



CANONS
of
THE EPISCOPAL DIOCESE OF OKLAHOMA, INC.
(An Oklahoma not-for-profit, religious corporation)

As revised
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CANON 1. OF THE DIOCESE

1.1. *The Office of the Bishop; Ecclesiastical Authority.* The Diocese is under the Ecclesiastical Authority of the Bishop. Whenever the Constitution or Canons of the Diocese provides for action by the Bishop, such action, except as otherwise provided, is taken by the Ecclesiastical Authority.

1.1.1. *Chief Pastor.* The Bishop is the Chief Pastor of this Diocese and may officiate in the liturgical offices of the Church throughout the Diocese.

1.1.2. *Bishop's Annual Report.* At each Annual Meeting of the Convention, the Bishop reports on the state of the Diocese since the last Annual Meeting of the Convention. The report includes the names of the Parishes, Missions and Affiliated Episcopal Congregations (if any) visited; the number of persons confirmed and received; the names of those admitted as Postulants and Candidates for Holy Orders, of those ordained, and of those suspended or deposed from Holy Orders; the changes by death, removal, or otherwise, which have taken place among the Clergy; and other matters the Bishop desires to present to the Convention. The Secretary includes the report in the Journal of the Convention.

1.1.3. *Pastoral Letters.* Whenever the Bishop delivers a Charge to the Clergy and a Pastoral Letter to the people of the Diocese on points of doctrine, discipline, or worship, the Bishop may require the Clergy to read the Pastoral Letter to their Congregations.

1.1.4. *Bishop's Inherent Power.* In all matters affecting the Diocese or any Congregation or Institution, where no procedure is specifically provided by the Constitution and Canons of the Church or the Constitution and Canons of the Diocese, the Bishop has the power to act for and on behalf of the Diocese or such Congregation or Institution.

1.1.5. *Intervention in and Determination of Controversies.* All controversies between the Priests in charge of two or more Congregations or between a Vestry or Bishop's Committee and its Priest-in-charge or between persons adversely claiming to be members of a Vestry or Bishop's Committee are to be referred to the Bishop for determination and the Bishop may intervene on his or her own motion.

1.1.6. *Election of a Bishop.*

(a) The nomination, election, consecration and ordination of a Bishop Diocesan, Bishop Coadjutor, Bishop Suffragan or Assistant Bishop are to be done in accordance with the Church's Constitution and Canons, the Diocesan Constitution and Canons, and such rules and procedures as the Standing Committee determines.

(b) When the Diocese desires to elect a Bishop, Bishop Coadjutor or Bishop Suffragan, the Standing Committee (or its assisting committee or committees) investigates and interviews potential candidates to determine their qualifications and suitability for office. The Standing Committee announces its nominee or nominees for election at least 60 days before an annual or special meeting of the Convention. It announces its nominees by delivering the names of its nominees to the Secretary of Convention and causing the names to be posted on the Diocesan website. Within 15 days following the announcement, any three Clergy and three Lay delegates to Convention, the Vestry of any Parish, or any Regional Council may nominate other qualified candidates by delivering a written nomination to the Secretary of Convention in such form as the Standing Committee requires. At least 30 days but no more than 60 days before the meeting of the electing Convention, the Secretary of Convention gives legal notice of the Convention meeting naming all candidates duly nominated. The notice of meeting closes nominations. Voting to elect a Bishop is by written ballot and by Orders with a majority of each Order on the same ballot required to elect. The balloting requirements may not be waived or compromised by a motion to elect by acclamation.

(c) In the election of a Bishop Coadjutor, the Bishop consents to the establishment of the office and fixes the role and duties of such office in the notice to the electing Convention. After the Bishop Coadjutor is elected and qualified, the duties of the office may not be altered without the consent of the Bishop and the Bishop Coadjutor. In the election of a Bishop Suffragan, the Bishop describes the role and duties of such office in the notice to the electing Convention. After the Convention elects a Bishop Suffragan, the Bishop must consent (if at all) to the election, which consent is delivered before the Church approves the election, as provided in the Church Canons. After the Bishop Suffragan is elected and qualified, he or she assists the Bishop and serves under the direction of the Bishop, who may alter the role and duties of the Bishop Suffragan's office. The election of a Bishop Coadjutor or Bishop Suffragan is otherwise subject to the requirements provided elsewhere in this Canon and in the Church Constitution and Canons.

(d) The election of a Bishop, Bishop Coadjutor or Bishop Suffragan is contingent upon the approvals required by the Church Constitution and Canons, and in the case of a Bishop Suffragan, the approval of the Bishop. After election by the Convention, the Standing Committee sends the requisite certifications and other materials to the Presiding Bishop and the standing committees of the other dioceses. After requisite approvals, the order for the Bishop-elect's ordination is made. A successor Bishop-elect assumes office upon his or her consecration and ordination, but no earlier than the resignation, retirement or removal of Bishop. A Bishop-elect ordered as a Bishop Coadjutor or Bishop Suffragan assumes office upon his or her consecration and ordination.

(e) The Standing Committee may designate one or more committees to assist the Standing Committee; provided that the Standing Committee may not delegate the responsibilities specifically assigned to it by the Church Constitution or Canons or these Diocesan Canons, including the task of nominating a candidate or candidates.

(f) An Assistant Bishop is appointed by the Bishop, who describes the role and duties of the office, seeks the advice and consent of the Standing Committee,

and secures the approval of the Diocesan Convention. Persons eligible to serve as Assistant Bishop are persons previously consecrated as bishop in this Church or a church in full communion with this Church as provided in the Church Canons. Before an Assistant Bishop begins service, the Bishop of the Diocese shall give certified evidence of the appointment to the Secretary of the House of Bishops and shall transmit notice of the appointment to the Presiding Bishop and to the Ecclesiastical Authority of every diocese. An Assistant Bishop shall serve at the discretion, and under the control and direction of, the Diocesan Bishop.

1.1.7. *Term of Office.* Once elected and qualified, a Bishop Diocesan, Bishop Coadjutor or Bishop Suffragan holds office until his or her death, resignation, retirement, removal, or disqualification, or until his or her successor is elected and qualified. An Assistant Bishop holds office for the term of his or her appointment by the Bishop Diocesan. A Bishop may not resign jurisdiction without the consent of the House of Bishops. A Bishop Diocesan must retire upon attaining the age of 72 years and within 36 months after the consecration of the Bishop Coadjutor.

1.1.8. *Succession.* The Bishop Coadjutor has the right of succession and becomes the Ecclesiastical Authority. If there is no Bishop Coadjutor, with the consent of the Diocesan Council, the most senior Bishop Suffragan (if one) becomes the Ecclesiastical Authority in the Bishop's absence. If no Bishop Coadjutor or Bishop Suffragan is qualified and able to act, or in the case of a vacancy in the Episcopate, the Standing Committee becomes the Ecclesiastical Authority until a Bishop is elected and qualified.

1.1.9. *Standing Committee as the Ecclesiastical Authority.*

(a) When the Standing Committee is the Ecclesiastical Authority, the Committee designates one or more of its members to fulfill the day-to-day responsibilities of the Ecclesiastical Authority and those responsibilities that an individual can best fulfill as a practical matter, including the responsibilities of congregational visitation, committee service, preaching, ministering the Sacraments, dealing with Postulants and Candidates to the Diaconate and Priesthood (except as provided below). The members designated have the authority to fulfill the responsibilities of the Ecclesiastical Authority and to represent the interests of the Standing Committee. When the responsibilities are exclusively within the purview of the Clergy, the designee shall be a Clergy Member of the Standing Committee.

(b) The Standing Committee may not delegate to any member or committee its authority regarding the following responsibilities:

- (i) Approving the report to the Diocesan Convention;
- (ii) Admitting a person to the Postulancy, admitting Postulants as Candidates, admitting Deacons as Priests, or removing Postulants, Candidates, Deacons or Priests;
- (iii) Approving the issuance of letters dimissory;
- (iv) Instituting proceedings under Title IV of the Church Canons;
- (v) Appointing communicants to positions within the Diocese;

- (vi) Consenting to any change in the jurisdiction of the Diocese;
- (vii) Recognizing any Parish, Mission, Affiliated Episcopal Congregation or Affiliated Community or consenting to a change of status;
- (viii) Consenting to the filling of a vacant cure;
- (ix) Responding to any denial of Sacraments to a person;
- (x) Exercising any right or duty beyond the day-to-day responsibilities of the Ecclesiastical Authority, as the Standing Committee determines.

(c) When the Standing Committee becomes the Ecclesiastical Authority, it moves with all due speed to facilitate the election and ordination of a Bishop Diocesan pursuant to the Church Canons.

1.2. *The Diocesan Council.* The Diocese has a Diocesan Council with the authority and duties set forth in the Constitution and these Canons.

1.2.1. *Composition.* The Diocesan Council is composed of the Bishop Diocesan, Bishop Coadjutor (if one), Bishop Suffragan (if one), the Chancellor of the Diocese, the Treasurer of the Diocese, the President of the Diocesan Episcopal Churchwomen, the members of the Standing Committee, and one member of the Clergy and one confirmed adult Lay Communicant in good standing elected from each of the Regions of the Diocese as provided in Section 1.4.4.

1.2.2. *Manner of Selection.*

(a) The Bishop Diocesan, Bishop Coadjutor (if one), Bishop Suffragan (if one), the Chancellor of the Diocese, the Treasurer of the Diocese, the President of the Diocesan Episcopal Churchwomen and the members of the Standing Committee are ex officio members of the Diocesan Council during their tenure of office.

(b) Each Regional Council elects one member of the Clergy and one Lay Communicant in good standing in a meeting before Diocesan Convention. The elected members serve three-year terms except as may be required to fill vacancies.

(c) A member holds office until his or her death, resignation, removal or disqualification, or until his or her successor is elected and qualified. No member elected or appointed, having served two consecutive full or partial terms, is eligible for reelection or reappointment until one year has passed. No member may serve in more than one capacity. Except for a Bishop, a member may resign at any time by giving written notice to the Council or to the Secretary. A resignation takes effect upon receipt or at the time specified in the notice.

1.2.3. *Vacancies.* The Bishop by appointment may fill any vacancies on the Diocesan Council. In the vacancy of a regional member, the Bishop fills the vacancy from the Region and the Order in which the vacancy occurred. The Bishop's appointee serves until the next Regional Council meeting, at which the Regional Council elects a member to complete the unexpired term. A member appointed to fill a vacancy may be a candidate for election for the unexpired term.

1.2.4. *Offices of the Council.* The officers of the Council are a Chair, who is the Bishop Diocesan, a Vice Chair, who is in order the Bishop Coadjutor (if one), the

Bishop Suffragan (if one), or a member elected by the Council (as the case may be); a Treasurer, who is the Treasurer of the Diocese, and a Secretary. The Secretary may or may not be from the Council's membership. The Council may elect an Assistant Treasurer or Assistant Secretary, who may or may not be from its membership.

1.2.5. *The Powers and Duties of the Council.*

(a) The Diocesan Council has general supervision, control and management of all business affairs, properties and finances of the Diocese when the Convention is not in session.

(b) At its first meeting after the Annual Meeting, the Diocesan Council elects from its members a Vice Chair, if that position is not filled by the Bishop Coadjutor or a Bishop Suffragan. The Diocesan Council also elects a Secretary.

(c) In addition to the Executive Committee and Finance Committee, the Diocesan Council may establish other permanent or ad hoc committees, as needed. Unless otherwise provided in these Canons or the authorizing resolution, the Bishop assigns the members to a committee with the approval of the Diocesan Council.

(d) With the advice and consent of the Bishop, the Standing Committee and the Finance Committee, the Diocesan Council may sell, mortgage and encumber or otherwise handle or dispose of real and personal property held for the benefit of the Diocese generally. With the advice and consent of the Bishop, the Standing Committee and the Finance Committee and the advice of the affected Parish, Mission, Affiliated Episcopal Congregation or Institution, the Diocesan Council may sell, mortgage and encumber or otherwise handle or dispose of real property held for the benefit of a particular Parish, Mission, Affiliated Episcopal Congregation or Institution. The Diocesan Council has such other powers, duties and responsibilities as conferred upon it by the Constitution and Canons of the Church, the Constitution and Canons of the Diocese of Oklahoma, or resolutions duly adopted by the Diocesan Convention.

1.2.6. *The Executive Committee.*

(a) The Executive Committee has the authority of the Diocesan Council in the management of the Diocese between meetings of the Council, except as expressly limited by these Canons or by resolution of the Council. The Executive Committee is composed of the Bishop, Vice Chair, Chancellor, Treasurer, and President of the Standing Committee.

(b) Subject to Section 1.2.5(d), the Executive Committee may sell, mortgage, encumber or otherwise dispose of property whose fair market value does not exceed \$100,000; provided that the Executive Committee's determination of fair market value is conclusive. This limitation does not affect the Executive Committee's authority to deal with the financial and investment accounts of the Diocese in the ordinary course of business.

1.2.7. *The Finance Committee.* The Finance Committee is composed of at least five members appointed by the Bishop and approved by Diocesan Council. The members may or may not be members of the Diocesan Council. With the Diocesan Council's approval, the Bishop also appoints the Chair of the Finance Committee. The Committee elects its own Secretary, and with the Bishop's consent, has the power to

constitute committees necessary for the carrying on of its work. Each Committee member must be able to read and understand fundamental financial statements, or become able to do so within a reasonable time after being appointed to the Committee. At least one Committee member must have past employment experience in finance or accounting, requisite professional certification in accounting, or other comparable experience resulting in financial sophistication.

The duties of the Finance Committee include:

(a) Supervising the financial affairs of the Diocese; reviewing the Diocese's periodic and audited annual financial statements, and reporting annually to the Convention on the Diocese's overall financial activities and financial position;

(b) Advising the Bishop, the Diocesan Council, Congregations and Institutions in financial matters, including compensation of Clergy and Diocesan personnel;

(c) Supervising the annual audit of the Diocese's financial statements;

(d) Selecting and, where appropriate, replacing the independent auditors, subject to Diocesan Council approval;

(e) Evaluating and dealing with the independent auditors;

(f) Seeing that all Church property is adequately insured, that all Parishes and Missions have an adequate budget system and that the financial statements of all Parishes and Missions are audited annually in accordance with Canons of the Church and this Diocese;

(g) Appointing agents and subcommittees as necessary or expedient in the handling of the business of the Diocese;

(h) Determining annually the level of mutual ministry support of the Parishes and Missions to meet the mission and budget requirements of the Diocese and of the Church, on such basis as it deems fair and equitable based on a percentage of current operating revenue less debt retirement and Diocesan support (as determined in the Standards Manual of Business Methods in Church Affairs and the form of parochial report). The mutual ministry support of the Parishes and Missions is subject to approval of and adjustment by the Annual Meeting of the Convention;

(i) Supervising the payments and reporting of mutual ministry support. The Finance Committee may request additional information from a Parish or Mission and, if it believes an error has occurred in the payment or reporting, the Finance Committee may contest a payment or report made by notifying the Parish or Mission and describing the error. If the Parish or Mission believes it has reported the payment of mutual ministry support correctly and made proper payment, it must notify the Finance Committee in writing within 60 days after receiving notice from the Finance Committee. The Finance Committee hears the matter as promptly as possible. After the hearing, the Finance Committee makes its recommendations to the Diocesan Council, and the Diocesan Council approves, disapproves or modifies the Finance Committee's recommendation and reports its action to the next Convention for approval or rejection. The Convention may not consider a matter unless the Finance Committee has conducted

a hearing. Hardship, unusual circumstances or inability to pay are not grounds for contesting the payment; and

(j) Confirming that each Parish, Mission and other organization pays the assessments that it is obligated to the Church Pension Fund. If a Parish or Mission fails to pay the assessment when due, the Finance Committee may recommend and the Diocesan Council may direct that the Diocese pay the delinquency and that the payment be added to the Diocesan mutual ministry support of the Parish or Mission. The delinquency payment constitutes a first lien upon any monies that the Treasurer of the Diocese may receive from such Parish or Mission.

1.2.8. *Meetings of the Diocesan Council.*

(a) The Diocesan Council holds regular meetings at least quarterly at such places, dates and times as the Council sets by resolution. The Council need not give notice of regular meetings.

(b) The Diocesan Council or any committee of the Council may hold meetings by means of conference telephone, video conferencing or similar remote communications if reasonable measures are taken to enable all persons participating in the meeting to communicate with each other. Such participation constitutes presence in person at such meeting.

