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THE CANONS

FOR THE GOVERNMENT OF THE CHURCH

IN THE DIOCESE OF QUINCY

Adopted By the 145th Synod, 2022

CANON 1

General

Section 1.1 Applicability and Definitions

In accordance with Article II of the Constitution of this Diocese, the Diocese consents to the Constitution and Canons of the Anglican Communion Province with which the Diocese, by action of Synod, is affiliated. In any matter where a conflict may arise between these canons and the Constitution and Canons of the Province, the Provincial Constitution and Canons shall govern; except that in any matter relating to funds or property, Canons 3, 5, and 14 of the Diocese shall continue to govern.

As used in the Constitution and Canons of the Diocese, unless it shall otherwise appear from the context or is otherwise expressly directed or implied, the following terms shall for the purpose of these Canons be construed as follows:

Section 1.1.1 "Bishop," when used without modifier, means the Bishop Ordinary duly elected by the Synod of this Diocese.

Section 1.1.2 "Clergy" means Bishops, Priests, and Deacons episcopally consecrated or ordained in the apostolic succession of Holy Orders.

Section 1.1.3 "Canonically Resident" applies to a Bishop, Priest, or Deacon who has been canonically received into this Diocese by the Ecclesiastical Authority thereof by acceptance of Letters Dimissory duly recorded, by ordination, or by reception from another Communion of the Catholic Church.

Section 1.1.4 "Member of the Clergy" means a person who possesses

(1) the grace of Holy Orders and official power and canonical requisites, (2) those qualities of moral character and personal behavior that originally qualified that person for ordination, and (3) spiritual qualities, both intellectual and personal, that generally fit that person for a particular ecclesiastical responsibility, in the judgment of the Ecclesiastic Authority and conforming to canon law.

Section 1.1.5 "Rector" means a Priest who is canonically settled in a Parish in canonical union with the Synod of this Diocese, whose settlement is without limitation of time and the conditions of whose call are of the nature of a permanent contract.

Section 1.1.6 “Assistant to the Rector” means a Priest or transitional Deacon chosen by the Rector, to assist in such duties as the latter may assign and to function under the Rector’s exclusive direction and authority, save only as canonically subject to the Bishop, and whose tenure shall be at the discretion of the Rector.

Section 1.1.7 “Vicar” means a Priest or Deacon sent by the Bishop to be in charge, as the Bishop’s representative, of a Mission and whose settlement is determined as to time and condition by agreement with the Bishop.

Section 1.1.8 “Priest-in-Charge” means a Priest whose settlement in a Parish or Mission is that of a temporary administrator (who might otherwise be termed a “Locum Tenens” or “Interim”) and is subject, as to tenure and other conditions, to the discretion of the bishop.

Section 1.1.8.1 An “Interim Rector” is a Priest appointed by the bishop who serves a Parish on a temporary basis pending the search for and election of a Permanent Rector. His tenure shall be determined by the Bishop, and he serves at the Bishop’s pleasure. He shall have all of the remaining rights, duties and privileges of a Rector as defined in Section 3.1.5 of these canons.

Section 1.1.9 "Minister" means an ordained person whose settlement in a Congregation is determined as to time and other conditions by specific agreement as in the case of a Rector, Assistant or Vicar, or also, in the case of a Deacon, by his or her office.

Section 1.1.10 "Congregation" means a Parish, a Parochial Mission, or a Diocesan Mission, or also the members collectively of any of the aforesaid.

Section 1.1.11 "Province" means the Anglican Communion Province with which this Diocese is affiliated.

Section 1.1.12 "Canon to the Ordinary" means a Priest, appointed by and assigned to the Bishop. He is on the Bishop's staff and performs tasks as required by the diocesan Bishop. The Canon to the Ordinary, as part of his assignment, will have seat and voice on every board, body, committee, and commission within the Diocese. He will be the permanent episcopal representative for the purpose of maintaining continuity between all the bodies within the Diocese.

Section 1.1.13 Whenever these canons require communications "in writing" or "by mail", electronic transmission in the form of email or facsimile transmission shall suffice.

Section 1.1.14 Words in the singular number may include plural, and those in the plural number may include the singular.

Section 1.2 Honorary Canons

Section 1.2.1. The Bishop may designate such person or persons as he desires to be Honorary Canons of the Diocese of Quincy whose title shall cease upon the retirement, death, or resignation of the Bishop.

