE IX**

~~114
115 The Clergy and Lay Deputies in Convention shall deliberate in one body, and shall vote as
116 such, except when it is required otherwise by five members. In such a case the Convention
117 shall vote as two distinct Orders, and a majority of the votes of each Order taken separately
118 shall be necessary to give validity to a measure. In all elections a vote by orders shall not be
119 required except as provided in this Article.~~

~~120 Twenty members of the Clergy together with Lay Deputies from Twenty Parishes and
121 Organized Missions, duly assembled in Convention, shall be a quorum, and on every
122 question the votes of a majority of those present, or (when a vote by Orders is required) the
123 votes of a majority of those present of the two Orders respectively shall decide.~~

~~124 In all elections, except the election of a Bishop, Convention shall vote as one body through
125 the use of a marked ballot, voting machine or other mechanical or electronic devices. The
126 mode of election shall be as provided by Canon. Any amendment to the elections Canon can
127 only become effective at the Convention next succeeding the Convention in which the
128 Canon is amended.~~

129 130 **ARTICLE X**

~~131
132 **Section 1.** To entitle a Parish or Congregation to admission into union with the Protestant
133 Episcopal Church in this Diocese, it shall be required that the Vestry submit to the
134 Convention their original Charter, or an authenticated copy thereof, if the Parish is already
135 incorporated, or their proposed Articles of Incorporation if said Parish has not yet been
136 incorporated; and it shall appear therein that such Parish accedes to the Constitution and
137 Canons of this Diocese; and it shall appear further that the said Charter or said proposed
138 Articles have been submitted to the Bishop and Standing Committee at least thirty days
139 before the meeting of the Convention, and by them respectively approved; or if the
140 approbation of either the Bishop or Standing Committee, or both, is withheld, he or they
141 shall report to the Convention with the Charter or said proposed Articles, the reason of his
142 or their disapprobation. But no deputation from any Parish shall be entitled to vote in the
143 same Convention at which the Parish shall be admitted as a member unless such Parish was~~

144 in union with the Convention as an ~~Organized~~ Mission. Promptly the Parish, if already
145 incorporated, shall file any required Articles of Amendment, and, if not yet incorporated,
146 shall file said proposed Articles of Incorporation in the appropriate Court. Similar procedure
147 shall be followed with respect to any amendment of Charter.
148

149 **Section 2.** To entitle an ~~Organized~~ Mission to admission into union with the Protestant
150 Episcopal Church In this Diocese, it shall be required that the Executive Committee submit
151 to the Convention their original Articles of Association and application for organization, or a
152 copy thereof, duly authenticated; and it shall appear therein that such ~~Organized~~ Mission
153 accedes to the Constitution and Canons of this Diocese; and it shall appear further, that the
154 said Articles and application have been submitted to the Bishop and Standing Committee at
155 least thirty days before the meeting of the Convention, and by them respectively approved,
156 but no deputation from any ~~Organized~~ Mission shall be entitled to vote in the Convention at
157 which it shall be admitted as a member. Similar procedure shall be followed with respect to
158 any amendment to the Articles of Association of an ~~Organized~~ Mission.
159

160 **ARTICLE XI**

161
162 When a Bishop is to be elected, the election shall be at the regular Annual Convention or at
163 a Special Convention duly called for that purpose. No person shall be declared elected unless
164 he *or she* shall receive a majority of the votes cast in each Order voting separately at the same
165 ballot; provided, that ~~two-thirds~~ *one-half* of all the Clergy entitled to votes be present and
166 two-thirds of all the Parishes entitled to votes be represented; otherwise a vote of two-thirds
167 shall be necessary.
168

169 **ARTICLE XII**

170
171 This Constitution or any part thereof may be altered in the following manner only: The
172 proposed alteration or amendment shall be submitted in writing to the Annual Convention,
173 and if approved by a majority of each Order, shall lie over to the next Annual Convention,
174 and if then approved by a majority of each Order, the Constitution shall stand altered or
175 amended as proposed.