(c) The Bishop or a majority of the Council members may call a special meeting of the Diocesan Council. The person or persons authorized to call special meetings of the Council may fix any time during a business day as the time for the meeting, and may fix a reasonable place within the State of Oklahoma as the place (if any) for the meeting. The person or persons gives written notice to each Council member of the time, place (if any), date and purpose of the meeting. Such notice must be given not less than three business days if by U.S. postal service, not less than two business days if by overnight delivery service, and not less than 24 hours if by telegraph, telecopy, facsimile transmission, email or in person. A Council member may waive notice of any special meeting. Any meeting constitutes a legal meeting without notice if all the members are present or if those not present sign either before or after the meeting a written waiver of notice, a consent to such meeting, or an approval of the minutes of the meeting. A notice or waiver of notice need not specify the purposes of the meeting or the business that the Council will transact at the meeting.

(d) A majority of the Council members constitute a quorum. In the absence of a quorum, a majority of members present at any meeting may adjourn the meeting to another place (if any), date or time without further notice.

(e) The Diocesan Council transacts business in such order and manner as it may determine. Except as otherwise required, the Council determines all substantive, procedural, or other matters by the vote of a majority of the members present. Any Council member may add to the Council's agenda any item germane to the Diocese's property, business, or affairs.

(f) The Diocesan Council or a committee of the Council may take any required or permitted action without a meeting if a majority of the Council members or

committee sign a written consent and file the consent with the minutes of the proceedings of the Council.

(g) The authority conferred upon Council by the Canons or by resolution of the Convention belongs to the Council as a whole. Although the Council's authority and duties may be delegated to committees (either permanent or temporary), divisions (either permanent or temporary) or other groups by these Canons or resolutions, such delegation does not alter or diminish the authority or duties of the Council. The Council's authority is conferred only upon the Council as a whole, and the individual Council members, as such, have no power or authority to act on behalf of or bind the Diocese.

1.3. *The Standing Committee.* The Diocese has a Standing Committee whose duty is to advise the Bishop on the performance of all executive and administrative functions of the Diocese and to act as the Bishop's council of advice. If there is no Bishop Diocesan, Bishop Coadjutor or Bishop Suffragan canonically authorized to act, the Standing Committee becomes the Ecclesiastical Authority until a Bishop is elected.

1.3.1. *Composition; Term; Vacancies.* The Standing Committee is composed of three members of the Clergy and three confirmed, adult Lay Communicants in good standing. At each Annual Meeting, the Convention elects one member from each Order for a term of three years. Except in the filling of interim vacancies, the members of the Standing Committee are nominated and elected in accordance with Canons 2.12 and 2.13. If a member has not completed his or her term, the Convention also elects a successor Clergy or Lay member (as the case may be) to fill the uncompleted term. Before an Annual Meeting, the Standing Committee may fill any vacancy from the respective Orders and the successor serves until the next Annual Meeting.

Each member holds office until his or her death, resignation, removal or disqualification, or until his or her successor is elected and qualified. No member elected or appointed, having served two consecutive full or partial terms, is eligible for reelection or reappointment until one year has passed. A member may resign at any time by giving written notice to the President or Secretary of the Standing Committee. A resignation takes effect upon receipt or at the time specified in the notice.

1.3.2. *Offices and Committees of the Standing Committee.*

(a) At its first meeting after the Annual Meeting, the Standing Committee elects from either Order a President and a Secretary to serve until the next Annual Meeting and until their successors have been elected and qualified. The President presides at all meetings of the Standing Committee and performs such other duties as the Standing Committee may direct. The Secretary keeps regular minutes of the Standing Committee's proceedings and reports the same to the Convention when required. Documents executed on behalf of the Standing Committee need only be signed by the President or by an officer or designee who has been given the power and authority to do so by the Standing Committee.

(b) To assist with its duties, the Standing Committee may designate one or more committees, each committee to consist of two or more members of the Committee. Except as provided in these Canons or the Church Canons, any such

committee shall have and may exercise all the powers and authority of the Standing Committee, to the extent provided in the authorizing resolution.

1.3.3. *The Powers and Duties of the Standing Committee.* In addition to acting as the Bishop's council of advice, the Standing Committee has the powers and duties set forth in the Constitution and Canons of the Church and the Constitution and Canons of this Diocese. The duties of the Standing Committee include: (i) exercising those responsibilities regarding the relationships between and among the Bishop, Clergy, Candidates, Postulants, the Diocese, Parishes and Missions as provided in Title III of the Church Canons; (ii) interviewing, approving and recommending persons for Candidacy and Ordination to Holy Orders, (iii) considering the encumbrance or disposition of property as provided in the Canons of the Church and the Constitution and Canons of this Diocese; (iv) reporting annually to the Convention its official acts not pertaining to the exercise of its functions as a council of advice to the Bishop.

1.3.4. *Meetings of the Standing Committee.*

(a) The Standing Committee holds regular meetings at least quarterly at such places, dates and times as it determines. The Standing Committee need not give notice of regular meetings.

(b) The Standing Committee or any committee or Order of the Standing Committee may hold meetings by means of conference telephone, video conferencing or similar remote communications if reasonable measures are taken to enable all persons participating in the meeting to communicate with each other. Such participation constitutes presence in person at such meeting.

(c) The Bishop or a majority of the Standing Committee members may call a special meeting of the Standing Committee. To deal with a matter requiring action by an Order of the Standing Committee, a majority of the Order may call a special meeting of that Order of the Standing Committee. The person or persons authorized to call special meetings of the Standing Committee may fix any time during a business day as the time for the meeting, and may fix a reasonable place within the State of Oklahoma as the place for the meeting. The person or persons must give written notice to each Standing Committee member of the time, place, date and purpose of the meeting. Such notice must be given not less than three business days if by U.S. postal service, not less than two business days if by overnight delivery service, and not less than 24 hours if by telegraph, telecopy, facsimile transmission, email or in person. A Standing Committee member may waive notice of any special meeting. Any meeting constitutes a legal meeting without notice if all the members are present or if those not present sign either before or after the meeting a written waiver of notice, a consent to such meeting, or an approval of the minutes of the meeting. A notice or waiver of notice need not specify the purposes of the meeting or the business that the Standing Committee will transact at the meeting.

(d) A majority of the Standing Committee members constitute a quorum. If the Canons of the Church or of this Diocese require action by an Order of the Standing Committee, a majority of the Order constitute a quorum. In the absence of a quorum, a majority of members (or of the Order, if acting by Order) present at any meeting may adjourn the meeting to another place, date or time without further notice.

(e) The Standing Committee transacts business in the order and manner as it may determine. Except as otherwise required, the Standing Committee determines all substantive, procedural, or other matters by the vote of a majority of the members present. Any member may add to the Committee's agenda any item germane to the Diocese's property, business, or affairs. When acting as the Ecclesiastical Authority, the Standing Committee votes by Orders and unless the decision is to be made by the Clergy Order only, a majority vote of the members in each Order is necessary for a decision. Whenever the testimonial of the Standing Committee is required, the testimonial must be signed at a meeting duly convened by a majority of the whole Committee.

(f) The Standing Committee or a committee or Order of the Committee may take any required or permitted action without a meeting if a majority of the members of the Committee, committee or Order sign a written consent and file the consent with the minutes of the proceedings of the Standing Committee.

(g) When the Standing Committee provides a testimonial for a nominee, postulant or candidate under Title III of the Church Canons, the testimonial must be signed by a majority of the whole Committee, at a meeting duly convened (which may be held telephonically). Testimonials and other documents of the Standing Committee may be executed in counterparts, each of which is considered an original.

1.4. *The Regions.*

1.4.1. *Division.* The Diocese is divided into six Regions for pastoral and administrative purposes as follows: the Northeast Region, the Southeast Region, the Southwest Region, the Northwest Region, the Oklahoma City Region and the Tulsa Region. The Bishop, with the advice and consent of the Diocesan Council, defines the boundaries of the Regions.

1.4.2. *Composition.* Each Region has a Regional Council composed of all the Clergy canonically resident in the Region and serving Parishes, Missions or Institutions and the Lay Delegates to Diocesan Convention from the Parishes and Missions in the Region.

1.4.3. *Officers.*

(a) The officers of the Region are a Dean and Secretary. To elect a Regional Dean, the Council recommends to the Bishop a Priest canonically resident in the Region. This Priest becomes a nominee when the Bishop appoints and institutes the nominee. The nominee is elected Dean by a vote of the Regional Council. The Dean serves for a three-year term. The Dean may not immediately succeed himself or herself, unless he or she was first elected to complete the term of another.

(b) The Regional Dean has, among other such duties as may be imposed by the Bishop, Diocesan Council or Regional Council, the following responsibilities: (i) to be the Bishop's aide within the Region, functioning in pastoral, representative, administrative and leadership capacities; (ii) to preside at Regional Council meetings; and (iii) to build within the Region a sense of community among the Clergy and the Laity.

(c) The Regional Council also elects from its membership a Secretary, who serves a one-year term.

1.4.4. *Duties and Responsibilities.* Each Region nurtures its churches and institutions and helps them to relate to the wider Church, is a tool of evangelism, and does such other things as may be useful to further the Kingdom of God.

Each Regional Council elects one Lay member and one Clergy member to the Diocesan Council as follows. The Oklahoma City and Northeast Regions elect members in calendar years divided by three with no remainder, the Northwest and Southeast Regions in calendar years divided by three remainder one, and the Tulsa and Southwest Regions in calendar years divided by three remainder two. The Oklahoma City, Northeast and Southeast Regions elect a Dean in calendar years divided by three with no remainder, the Southwest Region in calendar years divided by three remainder one, the Tulsa and Northwest Regions in calendar years divided by three remainder two.

1.4.5. *Meetings.* Each Regional Council holds meetings as follows:

(a) The Regional Council meets at least once each year not less than 45 days nor more than 90 days before the next Annual Meeting of the Convention.

(b) Regular meetings of the Regional Council are held at the call of the Dean of the Region. In addition, the Secretary calls a special meeting at the request of a majority of the Council. Notice of a regular meeting must be given no less than ten days before the Council meeting.

(c) A quorum of the Council consists of a majority of each Order within the Region. All matters, including elections, are to be decided by a majority vote of Council members present.

(d) The Regional Council may meet, or members of the Regional Council may participate in meetings, by means of remote communication if reasonable measures are taken to enable members to communicate with one another, and participation in a meeting by such means shall constitute presence in person at such meeting.

(e) The Regional Council may take any required or permitted action without a meeting if a majority of the members of the Regional Council sign a written consent and file the consent with the minutes of the proceedings of the Regional Council.

CANON 2. OF THE CONVENTION

2.1. *Function of the Convention.* The Diocesan Convention as duly constituted and duly assembled exercises the legislative functions of the Diocese. For the purposes of the Oklahoma General Corporation Act, the Delegates to the Convention are the members of the corporation.

2.2. *Delegates.* The Delegates to the Convention are as follows: (i) the Bishop Diocesan, the Bishop Coadjutor (if one), Bishop Suffragans (if any), Assistant Bishops (if any) and any retired Bishops of the Diocese; (ii) all Priests and Deacons who are canonically resident in the Diocese; (iii) Lay Delegates from each Parish and Mission in union with Convention, and (iv) Delegates from Institutions designated by the Diocesan Council under Canon 7.20. The Secretary of the Convention, the Treasurer, and the Chancellor have seat and voice. The Convention may grant seat and voice to such other persons as it deems appropriate.

2.2.1. *The Lay Delegates.*

(a) Each Parish is entitled to two Lay Delegates and an additional Lay Delegate for each 100 Communicants or major fraction thereof after the first 100. No Parish is entitled to more than ten Lay Delegates. Each Mission is entitled to one Lay Delegate and an additional Lay Delegate for each 50 Communicants or major fraction thereof after the first 50. No Mission is entitled to more than three Lay Delegates. The numeration of Communicants is based on the Annual Parochial Reports of the Parishes and Missions for the preceding year.

(b) Each Parish and Mission elects alternate Lay Delegates to insure full representation of the Parish or Mission at each meeting of the Convention. Alternates are encouraged to attend the meeting of the Convention, but have no right to seat, voice or vote unless duly seated in replacement of a Delegate. The Parish or Mission determines the order of substitution of the alternates.

(c) All Delegates must be at least 16 years old by the time of the Annual Meeting, must be confirmed Communicants in good standing of the Parish or Mission they represent, and must serve for a term commencing with their election and ending with the election of their duly qualified successors.

(d) No later than the last day of March before each Annual Meeting of the Diocesan Convention, each Congregation meets to elect the Lay Delegates to which it is entitled. For good cause shown the Bishop, the Vestry or Bishop's Committee of a Congregation may elect the Lay Delegates. The Congregation certifies the election results in a writing signed by the Priest-in-charge and delivered to the Secretary of Convention no later than May 1. If the Congregation has no Priest-in-charge, the Senior Warden and the Secretary of the congregational meeting or the Clerk of the Vestry certify the results.

2.2.2. *The Clergy Delegates.* Within not more than 60 days or less than 10 days before a meeting of the Diocesan Convention, the Bishop causes to be prepared a list of the Clergy Delegates. No member of the Clergy under admonition, suspension or deposition may be a Delegate.

2.2.3. *The Delegates of Affiliated Episcopal Congregations.* An Affiliated Episcopal Congregation may be represented by one Lay Delegate if (i) the Diocesan Convention has recognized the Congregation under Canon 7.18, and (ii) the Lay Delegate was elected by the Congregation and certified to the Convention. The Lay Delegate of the Congregation may have seat, voice and vote at the Diocesan Convention.

2.2.4. *The Delegates of Institutions.* An Institution designated by the Diocesan Council is entitled to one Delegate as provided under Section 7.20.10.

2.2.5. *Delegate List.* The Secretary records the list of Clergy Delegates and of the certified Lay Delegates, and causes the list to be printed in the Journal. This list constitutes presumptive proof of the Clergy and Lay Delegates entitled to seat, voice and vote at the Convention. The Secretary makes the list available for examination by any Delegate for any purpose germane to the meeting, either at a place within the city where the meeting will take place, at the place designated in the notice of the meeting or on a

reasonably accessible electronic network. If the list is available on an electronic network, the notice of the meeting shall provide the information required to access the list.

2.2.6. *Delegate Qualifications and Challenges.* The Convention judges the qualification of its Delegates. Should the right of a Lay Delegate to be seated be challenged, the matter is referred to a Committee on Credentials, consisting of one Clergy member and two Lay members, to be named by the Bishop. This Committee at once hears the evidence presented and report its judgment to the Convention, which determines the matter by a majority vote of those present and eligible to vote.

2.3. *Duty to Support the Conventions.* Each Congregation has a duty to send to the Diocesan Conventions the Lay Delegates to which it is entitled. Each Delegate to Convention has a duty to attend. The Vestry or Bishop's Committee of each Congregation must provide in the fiscal budget sufficient funds for the registration, travel, lodging and meal expenses incurred by its Clergy and Lay Delegates in attending the Diocesan Conventions.

2.4. *Annual Meetings.* The Convention holds its Annual Meeting at a date and time between October 1st and Thanksgiving Day, as the Bishop determines.

2.5. *Special Meetings.* The Convention may hold special meetings for a specified purpose or purposes, if called by the Bishop. If the purpose is the election of the Bishop's successor, either the Bishop, with the advice and consent of the Standing Committee, or the Standing Committee may call a special meeting. No business other than that stated in the call may be transacted, except by unanimous consent.

2.6. *Place of Meetings.* The preceding Convention selects the place of any Annual Meeting. For good cause and with the advice of the Standing Committee, the Bishop may change the time, place or both of the Annual Meeting. The Bishop determines the date, time and place of any Special Meeting, unless the Special Meeting is called for the purpose of electing the Bishop's successor, in which case either the Bishop, with the advice and consent of the Standing Committee, or the Standing Committee determines the date, time and place of the Special Meeting. In addition to a place, the meeting may be held by means of remote communication if (a) reasonable measures are taken to verify that each Delegate present and permitted to vote at the meeting by means of remote communication is a Delegate entitled to vote, (b) reasonable measures are taken to provide the Delegates a reasonable opportunity to participate in the meeting and to vote on matters submitted to them, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with such proceedings, and (c) if the Delegates vote or take other action at the meeting by means of remote communication, a record of the vote or other action is maintained by the Convention.

2.7. *Notice.* The Secretary of the Convention sends written notice of each Convention meeting, whether annual or special, not less than 30 nor more than 60 days before the date of the meeting. Notice is sent to every Clergy Delegate and the Clerk of every Vestry in the Diocese. The notice states the place (if any), date and hour of the meeting and, in the case of a special meeting, the purpose or purposes of the meeting. An affidavit of the Secretary that he or she has given notice constitutes, in the absence of fraud, prima facie evidence of the facts stated in the affidavit. If the Convention adjourns a meeting intending to reconvene the meeting at another time or place, notice need not be

given of the meeting to be reconvened if the time and place (if any) are announced before adjournment and the meeting is to be reconvened no more than 30 days after the adjourned meeting.