CANON 2

(Reserved for Later Use)

Canon 3

The Membership of the Diocese

Section 3.1 **Parishes**

Section 3.1.1. The Organization of a Parish

Section 3.1.1.1 A Parish may be organized by fulfilling the following requirements for thepreceding three years:

a) The Congregation shall have at least seventy-five adult communicants in good standing; and
b) it shall have maintained Divine Services at least on a weekly basis; and
c) it shall have been self-supporting in such a way as to conform to Canon 3.3.1.

One of the foregoing requirements may be waived with the consent of the Bishop and the Standing Committee.

Section 3.1.1.2. An application signed by fifty or more adult communicants in good standing who belong to the Congregation applying for Parish status shall be filed with the Bishop. The application shall state the name of the proposed Parish and shall include a promise and declaration on the part of those signing that the Parish shall conform to and be bound by the Ecclesiastical Authority of the Bishop of Quincy, and of his successors in office, and the Constitution and Canons of the Province, and the Constitution and Canons of the Diocese of Quincy.

Section 3.1.1.3. The Bishop shall submit the application to the Standing Committee, and it shall be approved if the Bishop and a majority of the Committee consent thereto.

Section 3.1.1.4. Upon obtaining consent of the Bishop and of the Standing Committee, the members of the Congregation may proceed to organize the Parish at a public meeting. Notice of such meeting shall be sent at least one week prior to the meeting to all communicants in good standing. A member of the Clergy appointed by the Bishop shall preside. At this meeting the Congregation shall adopt By-Laws and elect a Vestry from which shall be chosen two Wardens.

Section 3.1.1.5. A Congregation, after its organization and incorporation under the provisions of these Canons and as a Not-For-Profit Corporation under the laws of this State, or the State in which it is situated, shall, not less than one month before the day of the convening of Synod, send to the Secretary of Synod a written petition for such admission, signed by the Minister in charge, if any, the Wardens and the members of the Vestry, together with a certified statement from the Bishop to the effect that the organization and incorporation of the Congregation are approved by him as being legally and canonically complete. The Congregation shall be admitted into union with Synod by a majority vote of Synod.

Section 3.1.1.6. Following its admission, the Parish shall file, with the Registrar of the Diocese for safekeeping as part of the archives of the Diocese, copies of all documents relating to the organization and incorporation of the Parish, including the application to the Bishop, the formal consent for organization, the Constitution or By-Laws of the Parish, and evidence of its legal incorporation.

Section 3.1.2 Parish Meetings

Section 3.1.2.1. A meeting of every Parish shall be held annually for the election of members of the Vestry, for the reception of reports, and for the transaction of other business which may legally and canonically come before the meeting. A special meeting of any Parish may be held as provided by its By-Laws.

Section 3.1.2.2. The Vestry shall set the time and date of the annual meeting of a Parish, which meeting shall be held on a day during the period from January 1 through January 31.

Section 3.1.2.3. Notice of any Parish meeting shall be given during public worship on the two Sundays preceding such meeting.

Section 3.1.2.4. At any meeting of a Parish the qualified electors shall be confirmed communicants in good standing, age sixteen or older and donors of record during the past year. For purposes of this canon, a donor of record means any person who has contributed to the parish by verifiable means, or whose gift is known to the treasurer, regardless of how those funds are designated or expended.

Section 3.1.2.5. Unless otherwise provided by the By-Laws of the Parish, the presence of ten percent of the qualified voters of the Parish shall constitute a quorum for the transaction of business at any meeting of a Parish, and no person shall be permitted to vote by absentee ballot or by proxy.

Section 3.1.2.6. In case a Parish is without a Rector, or the Rector is absent or unable to act, the Senior Warden, or in his or her absence the Junior Warden, shall preside at a meeting of the Parish. The Clerk of the Vestry shall be Clerk of the Parish. In his or her absence, the voters shall elect a Clerk pro tempore to serve for that meeting.

Section 3.1.2.7. The mode of election of members of the Vestry shall be prescribed by the By-Laws of the Parish. Ballots from the election, if any, shall be retained by the Rector for one year. Appeals challenging the results of an election may be made by any three voters to the Bishop. The Bishop shall conduct an inquiry to ascertain the circumstances of the vote, and his decision will be binding.