2.8. *Quorum.* A majority in each Order of the Delegates eligible to vote constitutes a quorum for the purpose of convening or reconvening any meeting. The Convention may continue to transact the business properly before the meeting despite the loss of a quorum, if a quorum was made and the meeting properly convened. In the absence of a quorum, a majority of the Delegates or the Bishop or the Secretary may adjourn the meeting to another place (if any), date or time.

2.9. *Officers.* The Convention has a President, Treasurer, Secretary and such other officers as it deems appropriate for the conduct of its business. The Bishop is the President of the Convention. The Treasurer and the Secretary are elected at each Annual Meeting. With the Convention's affirmation, the Treasurer may appoint an Assistant Treasurer and the Secretary may appoint an Assistant Secretary. When the Convention is not in session, unless otherwise provided in these Canons, the Diocesan Council has the authority to appoint and affirm officers.

2.10. *Convention Committees.*

2.10.1. To assist in the Convention's organization and conduct of business, the Convention has the following standing committees: Convention Planning, Dispatch of Business, Constitution and Canons, Nominations Receiving, Resolutions and Liturgical. The Convention, the Diocesan Council or the Bishop may create other standing or ad hoc committees. Except as these Canons otherwise provide, the Convention, the Diocesan Council or the Bishop appoints the committee chairs, determines the composition and may appoint the members or delegate the appointment to the chair. A member can be any adult Communicant in good standing within the Diocese. The committees have the general authority to carry out their assigned tasks, provided that a committee has no authority to legally bind the Diocese and must obtain Diocesan Council authorization for the expenditure of any funds.

2.10.2. The Convention's committees report annually to the Convention. The committees are otherwise subject to the provisions of Canon.

2.11. *Conduct of Business.* The Convention conducts such business as properly brought before the meeting. To be properly brought before an annual meeting, business must be: (i) described in the notice of meeting, in the delegates handbook, or other materials delivered with the notice or supplement thereto) given by or at the direction of the Bishop or Diocesan Council, (ii) authorized by the Bishop, the Diocesan Council or the Standing Committee, or (iii) otherwise properly brought before the meeting by a delegate. The Convention adopts rules of order for determining the conduct of its business. In matters not covered by the rules of order, the President determines the conduct of business, as he or she deems appropriate for the good of the Convention. At any meeting, the Convention may suspend its procedures (whether fixed by Canon or otherwise) by a two-thirds vote of the Delegates, except that the Convention may not alter the procedures for election by ballot as set forth below.

2.12. *Voting.*

2.12.1. Each Delegate has one vote. Unless otherwise required, the Clergy and Lay Delegates vote as one body and, whether as one body or by Orders, a majority vote of those present and voting suffices for action. In the event of a tie vote, the President is entitled to cast a vote.

2.12.2. Upon motion supported by ten or more Delegates, the Convention votes by Orders, in which case a concurrence of majorities present and voting in each Order is required for action. In the election of a Bishop, no motion is necessary and the two Orders vote separately.

2.12.3. The President may permit the Delegates to vote by voice, except in elections as provided Section 2.14 or when a physical count is required by motion. Upon motion for division supported by ten or more Delegates, the President tallies the vote by a physical count.

2.12.4. Voting by proxy or by the written consent of the Delegates in lieu of a meeting is not permitted.

2.13. *Nominations.*

2.13.1. At least 120 days before the Annual Meeting, the Bishop appoints a Delegate (either Clergy or Lay) to chair the Nominations Receiving Committee. The Committee Chair appoints from one to five Clergy or adult Lay Communicants in good standing to serve on the Committee. The members may not be from the same Congregation.

2.13.2. The Nominations Receiving Committee is responsible for identifying the positions to be filled by the Convention and, unless otherwise provided canonically, for nominating candidates eligible and willing to serve in those positions. At least 60 days before the Annual Meeting, the Committee solicits nominations by notifying the Priest-in-charge of each Parish or Mission of the positions to be filled. Those eligible to make nominations are Delegates to the Convention, Regional Councils, Vestries, Bishop's Committees, Parishes and Missions. The Nominations Receiving Committee must receive the nominations at least 30 days before the date of the Annual Meeting.

2.13.3. A nomination sets forth the nominee's name and congregational affiliation, the office or position for which nominated, and a biographical sketch, not exceeding 500 words in length, setting forth: (i) the attainments that make the nominee a suitable candidate, (ii) whether the nominee is currently an incumbent of that office, (iii) the nominee's willingness to serve if elected, and (iv) any statements the nominee may wish to make concerning issues and needs facing the Church in this Diocese.

2.13.4. The Nominations Receiving Committee reports to the Convention the names of all eligible nominees, whose nominations were properly submitted.

2.13.5. The Convention may nominate persons from the floor, if the Nominations Receiving Committee determines that their nomination meets the requirements of Section 2.13.3 and the nominee is canonically eligible.

2.14. *Elections.* Elections are by written ballot. Except in the election of a Bishop, the Convention may dispense with a written ballot with a motion for election by

acclamation if the election is uncontested. A plurality of the votes cast determines all elections.

2.14.1. The Secretary of the Convention prepares and furnishes to the Convention a ballot for each office containing the names of the nominees for the office. If the office is divided by Orders, the Secretary prepares a separate ballot distinguished by color for each Order.

2.14.2. When more than one position is to be filled in a particular office, Delegates may vote for as many nominees as there are positions to be filled. No order of preference is required. A ballot containing fewer votes than the number of positions to be filled is valid. A ballot containing more votes than the number of positions is invalid.

2.14.3. If both officers and alternates are to be elected at the same election, the nominees are ordered based on the number of votes received and the offices filled based on the order. The alternates are then determined from the remaining nominees on the list, in the same manner as provided for the filling of offices.

2.14.4. A vote cast electronically is a ballot vote if the vote can be cast anonymously.

2.15. *Holy Eucharist Required.* The Convention celebrates the Holy Eucharist at each meeting.

2.15. *Participation of Others.* The Convention Planning Committee provides for any representatives of Affiliated Communities, and with the Bishop's approval, may invite and provide for such other participants whose presence is desired for the conduct of the Convention.

CANON 3. OF THE OFFICERS, DEPUTIES AND CLERGY OF THE DIOCESE

3.1. *Officers of the Diocese.* The officers of the Diocese consist of the Bishop Diocesan, the Bishop Coadjutor (if one), the Bishop Suffragan (if one), the Treasurer, the Secretary of the Convention, the Comptroller, the Chancellor, the Registrar and the Archivist. The Diocese may have other officers as contemplated by these Canons or as designated and elected by the Diocesan Council, but no officer designated and elected by the Diocesan Council has executive authority. Except as to the offices named above, the same person may hold two or more offices.

3.2. *Term, Resignation and Removal of Officers and Agents.* Except as to the Bishops (for whom other canonical provision is made), each officer holds office until his or her death, resignation, retirement, removal or disqualification, or until his or her successor has been elected and qualified. Any officer or agent may resign at any time by giving written notice to the Bishop, the Chair of the Diocesan Council, the President of the Standing Committee or the Secretary of the Convention. Any such resignation takes effect at the date of the receipt of such notice or at any later time specified. Unless otherwise specified in the notice, the resignation need not be accepted to make it effective. The Diocesan Council may fill any vacancy and remove any officer or agent other than a Bishop, with or without cause.

3.3. *Compensation of Officers.* The Diocesan Council fixes the Bishop Diocesan's compensation with the advice of the Finance Committee. With the advice and consent of the Diocesan Council, the Bishop fixes the compensation, if any, of the other Diocesan officers.

3.4. *The Bishop Diocesan.* The Bishop Diocesan is the Ecclesiastical Authority and Chief Pastor of the Diocese and the chief executive officer of this corporation. The Bishop is the Chair of the Diocesan Council, the President of the Convention, and an ex officio member of each committee, council, commission and other governing body of the Diocese and its Congregations and Institutions.

3.4.1. As the Ecclesiastical Authority and Chief Pastor of this Diocese, the Bishop has the general pastoral oversight of all Communicants in the Diocese, both Clergy and Lay, and to that end teaches, sanctifies and governs.

3.4.2. As the chief executive officer of this Diocese, the Bishop supervises and directs the business and affairs of the Diocese with the participation of the Diocesan Council. The Bishop possesses the authority to sign (with or without the Secretary, an Assistant Secretary, or any other officer or agent of the Diocese) the deeds, mortgages, bonds, contracts or other instruments on behalf of the Diocese.

3.4.3. The Bishop has those duties assigned to the office by the Constitution and Canons of the Church or of this Diocese.

3.5. *The Bishop Coadjutor, Suffragan or Assistant.* A Bishop Coadjutor, Bishop Suffragan or Assistant Bishop has those duties assigned by the Bishop and by the Constitution and Canons of the Church or of this Diocese.

3.6. *The Treasurer.* The Bishop appoints and the Convention confirms annually a Treasurer from the Clergy or confirmed, adult Lay Communicants in good standing of the Diocese. The Treasurer also serves as the Treasurer of the Diocesan Council. The Treasurer has those duties assigned to the office by the Constitution and Canons of the Church or of this Diocese, or by the Bishop, the Convention or the Diocesan Council.

The Treasurer's duties include: (i) acting as the financial agent of the Diocese for the receipt and disbursement of all monies collected under the authority of the Convention for the purposes within and without the Diocese, (ii) keeping accurate books of account, which are open to any Officer of the Diocese or the Convention and, for proper purpose shown, to any Parish or Mission of the Diocese, (iii) reporting as requested by the Bishop or the Diocesan Council the periodic financial activities and financial position of the Diocese, (iv) reporting annually to the Convention, and (v) making annual financial statements fairly presenting the overall financial activities and financial position of the Diocese and prepared in accordance with generally accepted accounting principles and reporting practices. The financial statements and the auditor's report are submitted to the Diocesan Council and made available upon request.

3.7. *The Secretary.* The Bishop appoints and the Convention confirms annually a Secretary from among the Clergy or confirmed, adult Lay Communicants in good standing of the Diocese. The Secretary's term commences at the adjournment of the Annual Meeting at which the Secretary was elected and ends upon the election and qualification of his or her successor and the adjournment of the following Annual

Meeting. The Secretary has those duties assigned to the office by the Constitution and Canons of the Church or of this Diocese, or by the Bishop, the Convention or the Diocesan Council.

The Secretary's duties include: (i) taking the minutes of the proceedings of the Convention and publishing them in a Journal, (ii) forwarding two copies of the Journals, immediately upon publication, to the Secretary of the House of Deputies, together with Episcopal charges, statements, and such other records in paper or electronic format as may show the state of the Church within the Diocese, and two copies to the Archives of the Church in a common format as prescribed by the Archivist of the Church, (iii) giving all notices canonically required or as directed by the Bishop, the Convention or the Diocesan Council, (iv) in December of each year, sending to the Priest-in-charge, or Secretary of the Vestry, in each Parish or Mission forms for preparation of the Annual Parochial Report, (v) receiving Parochial Reports and forwarding the copies to the Executive Council, (vi) reporting to the Executive Council changes in the Diocese's congregations as required under the Church Canons, and (vii) assembling all reports to be presented to the Convention into one printed advance report and distributing the advance report to the Delegates not less than 30 days before the Convention.

3.8. *The Chancellor.* The Bishop appoints and the Convention confirms annually a Chancellor of the Diocese, who serves as the legal advisor and counselor of the Bishop, the Diocesan Council, the Standing Committee, and the Convention. The Chancellor must be a confirmed Lay Communicant in good standing and licensed to practice law in the State of Oklahoma. The Chancellor remains in office until a successor is appointed and confirmed. The Chancellor has those duties assigned to the office by the Constitution and Canons of the Church or of this Diocese, or by the Bishop, the Convention or the Diocesan Council. The Chancellor is, ex-officio, a delegate to the Convention and a member of the Standing Committee and Diocesan Council.

The Chancellor's duties include: (i) serving as parliamentarian to the Convention and the Diocesan Council, (ii) at the request of the Bishop, the Diocesan Council, the Standing Committee or the Convention, (a) rendering opinions as to legal construction of the Constitution and Canons of the Church or of this Diocese or (b) giving advice and assistance to the Parishes and Missions of the Diocese, and (iii) representing or supervising the representation of the Diocese in all legal proceedings and matters involving the interest, rights, or property of the Diocese.

In fulfilling the duties enumerated above, the Chancellor may call on the services of a Vice Chancellor and Deputy Vice Chancellors, whom may be appointed by the Diocesan Council. The Chancellor is compensated in the manner approved by the Diocesan Council.

3.9. *The Registrar.* The Bishop appoints and the Convention confirms annually a Registrar from the Clergy or confirmed, adult Lay Communicants in good standing of the Diocese, on nomination by the Bishop. The Registrar remains in office until a successor is appointed or elected. Under the direction of the Bishop, the Registrar maintains a record of Episcopal acts, prepares official documents for Episcopal signature, and maintains lists of the Clergy and of Candidates for Holy Orders.

The Registrar's duties include receiving and preserving in a safe place, the Journals of the Convention of this Diocese, the Journals of the General Convention, such other material records, documents and papers of the Bishop, Convention or Diocese and all Congregational Registers, which are not required to be kept by any other person or officer.

3.10. *The Archivist.* The Bishop appoints and the Convention confirms annually an Archivist from the Clergy or confirmed, adult Lay Communicants in good standing of the Diocese, on nomination by the Bishop. The Archivist remains in office until a successor is appointed or elected. The Archivist is the custodian of the archives of the Diocese and of the Convention and of their committees; and performs such other duties in relation to the collection, preservation, and use of historical and biographical matter pertaining to the Diocese, its Parishes, Missions, Institutions and individuals, and of their activities, as may from time to time be assigned by the Bishop, the Convention or the Diocesan Council.

The Archivist's duties include: (i) collecting and preserving such materials as can be obtained relative to the history of the Diocese, its Bishops, Parishes, Missions, Institutions and undertakings, and arranging, cataloging and classifying all books, documents, photographs and papers in his or her custody as to make their content accessible for reference and research, (ii) when requested by the Bishop or the Convention, preparing historical papers and furnishing historical matter or data upon any specific matter, encouraging historical research concerning the Church in this Diocese, and assisting congregations in the collection and preservation of historical records under their charge, and (iii) reporting annually to the Convention about the activities of the office, the condition of the collections and the additions made to them, making recommendations, if needed, for their safe preservation, arrangement and increase, and concerning the best method of securing to the Church a knowledge of all matters of importance contained therein.

Records and materials in the custody of the Archivist are the property of the Diocese and are available for research purposes to persons approved by the Bishop or the Diocesan Council. The Archivist establishes rules approved by the Diocesan Council regarding the accessibility of records.

For the purpose of this Canon, records are defined as all fixed evidential information regardless of method, media, format or characteristics of the recording process, which have been created, received or gathered by the Diocese, Parishes, Missions, their officers, agents, or employees in pursuance of the legal, business and administrative function and the programmatic mission of the Diocese. Records include all original materials used to capture information, regardless of the informality of the materials. The records and archives of the Diocese are not limited by the medium in which they are kept and include such formats as paper records, electronic records, printed records and publications, photo-reproduced images, and machine readable tapes, film and disks.

3.11. *The Comptroller.* The Diocesan Council employs a full-time Comptroller, who serves as the chief accounting officer for the Diocese under the immediate supervision of the Bishop. The Comptroller approves bills for purchases, payrolls, and

similar instruments providing for disbursement of monies, is in charge of and maintains books of account and accounting records of the Diocese, assists the Treasurer in the performance of that office, and performs such other acts as are usually performed by a comptroller or assigned to him or her by the Bishop, the Convention or the Diocesan Council.

3.12. *Deputies to the General Convention.* At its Annual Meeting two years preceding the year of General Convention, the Convention elects four Clergy and four confirmed Lay Communicants to represent the Diocese as Deputies to the General Convention, and four Clergy and four confirmed Lay Communicants as Alternate Deputies. The Clergy Deputies and Alternates must be canonically resident within the Diocese. The Lay Deputies and Alternates must be confirmed, adult Communicants in good standing of Parishes or Missions in the Diocese.

3.12.1. A Deputy or Alternate serves until his or her death, resignation, removal or disqualification, or until his or her successor is elected and qualified. If a Clergy Deputy or Alternate ceases to be canonically resident or a Lay Deputy ceases to be a Communicant in good standing of a Parish or Mission within the Diocese before the General Convention, the Deputy is disqualified.

3.12.2. The Alternate Deputies in each Order are to be ranked according to the total number of votes each receives. If a Deputy is unable to serve, the Bishop appoints the ranking Alternate Deputy in the proper Order to fill the vacancy.

3.12.3. The Bishop has power to insure by appointment that the Diocese is fully represented in the General Convention.

3.12.4. The Deputies make a written report on the actions taken by the General Convention and submit the report to the Diocesan Council and to the Convention at its next Annual Meeting.