Section 3.1.3 The Vestry

Section 3.1.3.1. In every Parish the Rector, Wardens and members of the Vestry shall constitute the Board of Directors of the Parish who, by the laws of this State or the state in which it is situated, and the Articles of Incorporation, are empowered and authorized to manage and conduct the corporate business and affairs of the Parish.

Section 3.1.3.2. The Vestry shall consist of not less than five nor more than fifteen elected Lay Members in addition to the Rector. The number of members shall be determined at the time of the organization of the Parish and shall be specified in the By-Laws. Members of the Vestry shall be qualified voters of the Parish and shall remain so throughout their tenure of office. No postulant or candidate for Holy Orders shall be eligible to be a member of the Vestry. If any member of the Vestry is admitted to postulancy during his or her term, he or she must immediately resign.

Section 3.1.3.3. The terms of members of the Vestry shall rotate so that no member of the Vestry shall be eligible for more than one term of three years until after an interval of one year; provided, however, that a member of the Vestry elected to fill a vacancy with a remaining term of one year or less shall, after the expiration thereof, be eligible for a full term of three years. In extraordinary circumstances, with the approval of the rector and the remaining members of the vestry, a member may be allowed to run for a second consecutive term.

Section 3.1.3.4. The Parish By-Laws shall provide the method for removing members of the Vestry and for filling of vacancies.

Section 3.1.3.5. The Vestry shall set the time and frequency of its regular meetings. Special meetings may be called at any time upon notice to every member of the Vestry and the Rector by (a) the Rector or, (b) in the case of the Rector's absence or disability, by both Wardens, or (c) upon the written request of any three members of the Vestry.

Section 3.1.3.6. A quorum for a meeting of the Vestry shall consist of a majority of all the members thereof. No meeting of a Vestry shall be valid unless either the Rector or one of the Wardens is present. If a Parish is without a Rector, or the Rector is absent or unable to act, the Senior Warden or, in his or her absence, the Junior Warden shall preside at Vestry meetings.

Section 3.1.4 Wardens and Vestry Officers

Section 3.1.4.1. At the first Vestry meeting held after the annual meeting of the Parish there shall be chosen from the members of the Vestry a Senior Warden anda Junior Warden. The Rector shall appoint the Senior Warden, and the members of the Vestry shall elect the Junior Warden. If a Parish is without a Rector, the Bishop shall either appoint the Senior Warden or direct the Vestry to elect both Wardens.

The Wardens shall be Vice Presidents of the Parish Corporation and shall serve until their successors in office are appointed or elected. If the Parish is then serving as the Cathedral, the foregoing appointment or election of Wardens shall not apply and instead the Dean shall appoint a Warden and the Bishop shall appoint a Warden, with the Dean's Warden being the Senior Warden.

Section 3.1.4.2. It shall be 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 decent repair, and in the absence of a Rector to guard them from all unauthorized use. They shall 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 shall discharge such other duties as may be required of them.

Section 3.1.4.3. At the first Vestry meeting held after the annual meeting of the Parish the Vestry shall elect a Clerk, who may or may not be a member of the Vestry. The Clerk shall be Secretary of the Parish Corporation and shall perform the duties required of such office as well as such other duties as may be prescribed in the By-Laws of the Parish. The Clerk shall serve until his or her successor in office is elected.

Section 3.1.4.4. At the first Vestry meeting held after the annual meeting of the Parish the Vestry shall elect a Treasurer, who may or may not be a member of the Vestry. The Treasurer shall be Treasurer of the Parish Corporation shall be bonded, and shall perform the duties required of such office as well as such other duties as may be prescribed in the By-Laws of the Parish. The Treasurer shall serve until his or her successor in office is elected.

Section 3.1.4.5. Both the Clerk and the Treasurer shall faithfully deliver to their respective successors in office all property of the Parish, including records, books, and papers relative to the affairs and business of the Parish, which may be in their possession.

Section 3.1.5 The Rector

Section 3.1.5.1. The Rector, subject to the Bishop and to the Constitution and Canons, shall have exclusive charge of all things pertaining to or affecting the spiritual interests of the Parish. It shall be the right and duty of the Rector to give order concerning public worship in the Parish. The Rector shall at all times have access to the Parish buildings and shall have custody of the keys thereof. The Rector shall have the right of appointment of all paid and voluntary positions in the Parish. With the concurrence of the Vestry, the Rector may delegate this right in any given instance to Committees or Boards. In the case of paid positions, the Vestry shall first approve the job description and remuneration. The Rector shall retain the right of supervision and direction of all Parish organizations and societies. The Rector shall preside at all Parish and Vestry meetings, with right to voice and vote, and shall serve as President of the Parish Corporation and as Chair of the Vestry.