3.13. *Deputies to the Provincial Synod.* At its Annual Meeting, the Convention elects Clergy and Lay Communicant Deputies and Alternates to represent the Diocese at the Provincial Synod. The Ordinances of the Provincial Synod determine the number of Deputies to be elected from each Order. The Convention elects an equal number from each Order as Alternates. The Clergy Deputies and Alternates must be canonically resident within the Diocese. The Lay Deputies and Alternates must be confirmed, adult Communicants in good standing of Parishes or Missions in the Diocese.

3.13.1. A Deputy or Alternate serves until his or her death, resignation, removal or disqualification, or until his or her successor is elected and qualified. If a Clergy Deputy or Alternate ceases to be canonically resident or a Lay Deputy ceases to be a Communicant in good standing of a Parish or Mission within the Diocese before the Provincial Synod, the Deputy is disqualified.

3.13.2. The Alternate Deputies in each Order are to be ranked according to the total number of votes each receives. If a Deputy is unable to serve, the Bishop appoints the ranking Alternate Deputy in the proper Order to fill the vacancy.

3.13.3. The Bishop has power to insure by appointment that the Diocese is fully represented in the Provincial Synod.

3.13.4. The Deputies make a written report on the actions taken by the Provincial Synod and submit the report to the Diocesan Council and to the Convention at its next Annual Meeting.

3.14. *The Clergy.* The Clergy are called to serve God, this Church and the community at large under the Bishop's supervision.

3.14.1 *Ordination.* The ordination of Priests and Deacons is provided in Title III of the Church Canons.

3.14.2. *Clergy Duties.* The duties of a Clergy member include: (i) being diligent in the worship and liturgy of the Church and in celebration of the Holy Communion, (ii) applying oneself to personal prayer, self-examination and study, (iii) avoiding occupations, habits or recreations that are inconsistent with one's calling, (iv) taking no secular employment without the Bishop's consent, and (v) participating in the life of the Congregation and Diocese in which he or she is resident. Except as provided under Canon 5, a Clergy member is accountable only to the Bishop in the performance of these duties. Every Clergy member must conform to the laws of the State governing the creation of the civil status of marriage, to the canons of this Church concerning the celebration and blessing of marriage, and to the other requirements set forth in Title III of the Church Canons. A Clergy member may in his or her discretion decline to solemnize or bless any marriage.

3.14.3. *Priests.*

(a) As used in these Canons, "Priest-in-charge" refers generically to a Priest having authority and responsibility for a Parish, Mission or Affiliated Episcopal Congregation. A "Rector" is the Priest-in-charge of a Parish and a "Vicar" is the Priest-in-charge of a Mission.

(b) A Priest-in-charge is vested with the authority of and responsibility for the conduct of the worship and the spiritual jurisdiction of a Congregation, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of the Church, and the pastoral direction of the Bishop.

(c) A Priest-in-charge is entitled to the use and control of the Church and congregational buildings with the appurtenances and furniture.

(d) The Bishop may appoint a Priest to serve any Parish, Mission or other Congregation that has no Priest-in-charge. In a Parish, the Bishop shall first consult with the Vestry regarding the appointment. In such Parish, Mission or other Congregation, the appointed Priest exercises the duties of a Priest-in-charge, subject to the authority of the Bishop.

(e) With the advice and consent of the Bishop and, if required by the Parish bylaws, the advice and consent of the Vestry, a Rector may select one or more assistant Clergy (by whatever title they may be designated), who serve under the authority and direction of the Rector. An assistant's service terminates with the service of the Rector, unless asked to continue by the Vestry under such conditions as the Bishop and Vestry determine. An assistant may continue to serve at the request of a new Rector and, if required by the Parish bylaws, the advice and consent of the Vestry.

following:

- (f) The responsibilities of Priests-in-charge of Congregations include the following:
 - (i) To ensure that children, youth and adults in their charge receive instruction in the Holy Scriptures, in the subjects contained in An Outline of the Faith (the Catechism), and in the doctrine, discipline and worship of this Church, and in the exercise of their ministry as baptized persons.
 - (ii) To instruct all persons in their charge concerning Christian stewardship.
 - (iii) To prepare persons for Holy Baptism, and in the case of infants and children, to instruct the parents and the Godparents concerning the significance of Holy Baptism and the Christian training of the baptized child;
 - (iv) To encourage and prepare persons for Confirmation, Reception, and the Reaffirmation of Baptismal Vows, and to be ready to present them to the Bishop with a list of their names.
 - (v) To announce to the Congregation the Bishop's intent to visit and to advise the Bishop on the state of the Congregation.
 - (vi) To read or distribute Pastoral Letters, and if applicable, Position Papers, to the Congregation within 30 days of their receipt.
 - (vii) To record in the Register all Baptisms, Confirmations, Marriages and Burials.
- (g) In a Mission, the control and responsibility belong to the Vicar who has been duly appointed to the charge, subject to the authority of the Bishop.

3.14.4. *Deacons.*

(a) A Deacon serves under the direction and supervision of, and in the place and manner as designated by, the Bishop. A Deacon ministering in a Congregation under the charge of a Priest acts under the direction of the Priest. A Deacon may administer a Parish, Mission or Affiliated Episcopal Congregation, but no Deacon may be in charge of a Parish, Mission or Affiliated Episcopal Congregation. Deacons may be chaplains in Institutions.

(b) Deacons canonically resident in the Diocese constitute a Community of Deacons, which meets from time to time. The Bishop may appoint one or more Archdeacons to assist the Bishop in guiding and supporting the Diaconate. Deacons report annually to Bishop on their life and work.

3.14.5. *Clergy of Churches in Communion.* While he or she is not canonically resident in the Diocese, clergy from a church in full communion with this Church (including the Evangelical Lutheran Church in America) may serve the Diocese or one of its Parishes, Missions, Institutions or Affiliated Episcopal Congregations (a) on an occasional or temporary basis with the advice and consent of the Bishop or (b) on a continuing basis with a license from the Bishop. While serving, such clergy is a Delegate

to Convention with voice and vote and a member of the Regional Council where he or she serves.

3.14.6. *Retirement.* Upon reaching the age of 72, a Priest or Deacon shall resign from all positions in the Church, subject to reassignment according to the provisions of Title III of the Church Canons.

3.14.7. *Postulants for Holy Orders.* It is the duty of all Bishops and other Clergy to identify fit persons for Holy Orders and encourage them to present themselves for discernment.

3.14.8. *No Discrimination.* No one is denied access to the discernment process for any ministry, lay or ordained, in this Church because of race, color, ethnic origin, immigration status, sex, national origin, marital status, sexual orientation, gender identity and expression, disabilities or age, except as otherwise specified by these Canons. No right to ordination is established by this provision.

3.15. *Indemnification.*

3.15.1. *Actions, Suits or Proceedings other than by or in the Right of the Diocese.* The Diocese may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Diocese) because he or she is or was or has agreed to become an officer of the Diocese, or is or was serving or has agreed to serve for the benefit of the Diocese as a Delegate, council or committee member, employee or agent for or on behalf of the Diocese against costs, charges, expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her or on his or her behalf in connection with such action, suit or proceeding and any appeal, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Diocese. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, does not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Diocese.

3.15.2. *Actions or Suits by or in the Right of the Diocese.* Unless the Diocesan Council has authorized the action or suit, the Diocese may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Diocese to procure a judgment in its favor because he or she is or was or has agreed to become an officer of the Diocese, or is or was serving or has agreed to serve for the benefit of the Diocese as a Delegate, council or committee member, employee or agent for or on behalf of the Diocese, or because of any action alleged to have been taken or omitted in such capacity, against costs, charges and expenses (including attorneys' fees) actually and reasonably incurred by him or her or on his or her behalf in connection with the defense or settlement of such action or suit and any appeal therefrom, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Diocese, except that no indemnification shall be made for any claim, issue or matters to which such person has been adjudged to be liable to the Diocese unless and

only to the extent that a court of competent jurisdiction in the State of Oklahoma or the court or arbitral proceeding in which such action or suit was brought determines upon application that, despite the adjudication of such liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such costs, charges and expenses which the Oklahoma court or such other court or arbitrator shall deem proper.

3.15.3. *Determination of Right to Indemnification.* Any indemnification under Sections 3.15.1 and 3.15.2 (unless ordered by a court) shall be paid by the Diocese unless a determination is made (i) by a disinterested majority of the Diocesan Council or, (ii) if the Diocesan Council so directs, by independent legal counsel in a written opinion, that indemnification is not proper in the circumstances because indemnitee has not met the applicable standard of conduct set forth in Sections 3.15.1 and 3.15.2.

3.15.4. *Advance of Costs, Charges and Expenses.* The Diocese may pay the costs, charges and expenses (including attorneys' fees) incurred by a person referred to in Sections 3.15.1 and 3.15.2 in defending a civil, criminal, administrative, or investigative action, suit or proceeding in advance of the final disposition of such action, suit or proceeding. Any such advance to an officer or member of the Diocesan Council is conditioned upon the receipt of an undertaking by or on behalf of the person to repay all amounts so advanced in the event that it is ultimately determined that such person is not entitled to indemnification as authorized in this Canon 3.15. Such costs, charges and expenses incurred by other committee members, employees and agents may be so paid upon such terms and conditions, if any, as the Diocesan Council deems appropriate. The Diocesan Council may, in the manner set forth above, and upon approval of the indemnitee, authorize the Diocese's counsel to represent such person, in any action, suit or proceeding, regardless of whether the Diocese is a party to such action, suit or proceeding.

3.15.5. *Procedure for Indemnification.* The Diocese shall use its best efforts to determine whether it will pay any indemnification under Sections 3.15.1 or 3.15.2 or advance costs, charges and expenses under Section 3.15.4, and in any event within 60 days after the written request of the indemnitee.

3.15.6. *Settlement.* If in any action, suit or proceeding, including any appeal, within the scope of Sections 3.15.1 or 3.15.2, the person to be indemnified has unreasonably failed to enter into a settlement, then, notwithstanding any other provision, the Diocese's indemnification obligation to such person shall not exceed the total of the amount at which settlement could have been made and the expense incurred by such person before the time such settlement could have been made.

3.15.7. *Indemnification of Employees and Agents; Other Rights; Continuation of Right to Indemnification.* The indemnification provided by this Canon 3.15 is not exclusive of any other rights to which any person seeking indemnification may be entitled under any law (common or statutory), agreement, vote of disinterested Diocesan Council members or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding office or while employed by or acting as agent for the Diocese. This indemnification continues after a person has ceased to be an

officer, delegate, council or committee member, employee or agent, and inures to the benefit of the estate, heirs, executors and administrators of such person.

3.15.8. *Insurance.* The Diocese may purchase and maintain insurance on behalf of any person who is or was or has agreed to become an officer, delegate, council or committee member, employee or agent of the Diocese, or is or was serving at the request of the Diocese as an officer, delegate, council or committee member, employee or agent against any liability asserted against him or her and incurred by him or her or on his or her behalf in any such capacity, or arising out of his or her status as such, regardless of whether the Diocese would have the power to indemnify him or her against such liability under the provisions of this Canon 3.15.

3.15.9. *Indemnification of Fiduciaries.* For the purposes of determining the rights to indemnification of officers, Diocesan Council members and employees who are determined by the Diocese or otherwise to be or to have been “fiduciaries” of any employee benefit plan of the Diocese that may exist from time to time, the indemnification provisions under the Oklahoma General Corporation Act and under this Canon 3.15 is be interpreted as follows: (i) an “other enterprise” includes such an employee benefit plan, including any plan of the Diocese which is governed by the Act of Congress entitled “Employee Retirement Income Security Act of 1974”, as amended from time to time; (ii) the Diocese has requested a person to serve an employee benefit plan where the performance by such person of his or her duties to the Diocese also imposes duties on, or otherwise involves services by, such person to the plan or participants or beneficiaries of the plan; and (iii) excise taxes assessed on a person with respect to an employee benefit plan pursuant to such Act of Congress are “fines”.

CANON 4. OF THE COMMITTEES OF THE DIOCESE

4.1. *Diocesan Committees.* The Diocese has the following standing committees: the Standing Committee, the Commission on Ministry, and the Commission on Episcopal Schools. These committees are accountable to the Bishop and the Convention. Other standing committees may be created by an amendment of these Canons. The Convention, the Diocesan Council or the Bishop may create ad hoc committees.

Except as these Canons otherwise provide, the Convention, the Diocesan Council or the Bishop appoints the committee members, who may be any adult Communicant in good standing within the Diocese. A committee member serves until the expiry of his or her term, his or her removal or resignation, or the appointment and qualification of his or her successor.

4.2. *Conduct of Business.* Each committee, whether standing or ad hoc, may determine the procedural rules for meeting and conducting its business, except as the Church Canons or these Canons otherwise require. Each committee makes adequate provision for notice of all meetings to members, and keeps regular minutes of its proceedings and reports the same to the Convention, Diocesan Council or Bishop when required. A majority of the members constitute a quorum, unless the committee consists of one or two members. In that event, one member constitutes a quorum. A majority vote of the members present determines all matters. A committee may meet by means of remote communication if reasonable measures are taken to enable members to

communicate with one another. A committee may take action without a meeting if a majority of the members of the Committee consent in writing and file the consent or consents with the minutes of the proceedings of the committee.

4.3. *The Commission on Ministry.* The Commission on Ministry is composed of those members appointed by the Bishop and confirmed by Convention. The members serve for one-year terms. The Bishop may by appointment fill vacancies or appoint additional members for the proper conduct of the Commission's duties. The Bishop appoints a Chair. The Commission elects its own Secretary, and with the Bishop's consent, has the power to constitute committees necessary for the carrying on of its work.

4.3.1. The duties of the Commission on Ministry include:

- (a) Determining present and future opportunities and needs for the ministry of all baptized persons in the Diocese and in the world;
- (b) Supporting the development, training, utilization and affirmation of the ministry of all baptized persons in the Diocese and in the world;
- (c) Determining the present and future needs for ordained and lay professional ministries in the Diocese;
- (d) Recruiting and discerning persons for Holy Orders and in forming and examining nominees, Postulants and Candidates for the Diaconate or Priesthood;
- (e) Providing for the guidance and pastoral care of Clergy and Laypersons who are in stipendiary and non-stipendiary positions accountable to the Bishop;
- (f) Promoting the continuing education of the Clergy and of Lay Professionals employed by the Church;
- (g) Forming an examination committee for persons seeking Holy Orders; and
- (h) Recommending to the Bishop qualified applicants for admission as a Postulant or as a Candidate for Holy Orders or for ordination to the Diaconate or to the Priesthood.

When the Commission is asked to create an examination committee, with the consent of the Bishop, the Chair appoints an appropriate number of members of the Commission to accomplish the examination, a majority of whom must be Clergy members. When recommending an applicant under proviso (h), the Commission as a whole must make the recommendation.

4.3.2. The Bishop and the Commission provide encouragement, training and resources to assist each Parish, Mission and Affiliated Episcopal Congregation in developing processes by which persons can discern their ministries. The Bishop, Commission and discernment community assist each person in discerning their ministries, either lay or ordained.

4.3.3. The Commission keeps proper and permanent records of its work (including the work of any subcommittee), and reports annually to the Convention, to the

Bishop upon request, and to the Church's General Board of Examining Chaplains, as may be required by applicable Church Canons.

4.4. *The Commission on Episcopal Schools.* The Commission on Episcopal Schools is composed of the Heads of the Episcopal Schools within the Diocese and six to nine additional members appointed by the Bishop. The members serve for one-year terms. The Bishop may by appointment fill vacancies or appoint additional members for the proper conduct of the Commission's duties. The Bishop appoints a Chair. The Commission elects its own Secretary, and with the Bishop's consent, has the power to constitute committees necessary for the carrying on of its work.

4.4.1. The Commission seeks to promote the educational opportunities presented by the Diocese's Episcopal Schools, to further the support of its Episcopal Schools, and to enhance the cooperation and mutual support among the Episcopal Schools.

4.4.2. In cooperation with the National Association of Episcopal Schools, the Commission fixes, publishes and revises standards for the official recognition of all Episcopal Schools in the Diocese. These standards must include an admission policy that does not exclude pupils based on race, color or religion, or that does not limit admissions to children of Communicants.

4.4.3. Any Parish or other organization affiliated with this Diocese intending to establish an Episcopal School must obtain the approvals of the Commission on Episcopal Schools and the Diocesan Council in addition to satisfying the requirements of Canon 7.20.

4.4.4. The Commission report to the Diocesan Council. The Heads of the Episcopal Schools report annually in writing to the Convention.

CANON 5. OF ECCLESIASTICAL DISCIPLINE

5.1. *Incorporation of Church Canons.* The provisions of Title IV of the Canons of the Episcopal Church (the Church Canons) are incorporated herein by this reference. The Canons of the Diocese of Oklahoma (the Diocesan Canons) are construed in conformity with the Church Canons. To the extent that the Diocesan Canons cannot be reconciled to the Church Canons, the Church Canons control. Capitalized terms not otherwise defined in this Canon 5 have the meanings ascribed in Canon 2 of Title IV of the Church Canons.

5.2. *Means of Reporting Offenses.* The Diocese shall provide for and publicize methods and means of reporting information regarding alleged Offenses by Priests or Deacons, regardless of whether canonically resident in the Diocese.

5.3. *Disciplinary Positions.* The Diocese authorizes the following positions to implement the disciplinary structure of the Church Canons.

5.3.1. *President of the Disciplinary Board.* Within 60 days after Diocesan Convention, with the advice and consent of the Bishop, the Disciplinary Board elects from its membership a President for the following year. As needed, the President selects members of Conference and Hearing Panels, serves as a member of any Reference Panel, and handles any appeal if a complaint is dismissed by the Intake Officer.

5.3.2. *Intake Officer.* The Bishop shall appoint an Intake Officer, whose name and contact information is published on the Diocesan website as a contact for reporting Offenses. The Intake Officer makes an initial assessment of a complaint.

5.3.3. *Investigator.* As needed by the Diocese, the Bishop appoints an Investigator, who has sufficient knowledge, experience and training to conduct investigations, and is familiar with the provisions and objectives of Title IV of the Church Canons. The Investigator may, but need not, be a Member of the Church.

5.3.4. *Church Attorney.* As needed by the Diocese, the Standing Committee, with the advice and consent of the Bishop, appoints one or more attorneys (or law firm) duly licensed in Oklahoma to represent the Diocese as its Church Attorney in all conferences, hearings or other proceedings under Title IV of the Church Canons. The Standing Committee may terminate the Church Attorney's engagement for reasons it deems sufficient, if the termination does not materially affect or influence a pending proceeding. The Church Attorney or Attorneys need not be Members of the Church.

5.3.5. *Pastoral Response Coordinator.* The Bishop may appoint a Pastoral Response Coordinator. The person should be skilled in dispute resolution and without conflict of interest in the matter. The Conciliator serves at the will of the Bishop.

5.3.6. *Conciliator.* When a matter is referred for conciliation, the Bishop appoints a Conciliator, who is skilled in dispute resolution and without conflict of interest in the matter. The Conciliator serves at the will of the Bishop.

5.3.7. *Advisors.* In each proceeding under this Canon, the Bishop appoints an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall not include any person likely to be called as a witness in the proceeding.

5.3.8. *Clerk.* The Disciplinary Board appoints a Board Clerk to assist the Board with records management and administrative support. The Clerk may or may not be a member of the Board.

5.4. *The Disciplinary Board.*

5.4.1. *Composition of the Disciplinary Board.* The Diocese has a Disciplinary Board, from which Conference Panels and Hearing Panels are selected. The Board is composed of nine members elected by the Convention of the Diocese. Of the members, five are to be members of the Clergy canonically resident and active in the Diocese, and four are to be adult Lay Communicants in good standing, who are attorneys duly licensed in Oklahoma. A member of the Standing Committee may serve on the Board.

5.4.2. *Selection.* Members of the Disciplinary Board are nominated and elected in accordance with Canons 2.12 and 2.13. The members of the Board serve staggered three-year terms or until successors are elected and qualified.

5.4.3. *Vacancies.* If any member-elect fails to qualify, or a position becomes vacant by death, resignation, removal from the Diocese, or any other reason, the Bishop appoints a replacement member of the same order from persons otherwise qualified for election to fill the vacancy until the next succeeding Diocesan Convention, at which time

a member will be elected to fill the unexpired term or for a new term if the term of that member is expiring.

5.5. *Conference Panels and Hearing Panels.* When the Reference Panel receives an intake report, the President of the Disciplinary Board shall appoint from the Board's membership a Conference Panel and a Hearing Panel. The Conference Panel shall consist of one to three members, and if more than one member, it shall include both clergy and lay members. The Hearing Panel shall consist of three or more members and shall include both clergy and lay members. The President may not serve on either panel, and a member appointed to one panel may not serve on another panel.

5.6. *No Overlapping Roles.* A member of the Disciplinary Board may not serve as Chancellor, Vice Chancellor, Advisor, Pastoral Response Coordinator, Conciliator, Church Attorney, Intake Officer or Investigator. The person serving as Chancellor, Vice Chancellor, Advisor, Pastoral Response Coordinator, Conciliator, Church Attorney, Intake Officer or Investigator may not serve in another of such capacities. A member in same law firm as a member of the Disciplinary Board, Chancellor, Vice Chancellor, Advisor, Pastoral Response Coordinator, Conciliator, Church Attorney, Intake Officer or Investigator faces the same disqualification.

5.7. *Preserving Impartiality.*

5.7.1. *Of Panel Members.* In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel of the Board becomes aware of circumstances where such member's impartiality may be reasonably questioned, that member must notify the President of the Board immediately and request a replacement. Respondent's Counsel and the Church Attorney have the right to challenge any Panel member's impartiality by motion to the Panel for disqualification of the challenged member. The Panel members who are not subject to the challenge shall promptly consider the motion and determine whether the challenged Panel member should be disqualified from participating in that proceeding.

5.7.2. *Of the Bishop.* The Bishop shall disqualify herself or himself in any proceeding in which the Bishop's impartiality may reasonably be questioned. The Bishop shall also disqualify himself or herself when the Bishop, the Bishop's spouse, or a person within the third degree of relationship to either of them, or the spouse of such person, is the Respondent, Complainant or an Injured Person.

5.8. *Proceedings for Bishops.* This Canon is modified as provided in Canon 17 of Title IV of the Church Canons for proceedings involving a Bishop.

5.9. *Records.*

5.9.1. *Records of Proceedings.* The Disciplinary Board shall keep a record of all proceedings before its Hearing Panels in a format that can be reduced to a transcript if necessary. The record of each proceeding shall be certified by the president of the Hearing Panel. The records shall be preserved and maintained in the custody of the Clerk, if there is one, or otherwise by the Diocesan offices.

5.9.2. *Availability of Hearing Panel Documents.* The documents in all proceedings before a Hearing Panel shall be available and broadly accessible to members of the Church and the Church media and posted to the Diocesan website. The documents

include all motions, briefs, affidavits, opinions, objections, decisions, notices, challenges, Orders and Notices of Accord. Notwithstanding, for good cause to protect any injured person or allegedly injured person and subject to the Church Canons, the Hearing Panel may require the redaction of documents after consultation with the Church Attorney, the Respondent's counsel, the Respondent's Advisor, the Complainant's Advisor or Complainant's counsel, if any, and, where appropriate, the Bishop Diocesan.

5.9.3. *Permanent Records.* The records of and documents in all proceedings under this Canon shall be archived within the Diocese by the Archivist and within the Archives of the Episcopal Church, as prescribed in Title IV of the Church Canons.

5.9.4. *Submissions to Church Database.* The Diocese, Disciplinary Board, Church Attorney and Respondent (or Respondent's Advisor) as applicable shall submit such information to the Church's Database as the Church Canons require.

CANON 6. OF FINANCE AND MANAGEMENT

6.1. The Operation of the Diocese.

6.1.1. The Diocese is an ecclesiastical district of the Church, and to perfect its organization, was incorporated as a not-for-profit and religious corporation under the laws of the State of Oklahoma. The Diocese may create or permit other legal entities under its control to hold Diocesan property or funds.

6.1.2. When any conveyance of land to the Diocese is made for a particular purpose, the Diocese holds the land for that purpose; and any proceeds are similarly applied until the purpose is accomplished or the use or need no longer exists, which fact shall be ascertained and declared by the Diocesan Council.

6.1.3. The Diocese's financial statements shall be maintained in accordance with generally accepted accounting principles and audited annually by an independent certified public accounting firm chosen by the Finance Committee and approved by the Diocesan Council. All audit reports, including memoranda issued regarding the sufficiency of internal controls or other accounting matters and a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, are to be delivered to the Diocesan Council with a copy delivered to the Bishop.

6.1.4. The Diocesan Council may authorize any officer or officers, or agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Diocese. The Diocesan Council may make such authorization general or special. The Treasurer and the Comptroller and such other persons as the Finance Committee determines may issue all checks, drafts and other orders for the payment of money, notes and other evidences of indebtedness issued in the name of or payable by the Diocese.

6.1.5. The Diocesan Council may authorize the opening and keeping of general and special bank accounts with those types of financial institutions set by the Finance Committee. The Finance Committee may make such special rules and regulations with respect to such banking and investment accounts, consistent with these Canons, as it may deem expedient.

6.2. *Business Methods in Church Affairs.* The Diocese and its Parishes, Missions, Affiliated Episcopal Congregations and Institutions shall manage their affairs as follows:

6.2.1. All trust and permanent funds are to be handled according to rules and regulations adopted by the Finance Committee. The rules and regulations require that: (i) funds be deposited only with financial institutions whose accounts are federally insured or otherwise approved in writing by the Finance Committee; and (ii) two signatures be required on any withdrawal or transfer of funds over a de minimis amount. Operating accounts are to be handled in a reasonable and prudent manner and according to any rules that the Finance Committee may adopt.

6.2.2. Records are to be made and kept of all trusts and permanent funds showing at least the following: (i) source and date, (ii) terms governing the use of principal and income, (iii) to whom and how often reports of conditions are to be made, and (iv) how the funds are invested.

6.2.3. Treasurers and custodians, other than approved financial institutions, are to be adequately bonded.

6.2.4. The financial statements of each Parish, Mission and Institution are to be audited annually by an independent certified public accountant, or independent licensed public accountant, or such audit committee as the Finance Committee may authorize. The financial statements consist of a statement of financial position (balance sheet), a statement of activities (income statement) and a statement of cash flows. The financial accounts are to be maintained and the audit conducted either in accordance with generally accepted accounting principles or in accordance with the Standards Manual of Business Methods in Church Affairs, as promulgated by the Domestic & Foreign Missionary Society of the Church. All audit reports, financial statements, footnotes and supplementary schedules, including memorandum issued regarding the sufficiency of internal controls or other accounting matters and a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, are to be filed with the Finance Committee and the Bishop within 30 days following the date of the report, and in no event, not later than September 1 of the year following the year covered by the audit report. A Parish or Mission failing to timely submit its report and financial statements is not entitled to Lay representation in Convention, unless the Convention specifically waives this prohibition.

6.2.5. All buildings and their contents must be adequately insured. The officers of the Diocese, Parish, Mission, Affiliated Episcopal Congregation or Institution determine the proper amount of insurance coverage, subject to the direction of the Diocesan Council. The Diocesan Council may require the Diocese or any Parish, Mission, Affiliated Episcopal Congregation or Institution to acquire additional coverage.

6.2.6. The Finance Committee may adopt rules and regulations to carry out the purpose of this Canon. It may require reports or copies of any or all Diocesan, Parochial or Institutional accounts. It advises and deals with Parishes, Missions, Affiliated Episcopal Congregation and Institutions in complying with this Canon, and may for good cause shown grant temporary waivers of compliance. Its annual report to

the Convention includes a report upon its administration of this Canon, including the issuance of any qualified audit reports and the granting of any compliance waivers.

6.3. *Encumbering or Alienating Property Prohibited.* No Parish, Mission, Affiliated Episcopal Congregation or Institution may encumber or alienate its real or personal property without the written consent of the Bishop, the Standing Committee and the Diocesan Council.

6.4. *All Property for the Benefit of the Church.* All real and personal property held by or for the benefit of any Parish, Mission, Affiliated Episcopal Congregation or Institution is held in trust for the Church and this Diocese. Subject to these Canons and the authority of the Diocese, this trust does not limit the authority of the Parish, Mission, Affiliated Episcopal Congregation or Institution to utilize its property so long as the particular Parish, Mission, Affiliated Episcopal Congregation or Institution remains a part of, and subject to, this Church and its Constitution and Canons and the Constitution and Canons of the Diocese.

6.5. *Acquisitions of Property; Title.* A Parish, Mission, Affiliated Episcopal Congregation or Institution must obtain the advice and consent of the Bishop and the Diocesan Council before acquiring real property, whether by purchase, gift, bequest or otherwise. Title to real property shall be held as directed by the Bishop, the Standing Committee and the Diocesan Council.

6.6. *Mutual Ministry Support and Offerings.* To provide for the operation of the Diocese and its support of the General Convention, each Parish and Mission pays annual mutual ministry support to the Diocese.

6.6.1. Upon the recommendation of the Finance Committee, the Diocesan Convention determines the amount of mutual ministry support for the Parishes and Missions. The support is paid monthly, unless otherwise scheduled by the Finance Committee.

6.6.2. A Parish or Mission that has not paid its mutual ministry support through September of the current year is not entitled to Lay representation in Convention until all accrued mutual ministry support is paid, unless the Convention specifically waives this prohibition.

6.6.3. The undesignated plate offering at the official visitation of the Bishop is remitted to the Diocese to be disbursed for such needs as the Bishop may determine.

6.6.4. Each Parish and Mission maintains a discretionary fund under the control of the Rector or Vicar. On one Sunday of each month, the alms and contributions not otherwise specifically designated, and any special or individual gifts designated by the donors, are allocated to the discretionary fund. The Rector or Vicar makes disbursements for such charitable and church related purposes according to Diocesan standards for discretionary accounts.

6.7. *Church Debt.*

6.7.1. No Parish, Mission, Affiliated Episcopal Congregation or Institution may incur indebtedness without the approval of the Bishop, the Standing Committee and the Diocesan Council, except:

(a) Indebtedness for permanent improvement, replacements or additions to real estate or equipment for the amount of such indebtedness, plus indebtedness and liabilities of every kind already existing, that does not exceed 150% of the average annual receipts of such Parish, Mission, Affiliated Episcopal Congregation or Institution for the past three years;

(b) Indebtedness for current expenses where the amount of such indebtedness and other current liabilities that does not exceed 20% of the total current receipts of such Parish, Mission, Affiliated Episcopal Congregation or Institution for the preceding year; and the payment of all such indebtedness shall be provided for in the budget of the next ensuing year with reasonable expectation of its payment out of the receipts of the next two years.

(c) In computing receipts under subsections (a) and (b), the Parish, Mission, Affiliated Episcopal Congregation or Institution excludes endowments, bequests and receipts whose use is restricted. The Parish, Mission, Affiliated Episcopal Congregation or Institution may include income from endowments and bequests if not specifically designated.

These exceptions do not permit a Parish, Mission, Affiliated Episcopal Congregation or Institution to encumber property without compliance with Canon 6.3.

6.7.2. When approval is required, the Parish, Mission, Affiliated Episcopal Congregation or Institution must submit a plan of amortization or other method of payment providing for the payment of all indebtedness.

6.7.3. Indebtedness incurred by the Diocesan Council is undertaken in accordance with the following procedures. For the purposes of this Canon, indebtedness includes not only direct indebtedness, but also indebtedness of any kind including contingent indebtedness by way of the guaranty of the indebtedness of another entity or person.

(a) The Diocesan Council may incur debt upon secured and unsecured loans.

(b) The Bishop, the Standing Committee and the Diocesan Council must approve loans secured by a mortgage upon real property or a pledge of or lien upon other property having a value of \$25,000 or more.

(c) Unsecured loans may be made upon the following authority: (i) a loan, including a draw upon a Diocesan line of credit, not exceeding \$250,000, may be approved by the Finance Committee or an officer to whom the Finance Committee may delegate such authority; (ii) a loan, including a draw upon a Diocesan line of credit, exceeding \$250,000 must be approved in by the Bishop, the Standing Committee and the Diocesan Council.

6.7.4. This Canon 6.7 does not apply to the refinancing of existing loans.

6.8. *Annual Parochial Reports.*

6.8.1. *Annual Parochial Reports.* Each Parish and Mission prepares annually a report for the year ended December 31, in the form required by the Church. In every Parish, the preparation and delivery of this Annual Parochial Report is the joint duty of

the Rector and Vestry; and in every Mission, the preparation and delivery is the joint duty of the Vicar and the Bishop's Committee of the Mission. This report includes the following information:

- (i) The number of baptisms, confirmations, marriages, and burials during the year; the total number of adult baptized members, baptized members under 16 years of age, and total number of baptized members; the total number of adult communicants in good standing, the total number of communicants in good standing under 16 years of age, and the total number of communicants in good standing, and the total number of confirmed adult communicants;
- (ii) Financial information in the form required by the Church, including a summary of all receipts and expenditures, from whatever source derived and for whatever purpose used;
- (iii) A schedule of the property held by the Parish or Mission, whether real or personal, with an appraisal of its value, together with a statement of the indebtedness of the Parish or Mission, if any, and of the amount of insurance carried; and
- (iv) Such other relevant information as required by the form approved for the Annual Parochial Report, which may include information required by these Canons or as appropriate to secure an accurate view of the state of this Church.