Section 3.1.5.2. Whenever the rectorship of a Parish shall become vacant, it shall be the duty of the Wardens to give notice, within five days, to the Bishop.

Section 3.1.5.3. When the rectorship pf a parish becomes vacant, the bishop assumes the role of rector until a new rector is canonically elected.

Section 3.1.5.4. It shall be the responsibility of the Wardens to provide for Divine Services within the Parish. If no such provision is made within thirty days, the Bishop shall do so.

Section 3.1.5.5. Prior to filling a vacancy in the rectorship of a Parish, the Vestry shall advise the Bishop by letter of the vacancy and request his nominations. The Bishop shall then outline to the Vestry the search procedure that shall be followed, may nominate to the Vestry one or more Priests, shall approve all other nominations other than nominations of Priests who are both canonically resident and holding a Pastoral Cure within the Diocese, and may at the same time give such counsel as is deemed necessary or expedient. After the Vestry has notified the Bishop, the Wardens shall call a meeting of the Vestry, with no less than ten days' written notice thereof, stating that the purpose of the meeting is to be the election of a Rector. The Wardens shall at the same time notify the Bishop of the time and place of such meeting. An affirmative vote of two-thirds of the full number of the Vestry shall be required for the election of a Rector. If the Vestry shall not elect a Priest from those properly nominated, or if the Priest elected shall decline, the same procedure shall be followed as herein outlined until an election and acceptance shall have been secured. If there is no Bishop, the Clerical members of the Standing Committee shall perform the functions of the Bishop provided for in this Section.

Section 3.1.5.6. After the consent of the Rector-elect has been obtained, the Wardens shall send written notice of the election of a Rector to the Bishop. Upon the Bishop's receipt of the acceptance by the Rector-elect and the Bishop's acceptance, if necessary, of the Letters Dimissory of the Rector-elect, then the notice of the election shall be recorded by the Bishop.

Section 3.1.5.7. The Vestry's call of a Rector-elect shall be in writing and shall express all conditions of employment, including the terms of salary and support. The Vestry shall give to the Bishop a copy of the call together with amendments thereto.

Section 3.1.6 **Assistant to the Rector**

Section 3.1.6.1. After mutual agreement between the Rector and Vestry of a Parish as to the Parish's need for an Assistant to the Rector, the Rector shall advise the Bishop of the name of the member of the Clergy proposed to be appointed.

Sufficient time, not exceeding thirty days, shall be given the Bishop to communicate in writing with the Rector whether he approves the appointee or not.

Section 3.1.6.2. In the event a member of the Clergy not canonically resident in this Diocese is chosen to be Assistant to the Rector, that member of the Clergy may not function until either Letters Dimissory are accepted by the Bishop or the member of the Clergy is licensed by the Bishop to officiate in this Diocese and the Bishop so notifies the Rector and Vestry.

Section 3.1.7 **Dissolution of a Pastoral Relation**

Section 3.1.7.1. If for any urgent reason a Rector or other Minister of a Parish, or the Vestry of a Parish, shall desire a separation and dissolution of the pastoral relation, and the parties are not agreed respecting a separation and dissolution, either party may proceed to act in conformity with and subject to any applicable Provincial Canons.

Section 3.1.7.2. Whenever it shall appear to the satisfaction of the Bishop, on the testimony of at least two licensed physicians, that by reason of mental or physical disability, a Rector of a Parish has become incapable of discharging the duties of that Rector's Pastoral Cure, it shall be the duty and right of the Bishop, either on the application of the Vestry of the Parish or on his own initiative, and upon reasonable notice to all parties concerned, and with the advice and consent of the Standing Committee, to dissolve the pastoral relation between such Rector and the Parish and to declare the rectorship vacant.

Section 3.1.7.3. Upon application of the majority of a Vestry, the Bishop, with the advice and consent of the Standing Committee, may suspend the pastoral relation of a Rector and the Parish until the provisions of the applicable Provincial Canons or of these Canons regarding discipline have been completed, during which time the Priest shall continue to receive all salary and other benefits associated with employment.

Section 3.2 Parochial Missions

Section 3.2.1. In any case where a Parish desires to establish a Parochial Mission, the Rector and Wardens shall first make written application to the Bishop and to the Standing Committee and obtain their joint consent.