6.8.2. *Filing Time; Penalty.* The Parish or Mission submits its Annual Parochial Report to the Bishop of the Diocese, or, where there is no Bishop, to the Secretary of the Diocese by March 1. A Parish or Mission failing to timely submit its Annual Parochial Report is not entitled to Lay representation in Convention, unless the Convention specifically waives this prohibition.

6.8.3. *Annual Diocesan Reports.* The Diocese prepares annually a report for the year ended December 31, in the form required by the Church. The report includes statistical information concerning the Parishes and Missions of the Diocese, the Clergy and other ministries, and the Institutions connected with the Diocese; together with the financial information required by Church Canon I.4.6(i). It also includes information concerning implementation by the Diocese of resolutions of the previous General Convention, which have been specifically identified as calling for Diocesan action.

CANON 7. OF THE PARISHES, MISSIONS, AFFILIATED EPISCOPAL CONGREGATIONS, AFFILIATED COMMUNITIES AND INSTITUTIONS

7.1. Organization of Missions.

7.1.1. *Petition for Recognition.* Twenty-five or more adult baptized persons resident in the Diocese, desiring to have the ministries of this Church, may on their own initiative, or in consequence of initiative taken by the Bishop and the Diocesan Council, petition the Bishop for recognition as a Mission of this Church as follows:

- (i) They state their desire to become a Mission, together with their reasons;

- (ii) They declare their willingness to conform to the rules for Missions of the Diocese set by duly constituted authority; and
- (iii) They have organized or will organize the prospective Mission as a legal entity with limited liability, whose constituent documents adhere to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and Diocese and conform to such other legal requirements as necessary or appropriate by law or sound practice, as the Bishop determines in consultation with the Chancellor; and
- (iv) They sign the petition and indicate in each case the congregation of their present religious affiliation.

7.1.2. *Approval.* The Bishop, with the advice and recommendation of the Standing Committee and the Diocesan Council, may approve the petition. The Bishop may attach conditions for approval as he or she deems appropriate.

7.1.3. *Appointments.*

(a) If the Bishop approves the petition, the Bishop appoints from the petitioners at least three persons to serve as a Bishop's Committee until the Mission is organized. From those appointed as the Bishop's Committee, the Bishop also appoints a Warden, a Secretary and a Treasurer.

(b) The Bishop may appoint a Vicar to provide pastoral ministries and conduct services in the Mission.

7.1.4. *Organization.* With the advice and direction of the Bishop, the Vicar and the Bishop's Committee take such further steps as may be necessary or advisable to complete the organization of the Mission, including the assembly of the accoutrements for worship, the funding of accounts, and the holding of a congregational meeting for the election of members, officers and Delegates and the adoption of proper constituent documents. All amendments to the constituent documents are subject to the prior written approval of the Bishop and the Diocesan Council.

7.1.5. *Recognition by Convention.* At the next Convention, they shall submit to the Convention: (i) an application, signed by a majority of the Bishop's Committee, requesting that the Convention recognize the Mission, (ii) a list of the Mission's Convention delegates, and (iii) a recommendation of the Bishop that the Convention recognize the Mission. By majority vote, the Convention may resolve that the Convention recognizes the Mission as organized and that its elected lay Delegates be seated.

7.2. *Organization of Parishes.*

7.2.1. *Petition for Parish Status.* A recognized Mission desirous of becoming a Parish presents to the Bishop a written petition signed by the Mission's Bishop's Committee and attesting and evidencing the Mission's compliance with the requirements of this Canon. The petition must show that:

- (i) The Mission has an average Sunday attendance of 100 or more adult Communicants for at least six of the twelve months preceding the petition;

- (ii) The Mission has a building adequate to its current and immediately foreseeable future needs;
- (iii) The Mission is current in its Diocesan mutual ministry support and has paid previous mutual ministry support in full for each of the last three years;
- (iv) The Mission has been self-supporting for at least two years;
- (v) The Mission's constituent documents adhere to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and Diocese and conform to such other legal requirements as necessary or appropriate by law or sound practice, as the Bishop determines in consultation with the Chancellor; and
- (vi) The Mission's congregation has approved the petition seeking Parish status at a congregational meeting.

7.2.2. *Approval.* The Bishop, with the advice and recommendation of the Standing Committee and the Diocesan Council, may approve the petition. The Bishop may attach conditions for approval as he or she deems appropriate.

7.2.3. *Recognition by Convention.* At the next Convention, if the Bishop has approved the petition, there is laid before the Convention: (i) the Mission's petition for Parish status, and (ii) the recommendation of the Bishop that the Convention recognize the Mission as a Parish. The Convention may, by majority vote, resolve that the Convention recognizes the Mission as a Parish.

7.2.4. *Organization.* Following its recognition, the Parish takes such further steps as may be necessary or advisable to complete its organization as a Parish, including the election of a Rector, a Vestry and Wardens and the adoption of appropriate amendments to its constituent documents in recognition of its change of status. These amendments and all subsequent amendments to the constituent documents are subject to the prior written approval of the Bishop and the Diocesan Council.

7.3. *The Cathedral Church.*

7.3.1. The church, commonly known as "St. Paul's" in Oklahoma City, is the Cathedral Church of the Diocese.

7.3.2. Except as otherwise provided for in this Canon, the congregation of the Cathedral is a Parish, with all the usual parochial organizations, rights and privileges, and the Rector of the Parish is the Dean of the Cathedral.

7.3.3. The Dean is confirmed by a majority vote of the Vestry upon appointment by the Bishop. Subject to the control of the Bishop, the Dean:

- (a) Decides all matters pertaining to Cathedral services;
- (b) Exercises supervision and management of the Cathedral in consultation with the Vestry;
- (c) Assigns duties to the Clergy of the Cathedral.

(d) Serves as Chair, ex officio of all committees of the Cathedral, unless the Dean selects a member of the committee to so serve or the Cathedral Canons otherwise provide.

7.3.4. The Clergy of the Cathedral may be Canons recommended by the Dean and appointed by the Bishop. The Canons perform those duties as assigned by the Dean.

7.3.5. The Bishop has the discretionary right to use the Cathedral for worship, has the general direction of the services therein, is invited to use it at Easter and Christmas, and to use the Cathedral and Parish House for diocesan and ecclesiastical meetings.

7.4. *Change of Status of a Mission.*

7.4.1. When any Mission:

(a) Fails to pay its Vicar its agreed upon portion of the Vicar's compensation (including compensation-related assessments) unless such failure is declared to be only temporary to the satisfaction of the Bishop;

(b) Fails for two successive years to fully pay the Diocesan mutual ministry support levied upon it; or

(c) Fails persistently to comply with the conditions and requirements for its organization and conduct as a recognized Mission,

then after full investigation, and the Bishop, the Standing Committee and the Diocesan Council may determine that the Mission shall be dissolved.

7.4.2. If the Bishop's Committee of a Mission resolves that the Mission is unable effectively or properly to carry on as a recognized Mission and requests that the Mission be dissolved in its entirety, the Bishop's Committee submits the resolution to a congregational meeting. If the congregational meeting approves the resolution, then a certified copy of the Bishop's Committee resolution and membership approval is submitted to the Bishop. If the Bishop, with the advice and consent of the Standing Committee, approves the resolution, then the Mission shall be dissolved.

7.4.3. When a Mission is dissolved, its property shall be delivered and conveyed as the Bishop may direct and all Mission records shall be delivered to the Registrar of the Diocese.

7.5. *Change of Status of a Parish.*

7.5.1. If the Vestry of any regular Parish resolves that it is unable effectively or properly to carry on as a Parish and voluntarily requests change of status to that of a Mission, and if such resolution receives the written approval of a majority of the qualified voting members of the Parish, then it submits a certificate of the Vestry resolution and membership approval to the Bishop for his or her consideration with the advice and consent of the Standing Committee and the Diocesan Council. If the Bishop, the Standing Committee and the Diocesan Council approve the resolution, then the Parish becomes a Mission, as the case may be, in accordance with the request.

7.5.2. When any Parish:

- (a) Fails to pay its Rector the agreed compensation (including compensation-related assessments);
- (b) Fails for two successive years to pay the Diocesan mutual ministry support levied upon it;
- (c) Fails persistently to comply with the conditions and requirements for its organization and conduct as a Parish; or
- (d) Requires financial assistance for a period of three consecutive years, then after full investigation, the Bishop, the Standing Committee and the Diocesan Council, may declare the Parish a Mission with the corresponding rights and duties.

7.5.3. In becoming a Mission, the former Parish amends its bylaws to conform to the canons applicable to Missions, discharges its vestry and officers and requests that the Bishop appoint a Bishop's Committee and its officers, and transfers any real property to the Diocese. It takes such further steps as the Bishop may direct.

7.6. The Change of Name by a Parish or Mission.

7.6.1. If a Parish or a Mission desires to change its name, the members of the Congregation shall adopt a resolution, specifying the reasons for the change.

7.6.2. The Parish or Mission submits a certified copy of the resolution to the Bishop and the Standing Committee for the approval by each.

7.6.3. If approved by the Bishop and the Standing Committee, the Convention considers the change by resolution and upon passage of same, the name is altered accordingly on the roll of the Convention and Parish or Mission is known thereafter by its new title.

7.7. The Filling of Vacant Cures.

7.7.1. When the position of Rector becomes vacant, the Wardens or other proper officers notify the Bishop within 30 days. If the Parish fails for 30 days after the vacancy to provide for regular services, the Bishop takes such measures as appropriate for the temporary maintenance of worship services.

7.7.2. The Vestry of the Parish elects a Priest to fill such vacancy. Before an election, the Vestry notifies the Bishop of the candidate or candidates proposed for election. The Bishop is afforded 60 days to communicate with the Vestry, and the Vestry must consider such communication at a meeting duly called for that purpose.

7.7.3. When the Vestry makes an election, the Parish sends a certificate of election signed by the Church Wardens to the Bishop for the Bishop's consent. If the Bishop does not consent within 30 days, the election fails. If the Bishop consents, he or she forwards the certificate to the Secretary of Convention for recordation. The recorded certificate evidences the relationship between the Rector and the Parish.

7.7.4. When selecting a Priest or Deacon to assist the Rector, the Rector notifies the Bishop in writing of the individual whom the Rector proposes to select. If the Bishop does not consent within 30 days, the selection fails. If the Bishop consents, the

Parish sends a certificate of selection signed by the Rector and Wardens, who forward the certificate to the Secretary of Convention for recordation.

7.7.5. When the position of Vicar becomes vacant, the Bishop may appoint a Vicar to provide pastoral ministries and conduct services in the Mission.

7.7.6 Neither race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities nor age, except as otherwise specified by the Church Canons, shall be a factor in the Bishop's determination of whether a person is a duly qualified Priest or Deacon. A Rector and a Parish may enter into agreements setting forth mutual responsibilities, subject to the Bishop's approval.

7.8. *Reconciliation of Disagreements Affecting the Pastoral Relationship.* When the pastoral relationship in a Parish or Mission is imperiled by disagreement or dissension, and the parties deem the issues serious, either party may petition the Bishop, in writing, to intervene and assist the parties in their efforts to resolve the disagreement. The written petition shall include sufficient information to inform the Bishop and the parties involved of the nature, causes and specifics of the disagreements or dissension imperiling the pastoral relationship. The Bishop takes such action as he or she deems appropriate, which may include the appointment of a consultant or licensed mediator or notice of the Bishop's intent to proceed under Section 7.9.4 of this Canon. The parties to the disagreement, following the recommendations of the Bishop, shall labor in good faith that they may be reconciled. If the Standing Committee is the Ecclesiastical Authority, it requests the Bishop of a neighboring Diocese to perform the duties of the Bishop under this Canon.

7.9. *Dissolution of the Pastoral Relationship.*

7.9.1. Except upon mandatory resignation by reason of age, a Priest-in-charge may not resign without the consent of the Vestry or Bishop's Committee, nor may any Priest-in-charge be removed by the Vestry or Bishop's Committee against the Priest's will, except as provided in this Canon.

7.9.2. If a Priest-in-charge or Vestry or Bishop's Committee desires to dissolve the pastoral relation for any urgent reason, and the parties cannot agree, either party may give notice in writing to the Bishop with a copy available to the Priest-in-charge and Vestry or Bishop's Committee. Such notice shall include sufficient information to inform the Bishop and all parties involved of the nature, causes and specifics requiring the dissolution of the pastoral relationship. If the parties have participated in mediation or consultation processes under Canon 7.8, a separate report from the mediator or consultant will be submitted to the Bishop with copies available to the Priest-in-charge and Vestry or Bishop's Committee. If the Standing Committee is the Ecclesiastical Authority, it requests the Bishop of another Diocese to perform the duties of the Bishop under this Canon.

7.9.3. Within 60 days of receipt of the written notice, the Bishop initiates further mediation and reconciliation processes between Priest-in-charge or Vestry or Bishop's Committee in any way that the Bishop deems proper. The Bishop may appoint a committee of at least one Clergy member and one Lay Communicant, none of whom are members of the Parish involved, to interview the Priest-in-charge or Vestry or

Bishop's Committee and to report to the Bishop on the cooperation and responsiveness of the parties involved in the processes required by the Bishop. A copy of this report shall be available to the Priest-in-charge or Vestry or Bishop's Committee.

7.9.4. If the differences between the parties are not resolved after completion of the mediation or other reconciliation efforts or actions prescribed by the Bishop, the Bishop proceeds as follows:

(a) The Bishop gives written notice to the Priest-in-charge and Vestry or Bishop's Committee 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. The Bishop's written notification shall inform the Standing Committee and the parties involved of the nature, causes and specifics of the unresolved disagreements or dissension imperiling the pastoral relationship.

(b) If a timely request is made, the President of the Standing Committee sets a date for the conference, which is held within 30 days.

(c) At the conference, each party is entitled to attend, be represented and present its position fully.

(d) Within 30 days after the conference or after the Bishop's notice if no conference is requested, the Bishop confers with and receives the recommendation of the Standing Committee; and thereafter the Bishop, as final arbiter and judge, renders a written godly judgment.

(e) Upon request, the Bishop explains the reasons for the judgment. If the explanation is in writing, copies are delivered to both parties. Either party may request the explanation be in writing.

(f) If the pastoral relation is to be continued, the Bishop requires the parties to agree on definitions of responsibility and accountability for the Priest-in-charge and Vestry or Bishop's Committee.

(g) If the relation is to be dissolved:

(i) The Bishop directs the Secretary of the Convention to record the dissolution; and

(ii) The judgment shall include such terms and conditions including financial settlements as the Bishop deems just and compassionate.

7.9.5. In either event, the Bishop offers appropriate supportive services to the Priest and the Congregation.

7.9.6. For cause, the Bishop may extend the time periods specified in this Canon, provided that all is done to expedite these proceedings. All parties are to be notified in writing of any extension.

7.9.7. Statements made during the course of proceedings under this Canon are not discoverable nor admissible in any proceedings under Canon 5; provided that this limitation does not require the exclusion of evidence in any proceeding under the Canons, which is otherwise discoverable and admissible.

7.10. *Parish Meetings.*

7.10.1. Each Parish meets annually for the election of its Vestry and Convention Delegates and alternates, for the reception of reports and for the transaction of other business that may legally and canonically come before the meeting. All elections are to be by written ballot, unless the election is by acclamation.

7.10.2. Unless its bylaws otherwise require, a Parish may hold a special meeting at any time on the call of the Rector, the Vestry or 10% or more of the adult Members in good standing in the Parish. The notice must set forth the proposed business and no other business is in order.

7.10.3. A Parish's annual meeting is to be held not later than March 31st. Unless the place (if any), day and hour are stated in the Parish's bylaws, the Vestry determines the place (if any), day and hour by resolution.

7.10.4. The notice or waiver of notice for a meeting shall specify the place, if any, where the Members of the Parish are to meet. In lieu of or in addition to a place, the Vestry may direct that the meeting be held by means of remote communication if (a) the Parish has implemented reasonable measures to verify that each person deemed present and permitted to vote at the meeting by means of remote communication is a Member eligible to vote, (b) the Parish has implemented measures to provide the voting Members a reasonable opportunity to participate in the meeting and to vote on matters submitted to them, including an opportunity to read or hear the proceedings of the meeting substantially concurrently with such proceedings, and (c) if the eligible Members vote or take other action at the meeting by means of remote communication, a record of the vote or other action is maintained by the Parish.

7.10.5. Unless the Parish's bylaws otherwise require, notice of any Parish meeting is given during all services held on the two Sundays preceding the meeting and sent in writing to the persons of the Parish eligible to vote. The written notice must be sent at least ten days before the meeting.

7.10.6. All adult Members in good standing are eligible to vote. Unless its bylaws otherwise require, the presence of 10% of the persons eligible to vote and a majority of the Vestry constitute a quorum for the transaction of business, and no person is permitted to vote by absentee ballot or by proxy.

7.10.7. The Rector presides at all Parish meetings. When the Rector is absent, the Wardens, according to seniority by title, presides.

7.11. *The Vestry.*

7.11.1. Unless the Parish's bylaws otherwise require, a Parish's Vestry consists of the Rector, two Wardens, and from three to 15 confirmed Lay Communicants. The Parish bylaws determine the number of members, the method of selection, the length of their term of office and manner of rotation, if any.

7.11.2. The Vestry has general supervision, control and management of all business affairs, properties and finances of the Parish and the relations of the Parish to its Clergy.

7.11.3. The Rector presides at Vestry meetings. When the Rector is absent, the Wardens, according to seniority by title, preside.

7.12. *Wardens and Vestry Officers.*

7.12.1. Unless its bylaws otherwise require, the Parish elects the Senior Warden at its annual meeting. The Senior Warden serves until a successor is duly elected and has qualified. If the Parish is without a Rector and a Senior Warden, or in the case of the organization of a new Parish, the Bishop either appoints the Senior Warden or directs the Vestry to elect the Senior Warden. The Senior Warden is, ex-officio, a member of the Vestry of the Parish.

7.12.2. Unless its bylaws otherwise require, the Parish elects the Junior Warden at its annual meeting. The Junior Warden is, ex-officio, a member of the Vestry of the Parish.

7.12.3. It is the duty of the Wardens to supervise the care, protection and maintenance of the Church and other buildings of the Parish, to see that they are kept in good repair and to guard them from use prohibited by law of the Church. The Wardens also see that all things needed for the orderly worship of God and for the proper administration of the sacraments are provided at the expense of the Parish and they discharge such other duties as the Church requires.

7.12.4. Each Vestry elects a Secretary and a Treasurer, who may or may not be a member of the Vestry.

7.12.5. The Vestry need not give notice of regular meetings. The person or persons calling a special meeting of the Vestry must give written notice to each member of the time, place (if any), date and purpose of the special meeting. Unless the Parish's bylaws otherwise require or notice is waived, the Rector, the Senior Warden or any two members of the Vestry may call a special meeting upon not less than three days' notice.

7.13. *Mission Meetings.*

7.13.1. Each Mission meets annually as set forth in Section 7.11.3 of these Canons, the day and hour being determined by the Bishop's Committee. The requirements for the conduct of an annual or special meeting are the same as prescribed for the meetings of Parishes, except as otherwise provided.

7.13.2. The Vicar presides at all Mission meetings unless the Bishop is present. If the Vicar and Bishop are both absent, the Bishop's Warden presides.

7.14. *Bishop's Committees.*

7.14.1. Each Mission has a Bishop's Committee, which manages the business affairs, properties and finances of the Mission under the supervision and authority of the Bishop. The Mission's Bylaws determine the number of members, the method of selection, the length of their term of office and manner of rotation, if any.

7.14.2. The election of persons to serve on the Bishop's Committee is subject to the Bishop's consent. If a vacancy occurs in the Bishop's Committee, the Bishop fills the vacancy by appointment.

7.14.3. The Bishop's Committee need not give notice of regular meetings. The person or persons calling a special meeting of the Bishop's Committee must give written notice to each member of the time, place (if any), date and purpose of the special meeting. Unless the Mission's bylaws otherwise require or notice is waived, the Vicar, the Senior Warden or any two members of the Bishop's Committee may call a special meeting upon not less than three days' notice.

7.15. The Warden and Bishop's Committee Officers.

7.15.1. The Vicar nominates a Warden to the Bishop. The Bishop's Committee nominates a Secretary from among its members and a Treasurer who may or may not be a member of the Bishop's Committee. The Mission may, by provision within its Bylaws, at the annual meeting nominate a Junior Warden to the Bishop. The Bishop may reject any or all of such nominations and may appoint another or others instead and may at any time remove any or all of such officers and appoint another or others instead. In the event of a vacancy in any of these offices, for whatever cause occurring, appointment to fill such vacancy is the sole prerogative of the Bishop.

7.15.2. The Wardens, Secretary and Treasurer perform the duties usually pertaining to like offices in a Parish so far as these may be applicable in a Mission according to the judgment of the Vicar and subject to appeal to the Bishop.

7.16. Church Records.

7.16.1. Great care shall be taken to preserve church records. The Priest-in-charge is the custodian of the Congregation's Register. Upon vacating a Parish or Mission, the Priest-in-charge deposits the Register with the Senior Warden of the Congregation or the Bishop.

7.16.2. When a new register is begun in any Congregation, the old register is sent to the Registrar of the Diocese for safekeeping, unless the Congregation has a place for safekeeping satisfactory to the Bishop.

7.16.3. The register as adopted by the General Convention is the standard for this Diocese, and every Priest-in-charge, or the Warden, if there is no Priest-in-charge, makes the proper entries in the Register of the Congregation, as required by the Church Canons.

7.16.4. It is the joint duty of every Rector and Vestry in Parishes, and every Vicar and Bishop's Committee in Missions, or, if there is no Rector or Vicar, of the Wardens or other proper officers to prepare the Annual Parochial Report required under Canon 6.8. Before the report is filed, the Vestry or Bishop's Committee shall approve the report.

7.16.5. The Bishop's Committee of each Affiliated Episcopal Congregation and a representative of each Affiliated Community report annually to the Diocesan Convention a summary of its membership, activities, assets, liabilities and sources of receipts. The Diocesan Council may require a form for the report, and the Bishop may direct that the report be entered into the Journal.

7.16.6. Every Member of the Clergy canonically resident, not in charge of any Congregation and not retired reports annually to the Bishop all exercises of the

Member's office, and if none, the causes and reasons that have prevented same. These reports or such part of them as the Bishop may deem proper are to be entered in the Journal. This report is made in the form of report adopted by the General Convention.

7.16.7. The head of every school or other Institution under the authority of the Church reports annually to the Diocesan Convention a summary of the Institution's activities, assets, liabilities and sources of receipts.

7.17. *Compensation Review Committees.*

7.17.1. The Vestry of every Parish and the Bishop's Committee of every Mission appoint a committee of not less than three persons to be known as the Compensation Review Committee. The Committee determines annually that Clergy compensation conforms to the Diocesan Guidelines for Clergy Compensation and reviews annually with the Rector or Vicar the compensation to be paid to all lay employees in the ensuing year. The Committee makes recommendations to the Vestry or Bishop's Committee, as the case may be, before the Vestry or Bishop's Committee begins its budget process. The word "compensation" as used in this Canon includes not only cash salary, but also allowances for housing, utilities, travel, insurance and any other customary allowances.

7.17.2. The Rector and Treasurer of every Parish and the Vicar and Treasurer of every Mission includes in the Annual Parochial Report a report stating whether the Parish or Mission has conducted the mandatory annual review of compensation and indicating levels of Clergy compensation.

7.17.3. Any Parish unable to pay its agreed Clergy compensation must immediately notify the Diocese.

7.18. *Recognition of Affiliated Episcopal Congregations.*

7.18.1. *Prerequisites for Affiliation.* To be recognized as an Episcopal community within the Diocese, a congregation that aspires to become a Mission and is neither a Parish nor Mission may affiliate with the Diocese by petitioning the Bishop for affiliation as follows:

(a) They state their desire to affiliate, their aspirations to become a Mission and their reasons;

(b) They declare their adherence to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and of the Diocese, and their willingness to conform to the rules for Affiliated Episcopal Congregations of the Diocese set by duly constituted authority; and

(c) They make provision for the development and affirmation of the ministry of all baptized persons; and

(d) They sign the petition and indicate in each case the congregation of their present religious affiliation.

7.18.2. *Approval.* The Bishop, with the advice and recommendation of the Standing Committee, may approve the petition. The Bishop may attach conditions for approval as he or she deems appropriate.

7.18.3. *Appointments.* If the Bishop approves the petition, the Bishop may appoint from the petitioners a Bishop's Committee, a Warden, a Secretary and a Treasurer. The Bishop may designate a Priest or Deacon to provide pastoral ministries and conduct services in an Affiliated Episcopal Congregation.

7.18.4. *Organization.* With the advice and direction of the Bishop, the Bishop's Committee takes such further steps as may be necessary or advisable to complete and maintain its organization, including the assembly of the accoutrements for worship, the funding of accounts, and the holding of a congregational meeting for the election of members, officers and a Lay Delegate. The Bishop may require the Affiliated Episcopal Congregation to organize as a legal entity in conformity with Section 7.20.5, whose constituent documents provide that it is not operated for profit and specify a religious, charitable or educational purpose. If the Affiliated Episcopal Congregation holds property or desires to hold property, it must comply with the requirements of Canon 6.

7.18.5. *Annual Recognition by Convention.* At the next Convention, they submit to the Convention: (i) an application, signed by a majority of the Bishop's Committee, requesting that the Convention recognize the Affiliated Episcopal Congregation, (ii) the name of the Affiliated Episcopal Congregation's Lay Delegate (if one), and (iii) a recommendation of the Bishop that the Convention recognize the Affiliated Episcopal Congregation. If the Bishop so recommends, the Convention may recognize the Affiliated Episcopal Congregation by majority vote and confer seat and voice (but not vote) upon its Lay Delegate. To maintain its affiliation, an Affiliated Episcopal Congregation must annually report to the Diocesan Convention as required by Section 7.16.5, affirm its compliance with this Canon 7.18 and request recognition. With the advice and consent of the Diocesan Council, the Bishop may terminate the affiliation of any Affiliated Episcopal Congregation or other congregation that is neither a Parish nor Mission with or without cause.

7.18.6. *Benefits of Affiliation.* By affiliating with the Diocese, an Affiliated Episcopal Congregation may hold itself out as an Episcopal congregation and may register Communicants as Members of the Congregation in accordance with standards for maintaining parochial registers. An Affiliated Episcopal Congregation is expected to be self-supporting, is not entitled to Clergy services and is not entitled to Episcopal visitation. The Diocese does not require mutual ministry support from Affiliated Episcopal Congregations.

7.19. *Recognition of Affiliated Communities.*

7.19.1. *Prerequisites for Affiliation.* To be recognized as an Episcopal community within the Diocese, a faith community that is neither a Parish, Mission nor Affiliated Episcopal Congregation may affiliate with the Diocese by petitioning the Bishop for affiliation as follows:

- (a) They state their desire to affiliate and their reasons;
- (b) They declare their adherence to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and of the Diocese, and

their willingness to conform to the rules for Affiliated Communities of the Diocese set by duly constituted authority; and

(c) They make provision for the development and affirmation of the ministry of all baptized persons; and

(d) They sign the petition and indicate in each case the congregation of their present religious affiliation.

7.19.2. *Approval.* The Bishop, with the advice and recommendation of the Standing Committee and the Diocesan Council, may approve the petition. The Bishop may attach conditions for approval as he or she deems appropriate.

7.19.3. *Appointments.* If the Bishop approves the petition, the Bishop may appoint from the petitioners a representative to act as the Warden and such other officers as he or she deems appropriate. The Bishop may designate a Priest, Deacon or Layperson to provide spiritual guidance and conduct or assist in the conducting of services in the Affiliated Community.

7.19.4. *Organization.* With the advice and direction of the Bishop, the Affiliated Community take such further organizational steps as may be necessary or advisable to fulfill its purpose. If appropriate, the Affiliated Community may assemble accoutrements for worship, fund accounts, acquire, lease and maintain property, and appoint officers and assign duties. If the Affiliated Community desires to organize as a legal entity, its constituent documents must provide that it is not operated for profit and specify a religious, charitable or educational purpose.

7.19.5. *Annual Recognition by Convention.* At the next Convention, they submit to the Convention: (i) an application, signed by a representative of the Affiliated Community, requesting that the Convention recognize the Affiliated Community, (ii) the name of the Affiliated Community's Convention representative (if one), and (iii) a recommendation of the Bishop that the Convention recognize the Affiliated Community. If the Bishop so recommends, the Convention may recognize the Affiliated Community by majority vote and confer seat (but not voice or vote) upon its representative. To maintain its affiliation, an Affiliated Community must annually report to the Diocesan Convention as required by Section 7.16.5, affirm its compliance with this Canon 7.19 and request recognition. With the advice and consent of the Diocesan Council, the Bishop may terminate the affiliation of any Affiliated Community or other congregation that is neither a Parish nor Mission with or without cause.

7.19.6. *Benefits of Affiliation.* By affiliating with the Diocese, an Affiliated Community may hold itself out as associated with the Episcopal Church in this Diocese and may by mutual agreement use the facilities of a Parish, Mission, Affiliated Episcopal Congregation or Institution. An Affiliated Community is expected to be self-supporting and is not entitled to Diocesan support, Clergy services or Episcopal visitation. The property of Affiliated Communities is not held in trust for the Church and is not subject to the requirements of Canon 6. The Diocese does not exercise control over, or require mutual ministry support from, Affiliated Communities.

7.20. *Institutions and Other Organizations Affiliated with the Diocese.*

7.20.1. *Prerequisites for Affiliation.* Any Institution may be identified as being affiliated with the Diocese if:

- (a) It is not operated for profit and its constituent documents specify a religious, charitable or educational purpose;
- (b) Its constituent documents provide that:
 - (i) The Bishop or another person appointed by the Bishop must be a member of the governing board;
 - (ii) The election of any person to the governing board is subject to the Diocesan Council's written consent;
 - (iii) The appointment of the Headmaster, President or other chief executive officer of an Institution is subject to the Bishop's prior written consent; and
 - (iv) The Institution may not encumber or alienate its real property without the written consent of the Bishop, the Standing Committee and the Diocesan Council;
- (c) It requests affiliation with the Diocese, the Bishop and Diocesan Council recommend affiliation to the Convention, the Chancellor certifies that its constituent documents meet the requirements of these Canons and applicable civil law, and the Convention approves the affiliation by resolution;
- (d) It files with the Secretary of the Diocesan Council copies of its constituent documents and all amendments thereto;
- (e) It makes a written annual report to the Convention; and
- (f) It permits the Bishop or the Bishop's designee to visit 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 its work and service warrant continued recognition.
- (g) If the Institution fails to meet its obligations, with the advice and consent of the Diocesan Council, the Bishop may take such action as he or she deems appropriate, either to correct undesirable conditions or to end its status as an Institution or organization affiliated with the Diocese.
- (h) Upon written request, the Bishop and Diocesan Council may waive some or all of the requirements of this Canon for entities in which the Diocese participates with other Dioceses or denominations or in which community or other considerations justify an exception.

7.20.2. *Publication of Affiliations.* The Secretary of the Convention annually publishes in the Journal the names of all Affiliated Episcopal Congregations, Affiliated Communities, Institutions or organizations affiliated with the Diocese.

7.20.3. *Disclaimer.* Diocesan affiliation with any entity (including all Institutions, Affiliated Episcopal Congregations and Affiliated Communities) is made

without any warranty, representation or assurance of any kind of any responsibility whatever on the part of the Bishop, the Diocese, or any constituent part thereof, or any of their employees, agents or representatives for any financial, contractual or legal obligation now existing, or which may hereafter be incurred, by or on behalf of any entity. The Diocese undertakes no financial or other obligation to an affiliated entity, unless expressly undertaken in a written agreement duly executed pursuant to appropriate corporate action authorized by the Convention or Diocesan Council and specifically approved by the Bishop.

7.20.4. *Exceptions.* This Canon 7.20 does not apply to Institutions or organizations authorized by other Canons, to religious communities, or to a Parish, a Mission, the Cathedral, the Province or the Church.

7.20.5. *Incorporation.* The Bishop and the Diocesan Council may require any Affiliated Episcopal Congregation, Institution or organization affiliated with the Diocese to form and maintain itself as an entity with limited liability. Its initial constituent documents shall adhere to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and shall conform to such other legal requirements as necessary or appropriate by law or sound practice, as the Bishop determines in consultation with the Chancellor. Each amendment to the constituent documents is subject to the prior written approval of the Bishop and the Diocesan Council.

7.20.6. *Name.* No organization may indicate an affiliation with the Church, whether with marks or otherwise, without the prior approval of the Bishop and the Diocesan Council.

7.20.7. *No Representations.* No Affiliated Episcopal Congregation, Affiliated Community, Institution or organization within this Diocese may represent that it is sponsored by or connected with the Church or the Diocese unless it has met and continues to meet the provisions of this Canon 7.

7.20.8. *Institutions and Organizations of Parishes and Missions.*

(a) No Mission may create, sponsor, or participate in the creation of any organization such as a day school, day kindergarten, day-care school, retirement home, nursing home, community house, or similar institution unless it has first obtained the written approval of the Bishop and the Diocesan Council and undertakes to adhere to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and Diocese and to operate in accordance with such rules as the Diocese may promulgate.