Section 3.2.2. A parish may establish a parochial mission either by creating a new mission congregation or by receiving an existing Diocesan mission into its parish as a parochial mission.

Section 3.2.3. In the case of the formation of a newly created parochial mission, all other pertinent requirements of Constitution and Canons of the Diocese related to the formation of missions and congregations shall apply.

Section 3.2.4. The provisions of Canon 3.8 relating a Bishop's Committee and other matters related to the governance of a diocesan mission shall not apply to parochial missions. The supervision and governance of a parochial mission shall be vested in the Rector and Vestry of the parish to which the mission belongs, subject to the organization and bylaws of that parish.

Section 3.2.5. The Rector of the parish shall appoint the Vicar and any other assisting clergy of a parochial mission, with the consent of the Bishop in accordance with Canon 3.1.11.

Section 3.2.6. Any existing diocesan mission may apply to the Bishop to become a parochial mission of an existing parish by placing the operations of the mission under the direct supervision of the Rector and Vestry of that parish; provided that in every parochial mission there shall be established a Mission Committee that will meet regularly, and will consult with and report to the Vestry on all matters relating to operation of the mission.

Section 3.2.7. The control of all funds and accounts of a parochial mission shall be vested in the Vestry of the Parish. Any funds provided by the Diocese to assist the parochial mission shall be directed to the Vestry of the Parish for allocation to the mission.

Section 3.2.8. A parochial mission shall have and maintain its own separate register of services, and its own congregational register which shall be maintained in a manner similar to that of the parish to which it belongs; provided, however, that members enrolled in the parish in the register of the parochial mission may be counted as members of the entire parish for purposes of any annual reports.

Section 3.2.9. If an existing diocesan mission applies to the Bishop to become a parochial mission of an existing parish, the Bishop shall consult on the matter with the Diocesan Council. The Bishop may then transfer title and control of that Mission's property, assets and liabilities to the Rector and Vestry of that parish, subject to the advice and consent of the Standing Committee; and further subject to any covenants or restrictions which then exist regarding memorial, endowment, or other restricted funds of the diocesan mission.

Section 3.2.10. Once organized and approved by the Bishop and Standing Committee, a parochial mission shall be admitted as a member of the Diocesan Synod under the auspices of the parish with which it is affiliated and shall have the same number of seats and votes in the Synod as allowed for a Diocesan mission; over and above seats and votes held by the parish.

Section 3.3 Change in the Status of a Parish

Section 3.3.1. If (a) any Parish becomes unable independently to support a Rector according to the minimum standards of the Diocese for more than six consecutive months; or (b) any Parish has, for two successive years, failed to pay in full the assessments levied upon it by the Synod; or (c) has failed to continue to comply with the conditions required for its organization as a Parish, such Parish shall, at the order of the Bishop, formally forego and relinquish its rights and privileges as an organized Parish, to-wit: The election of a Rector, and the holding and control of its corporate property, real and personal. The Bishop and the Standing Committee may elect to allow the Parish to retain its status if they jointly believe the failure to comply is temporary.

Section 3.3.2. Upon termination of Parish status as specified in Section 3.3.1, the Parish shall, at the order of the Bishop, take all action necessary to transfer all of its property to the Trustees of Funds and Property or as the Bishop and Standing Committee may otherwise determine. After the completion of the transfer of its property, the Parish shall terminate its corporate status.

Section 3.3.3. The ecclesiastical status of a Parish affected by the provisions of this Canon shall be that of an Organized Mission, and such Organized Mission shall be governed by all provisions of these Canons which are applicable to Missions.

Section 3.3.4. If the Vestry of any Parish is of the opinion that the Parish is unable to comply with the provisions of these Canons applicable to Parishes, it may so declare by resolution. This resolution shall be submitted to a duly called and constituted Parish meeting. If the resolution is ratified by two-thirds of the qualified voting members of the Parish in attendance at the meeting, the Wardens shall certify to the Bishop that the resolution has been adopted. If the Bishop and the Standing Committee shall approve this action, then the Parish shall become an Organized Mission. Notice of the change of status of the Parish shall be certified by the Bishop to the Secretary of Synod and to the Registrar, and the Secretary shall note the change on the list of Parishes and Missions of the Diocese and shall give corresponding notice to Synod.

Section 3.3.5. Whenever any Parish, which has been changed in status to that of an Organized Mission and has transferred the title of its property to the Bishop or to the Trustees of Funds and Property, shall recover strength to comply with the conditions required for the organization of a Parish, it may proceed under the applicable provisions of these Canons to organize anew as a Parish and apply to the Synod for the full status of a Parish. Upon obtaining Parish status, the Rector, Wardens and Vestry of the Parish shall proceed again to incorporate the Parish according to the provisions of the Constitution and Canons of this Diocese and of the laws of this State, or the State in which it is situated. Following the incorporation of the Parish, the Bishop or the Trustees of Funds and Property shall transfer to the Parish all real and personal property and other assets previously transferred to them to the extent these assets remain.

Section 3.4 The Suspension or Dissolution of a Parish

Section 3.4.1. If any Parish, following written notice from the Bishop, shall (a) fail for two successive years to submit a Parochial Report, or (b) persistently disregard or fail to conform to the Constitution and Canons of the Province or of this Diocese, or (c) fail to conform to the doctrine, discipline, and worship of this Church, then such Parish may be suspended from representation in Synod or its union with Synod dissolved. Suspension or dissolution shall require the Consent of the Bishop, Standing Committee, and a two-thirds majority vote of Synod.

Section 3.4.2. In the event of the suspension of a Parish, the Bishop shall appoint a Priest to be the Administrator, President, and Director. The Bishop shall also appoint five Laypersons of the Diocese, who shall be communicants of the Church in good standing but who need not be residents of the Parish, who, along with the Registrar of the Diocese, shall constitute the Vestry of the Parish and Directors or Trustees of the Parish Corporation. Such appointed Directors or Trustees shall have full power and authority to control and manage the properties, funds, and investments of the Parish for the benefit of the Church in this Diocese, including the power, subject to the consent of the Bishop and of the Standing Committee, to execute deeds or other instruments that convey title. The provisions of this Section shall be paramount in any question of conflict with other provisions of these Canons, but the operation of this Section shall cease upon the revocation of the suspension by the Bishop, acting by and with the advice and consent of the Standing Committee.

Section 3.4.3. In the event of the pending dissolution of an incorporated Parish, the Bishop shall appoint an Administrator and other Directors or Trustees of the Parish Corporation as provided in Section 3.4.2. for the suspension of a Parish. Other provisions of Section 3.4.2. shall likewise apply. Upon final dissolution of the Parish Corporation, all property of the Parish real, corporate or personal, shall revert to the Trustees of Funds and Property of the Diocese of Quincy under the provision of Canons 14.2 and 14.3, and the Bishop, with the advice of the Trustees of Funds and Property, and with the advice and consent of the Standing Committee, shall take the necessary legal steps to transfer to the Trustees of Funds and Property all of the property, funds and investments of the former Parish to be held and managed for the benefit of the Church in this Diocese.

Section 3.4.4. Whenever a Parish shall be dissolved or otherwise become extinct, the Parish registers, records and other papers of such Parish shall be given to the Registrar of the Diocese for safekeeping as archival property of the Diocese.

Section 3.5 The Missionary Authority of the Bishop

Section 3.5.1. The Bishop shall have authority for all missionary development within the Diocese, subject to the provisions of these Canons. He shall, in consultation with the Diocesan Council and with its Department of Diocesan Mission Strategy, establish and organize Missions, subject to the consent of the Standing Committee. The Bishop shall be the Rector of every Mission, except Parochial Missions, and shall appoint Vicars whom he may transfer, suspend, or remove.

Section 3.5.2. The Bishop may authorize the conduct of worship on an occasional or continuing basis at sites of his choosing throughout the Diocese.

Section 3.6 THE ORGANIZATION OF A DIOCESAN MISSION

Section 3.6.1. An application for the organization of a Mission shall be addressed to the Ecclesiastical Authority. The application shall be signed by twenty or more adult members of the Church in good standing. The application shall contain a declaration that the applicants will conform to and be bound by the Ecclesiastical Authority of the Bishop of Quincy, and of his successors in office, the Constitution and Canons the Province and the Constitution and Canons of the Diocese of Quincy. The application shall also include an assurance on the part of the signers of their readiness to assume the duties and obligations involved in such organization.

Section 3.6.2. The Bishop shall submit the above application to the Standing Committee, and if he and a majority of the Committee shall approve the organization of the proposed Mission, he shall give his consent to proceed with the organization of the Mission. If the new Mission is to be formed in a municipality in which the Church is established, then the provisions of Canon 3.16 will also apply.