(b) No Parish may create, sponsor, or participate in the creation of any organization such as a day school, day kindergarten, day-care school, retirement home, nursing home, community house, or similar institution unless it has first obtained the written approval of the Bishop and the Diocesan Council and undertakes to adhere to the doctrine, discipline and worship of the Church and to the Constitution and Canons of this Church and Diocese and to operate in accordance with such rules as the Diocese may promulgate.

(c) The institutions and organizations of any Parish or Mission must comply with the limitations placed on the Institutions and organizations of the Diocese.

7.20.9. *Institutions and Organizations of the Diocese.* Except as otherwise provided in these Canons:

(a) No Institution or organization of the Diocese or of any Parish or Mission may form as a legal entity without prior approval of the Bishop and the Diocesan Council, and approval by the Chancellor of its constituent documents. Each amendment to the constituent documents is subject to the prior written approval of the Bishop and the Diocesan Council;

(b) No Institution or organization is the agent of the Diocese, and it may not obligate the Diocese by any contract, or pledge the credit of the Diocese, unless the Diocese expressly undertakes the obligation in a written agreement duly executed pursuant to appropriate corporate action authorized by the Convention or Diocesan Council and specifically approved by the Bishop;

(c) No Institution or organization of the Diocese, whether incorporated or unincorporated, may use the word, Episcopal, in its name without the prior approval of the Bishop and the Diocesan Council; and

(d) The Bishop, with the advice and consent of the Diocesan Council, may terminate the affiliation of any Diocesan Institution or organization.

7.20.10. *Delegates from Designated Institutions.* By January 31st, the Diocesan Council may designate affiliated Institutions that are entitled to Convention representation. Each designated Institution is entitled to one Delegate. If the head of the Institution is an adult Communicant in good standing of the Diocese, he or she is the Delegate. If not qualified, upon the Bishop's recommendation, the Convention may recognize the head of the Institution as the Delegate and confer seat, voice and vote.

7.21. *University and College Chapels and Chaplains.*

7.21.1. *Establishment of a Chapel.* At any institution of higher learning in the Diocese, the Diocese may establish a University Chapel. A University Chapel is established by the Convention upon the recommendation of the Bishop and Diocesan Council. Once established, the Bishop may appoint Chaplains and lay employees and undertake such other action as appropriate to organize the Chapel.

7.21.2. *Status as Mission.* For the purposes of these Canons, a University Chapel has the status of a Mission; provided that the Chapel is not subject to Diocesan mutual ministry support under Canon 6.6 (but is subject to any and all compensation-related assessments). A Chapel complies with all Canons applicable to Missions, including those regarding Mission meetings, Bishop's Committees, the appointment of a Warden and Bishop's Committee Officers, and record keeping and reporting. The Bishop's Committee should include full-time students and members of the faculty and staff of the University or College and may include Communicants from other Congregations. The Chapel's officers and Delegates may be Communicants from other Congregations.

7.21.3. *Representation at Convention.* A University Chapel is entitled to elect Lay Delegates to Convention in the manner afforded Missions under Canon 2.2.

7.21.4. *Diocesan Funding; Annual Budget.* The Diocesan Council provides such funds as it determines are appropriate for the support of a University Chapel, which may include the compensation of a Chaplain, together with the premiums due to the Church Pension Fund. By April 15th of the year preceding the budget year, each Bishop's Committee submits a proposed annual budget to the Diocesan Council, indicating its request for Diocesan funds.

CANON 8. OF THE LAITY

8.1. *The Ministry of All Baptized Persons.* All baptized persons are called to minister in Christ's name, and the Diocese provides for their affirmation and development and aids in the discernment of their ministry.

8.2. *Members.* All persons who have received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptisms have been duly recorded in this Church, are members of this Church.

8.2.1. *Adult Members.* Members 16 years of age and over are considered adult members.

8.2.2. *Confirmation and Reception.* The Church anticipates that its adult members, after appropriate instruction, will make a mature public affirmation of their faith and commitment to the responsibilities of their Baptism and will be confirmed or received by a Bishop of this Church or by a Bishop of a Church in full communion with this Church. Those who have previously made a mature public commitment in another Church may be received, not confirmed.

8.2.3. *Status as Baptized and Confirmed.*

(a) Any person who is baptized in this Church as an adult and receives the laying on of hands by the Bishop at Baptism is considered to be baptized and confirmed;

(b) Any person who is baptized in this Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of Baptismal Vows is considered to be baptized and confirmed;

(c) Any baptized person who received the laying on of hands at Confirmation (by any Bishop in historic succession) and is received into the Episcopal Church by a Bishop of this Church is considered to be baptized and confirmed; and

(d) Any baptized person who received the laying on of hands by a Bishop of this Church at Confirmation or Reception is considered to be baptized and confirmed.

(e) A baptized person is a Member in good standing if for the previous year (or since his or her baptism) he or she has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God.

8.3. *Communicants.* All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are considered Communicants of this Church.

8.3.1. *Adult Communicants.* For the purposes of Church's statistical record keeping, Communicants 16 years of age and over are considered "adult Communicants".

8.3.2. *Communicants in Good Standing.* All Communicants, who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are considered Communicants in good standing.

8.4. *Removing to Another Congregation.*

8.4.1. A Member removing from the Congregation where his or her membership is recorded procures a certificate of membership indicating that that person is recorded as a Member (or adult Member) of this Church and whether such Member: (i) is a Communicant; (ii) is recorded as being in good standing; and (iii) has been confirmed or received by a Bishop of this Church or a Bishop in full communion with this Church.

8.4.2. If a Member removes to another Congregation of this Church, the Priest-in-charge or Warden of the receiving Congregation records in the Congregational Register the information from the certificate of membership. The Priest-in-charge or Warden then notifies the Priest-in-charge or Warden of the former Congregation that the person has been duly recorded as a Member of the new Congregation. The Priest-in-charge or Warden of the former Congregation then notes the person's removal in that Congregation's Register.

8.4.3. If a Member removes to a congregation outside this Church, upon acknowledgment that the removing Member is enrolled elsewhere, the Priest-in-charge or Warden issuing the certificate notes the person's removal in the Congregational Register.

8.4.4. If a Member desires to remove to another Congregation and does not have a certificate, the Priest-in-charge or Warden of the receiving Congregation directs the removing Member to procure a certificate from the former Congregation. If the Member fails to procure a certificate through no fault of his or her own, the Priest-in-charge or Warden makes an appropriate entry in the Congregational Register upon the evidence of membership status sufficient in the judgment of the Priest-in-charge or Warden.

8.4.5. Any communicant of a church in full communion with this Church is entitled to the benefit of this Canon so far as the same can be made applicable.

8.5. *No Discrimination.* No one may be denied rights, status or access to an equal place in the life, worship, and governance of this Church because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities or age, except as otherwise specified by Canons. No right to licensing, ordination or election is hereby established.

8.6. *Baptism Required for Communion.* No unbaptized person is eligible to receive Holy Communion in this Church.

8.7. *Refusal of Sacraments (including Holy Communion)*. A person to whom the Sacraments of the Church is refused, or who has been informed of an intention to refuse him or her any Sacrament (including the Holy Communion) under the rubrics, may appeal to the Bishop. A Priest who refuses a Sacrament to a person, or who communicates to a person an intent to refuse any Sacrament (including the Holy Communion) to that person must inform that person, in writing, within 14 days: (i) the reasons for the refusal, and (ii) his or her right to appeal to the Bishop. No Member of the Clergy of this Church can be required to admit to the Sacraments a person so refused without the written direction of the Bishop. The Bishop may in certain circumstances see fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by the member of the Clergy. If the Bishop believes that there is sufficient cause to justify refusal of any Sacrament (including the Holy Communion), the Bishop proceeds as he or she deems appropriate according to the principles of law and equity to ensure an impartial investigation and judgment. The Bishop shall render judgment in writing within 60 days of the appeal. If applicable, the judgment shall specify the steps required for readmission to the Sacraments.

8.8. *Licensed Offices*. A confirmed Communicant in good standing or, in extraordinary circumstances, subject to guidelines established by the Bishop, a communicant in good standing, may serve as Pastoral Leader, Worship Leader, Preacher, Eucharistic Minister, Eucharistic Visitor, Evangelist or Catechist, if licensed by the Bishop. With the advice of the Commission on Ministry, the Bishop sets guidelines for training, selection and licensing of such persons.

8.8.1. The Bishop issues a license only at the request and upon the recommendation of the Priest-in-charge of the Congregation, in which the person will be serving. The license carries a term not to exceed three years and is revocable by the Bishop or at the request of the Priest-in-charge.

8.8.2. Renewal of the license is determined based on the acceptable performance of the ministry by the licensee and upon the endorsement of the Priest-in-charge.

8.8.3. A person licensed in a Diocese may serve in any Congregation within the same or another Diocese at the invitation of the Priest-in-charge. When serving in another Diocese, the licensee may do so with the consent of the Bishop in whose jurisdiction the service will occur.

8.8.4. The licensee conforms to the requirements and limitations set forth in the rubrics and other directions of the Book of Common Prayer and to the directions of the Bishop and the Priest-in-charge.

8.8.5. *Pastoral Leader*. A Pastoral Leader exercises pastoral or administrative responsibility in a Congregation under special circumstances and may regularly lead the Offices authorized by the Book of Common Prayer. Before licensing, a Pastoral Leader must be trained, examined, and found competent in the following subjects:

- The Holy Scriptures, contents and background;
- The Book of Common Prayer and The Hymnal;

- The conduct of public worship;
- Use of the voice;
- Church history;
- The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- Parish administration;
- Appropriate Canons;
- Pastoral care.

A Pastoral Leader should not be licensed if, in the judgment of the Bishop, the Congregation is able to and has had reasonable opportunity to secure a resident Priest-in-charge.

8.8.6. *Worship Leader.* A Worship Leader regularly leads public worship under the direction of the Priest-in-charge or other leader exercising oversight of the Affiliated Episcopal Congregation or Affiliated Community. Before licensing, the Worship Leader must be trained, examined and found competent in the following subjects:

- The Holy Scriptures, contents and background;
- The Book of Common Prayer and The Hymnal;
- The conduct of public worship;
- Use of the voice;
- Church history;
- Christian ethics and moral theology;
- The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- Appropriate Canons;
- Pastoral care;
- Homiletics.

8.8.7. *Preacher.* A Preacher is a Layperson licensed to preach. Before licensing, the Preacher must be trained, examined and found competent in the same subjects as a Worship Leader. Persons so licensed may only preach in Congregations upon the initiative and under the supervision of the Priest-in-charge.

8.8.8. *Eucharistic Minister.* A Eucharistic Minister administers the consecrated elements at any Holy Communion in the absence of a sufficient number of Priests or Deacons assisting the Celebrant. The ministry of Eucharistic Ministers does not replace the ministry of Priests and Deacons in the exercise of their office, including regular visitation of Members unable to attend the Celebration of the Holy Eucharist. A

Eucharistic Minister should normally be under the direction of a Deacon, if any, or the Priest-in-charge.

8.8.9. *Eucharistic Visitor.* A Eucharistic Visitor takes the consecrated elements in a timely manner following a Celebration of Holy Eucharist to members of the Congregation who, by reason of illness or infirmity, were unable to be present at the Celebration. A Eucharistic Visitor should normally be under the direction of a Deacon, if any, or the Priest-in-charge.

8.8.10. *Evangelist.* An Evangelist is a lay person who presents the good news of Jesus Christ in such a way that people are led to receive Christ as Savior and follow Christ as Lord in the fellowship of the Church. An Evangelist assists with the Congregation's ministry of evangelism under the direction of the Priest-in-charge or as directed by the Bishop.

8.8.11. *Catechist.* A Catechist prepares persons for Baptism, Confirmation, Reception and the Reaffirmation of Baptismal Vows. Before licensing, Catechists are to be trained, examined and found competent in the following subjects:

- The Holy Scriptures, contents and background;
- The Book of Common Prayer and The Hymnal;
- Church history;
- The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- Methods of Catechesis.

8.9. *Unlicensed Offices.* The Priest-in-charge may appoint Laypersons to other offices to assist in worship, such as lectors, vergers and acolytes, who are not licensed by the Bishop. The Priest-in-charge is responsible for their development and they serve under his or her direction.

CANON 9. OF OTHER CANONICAL MATTERS

9.1. *Definitions.* Unless the context clearly requires otherwise, capitalized words in these Canons have the meanings given in these Canons or in the Church Canons. The Glossary attached to these Canons is for ease of reference only, and its definitions do not affect in any manner the meaning or interpretation of these Canons.

9.2. *Principal and Registered Offices.* The Diocese may locate its principal office within the diocesan boundaries as the Diocesan Council may determine. The registered office of the Diocese may be, but need not be, identical with the principal office of the Diocese. The Diocesan Council may change the address of the registered office from time to time. The Diocese may have offices at such other places as the Diocesan Council may designate or as the business of the Diocese may require from time to time.

9.3. *Headings.* The headings in these Canons are for ease of reference only, and do not affect in any manner the meaning or interpretation of these Canons.

9.4. *Amendments.*

9.4.1. These Canons may be altered or amended by the Convention. Subject to waiver by the Convention or the Bishop and Diocesan Council, the sponsor of a proposed amendment submits the proposed amendment, at least 45 days before the Convention meeting, in writing to the Committee on Constitution and Canons with a synopsis of the intent the proposed amendment. The Committee on Constitution and Canons reviews the proposed amendment as to canonical form (but not as to the substance of the matter). After review and at least 30 days before the meeting, the Committee on Constitution and Canons distributes the proposed amendment to the Delegates. Sponsors of amendments are encouraged seek the Committee's review early enough to permit the distribution of the proposed amendments to their respective Regional Meetings and the inclusion of the proposed amendments in the advance report to the Delegates.

9.4.2. An amendment must be approved by a majority vote of those present and voting of each Order, voting separately, and by the Bishop. If the procedures including notice set forth above were not followed, the amendment must be approved by a two-thirds vote of those present and voting of each Order.

9.4.3. An amendment is effective upon approval, unless otherwise provided by the Convention.

9.4.4. The Registrar records all amendments or repeals of these Canons by making the required changes on the Diocese's copy of the Canons and either noting the effective time of the change (and all other changes following the last restatement of the Canons) in a parenthetical following the amended or deleted section or restating and certifying an amended and restated version of the then effective Canons.

9.5. *Repealing Former Canons.* All former Canons of this Diocese, not included in these Canons, are hereby repealed.

9.6. *Notice; Electronic Communications.*

9.6.1. Unless these Canons expressly provide otherwise, the Diocese, its officers, councils, committees or agents may give effective notice under these Canons by U.S. postal service, by overnight delivery service, by telegram or telegraph, or by electronic transmission, such as telephone, facsimile, email, voice mail, or other similar medium. Effective notice may also be made in person. Receipt of effective notice must not be contingent upon the recipient's payment of any charges as a prerequisite to the notice's receipt. Effective notice must be posted or transmitted to recipient's address, telephone number, facsimile number, or email address as shown on the books of the Diocese in a manner normally used for the posting or transmission of information in the medium chosen. Effective notice to the Diocese must be posted or transmitted to the Bishop or the Secretary of the Diocese at the Diocese's principal office. Unless these Canons expressly provide to the contrary, the time when the person sends notice constitutes the time of the giving of notice, and the burden of proving notice rests on the sender.

9.6.2. Unless applicable law, these Canons or rules adopted hereunder provide to the contrary, whenever the Canons require that communication be in writing,

the requirement may be satisfied by an electronic transmission, and whenever the Canons require the signature of a person, the requirement may be satisfied by a facsimile or conformed signature sent by an electronic transmission. For purposes of this Section, the term “electronic transmission” means any form of communication not directly involving the physical transmission of paper that creates a record that may be retained, retrieved and reviewed by a recipient thereof and that may be directly reproduced in paper form by such a recipient through an automated process.

9.7. *Corporate Seal.* The Diocesan Council may provide for a suitable seal containing the name of the Diocese, of which the Secretary is in charge. The Secretary may keep and use the seal or duplicates of the seal when the Diocesan Council or a committee of the Diocesan Council so directs. The absence of the corporate seal in the execution of any instrument by the Bishop or any other authorized officer or officers of the Diocese does not affect the validity of any such instrument. All documents, instruments, contracts, and writings of all kinds signed for the Diocese by the Bishop or any other authorized officer or officers are as effective and binding on the Diocese without the corporate seal as if the execution had been evidenced by the corporate seal.

9.8. *Fiscal Year.* The Diocese and each Parish, Mission, Affiliated Episcopal Congregation and Institution must operate on a calendar year basis.