Section 3.6.3. A duly called meeting of those interested in the organization of the Mission shall be held, at which the Bishop, or a Priest appointed by him, shall preside as Organizer. At this meeting an agreement shall be signed by the petitioners on behalf of the proposed Mission to pay an amount monthly to the Diocesan Fund pending the levying of canonical assessments upon the Mission, and to pay an amount monthly toward the support of a Vicar. The Organizer shall approve the name selected at the meeting and shall appoint or approve the election of a Warden, Clerk and Treasurer, who, with not more than three other persons, shall constitute the Bishop's Committee of the Mission until the time of the annual meeting of the Mission or until their successors are appointed. The Organizer shall thereupon declare the Mission canonically organized.

Section 3.6.4. The Organizer of a Mission shall without delay prepare a certificate stating that the Mission has been duly organized, which certificate, together with a copy of the agreement prescribed in Section 3.6.3, shall, except when the Bishop is present as Organizer, be forwarded to the Bishop for his approval.

Section 3.6.5. An Organized Mission may be admitted into union with the Synod of this Diocese by a majority vote of the Synod; provided, that the Mission shall have submitted to the Secretary of the Synod, not less than one month before the day of the convening of the Synod, a written petition for such admission and a certified statement from the Bishop that the organization of the Mission is approved by him as being canonically complete.

Section 3.6.6. Copies of all documents pertaining to the organization of a Mission shall be filed with the Registrar of the Diocese.

Section 3.7 Annual Meetings of Missions

Section 3.7.1. The Bishop's Committee shall set the time and date of the annual meeting of an Organized Mission, which meeting shall be held on a day during the period from January 1 through January 31.

Section 3.7.2. The Vicar of the Mission shall be Chairman of the meeting with voice and vote and shall preside unless the Bishop is present, but in the absence of both the Vicar and the Bishop, the Warden shall serve as Chairman *pro tempore*; provided, that if the Mission is without a Vicar, the Bishop may appoint a Chairman *pro tempore*.

Section 3.8 Bishop's Committee of Missions

Section 3.8.1. In every Organized Mission of this Diocese there shall be a Bishop's Committee which shall perform such duties as may be prescribed by the Constitution and Canons of this Diocese and which shall represent the Bishop in the secular and financial affairs of the Mission, subject to civil and canonical limitations. The number of members of the Bishop's Committee, being not less than three nor more than nine persons, shall be determined from time to time by the Bishop at his discretion. Qualifications for members of the Bishop's Committee shall be the same as those which are prescribed by these Canons for members of the Vestry of a Parish.

Section 3.8.2. At the annual meeting of the members of the Mission the determined number of persons to serve on the Bishop's Committee shall be nominated to the Bishop for his approval and appointment. The nominations shall be conditioned by the practice of rotation in office as far as may be practicable, and no person, having served on the Bishop's Committee continuously for three years, shall be eligible to be nominated until after the expiration of one year, unless the Bishop consents to waive this provision. The nominations of members to the Bishop's Committee shall be immediately reported by the Vicar, or Chair of the meeting, to the Bishop. The Bishop may reject any of the nominations, may appoint others, may remove from office any member, may appoint replacements, and fill vacancies.

Section 3.8.3. From their own number the Bishop's Committee shall annually nominate to the Bishop a Warden or Wardens. They shall also annually nominate to the Bishop a Clerk and a Treasurer, who need not be members of the Bishop's Committee. The Bishop may reject any or all such nominations and may appoint others, may remove any of such officers, and may fill all vacancies.

Section 3.8.4. The Warden or Wardens, Clerk and Treasurer shall perform the duties usually pertaining to the like offices in a Parish so far as these may be applicable in a Mission according to the judgment of the Vicar subject to appeal to the Bishop. The Treasurer shall be adequately bonded as required by the Provincial Canons, and except where specifically contradicted by Canons pertaining to Missions and their organization, Canons pertaining to Parish Vestries and their organization shall apply to Bishop's Committees of Missions in like fashion.

Section 3.8.5. The Vicar shall attend, with a right to voice and vote, meetings of the Bishop's Committee. In the Bishop's absence, the Vicar shall preside. In the Vicar's absence, or if there is no Vicar, the Warden shall preside. No meeting of the Bishop's Committee shall be valid unless the Vicar, the Warden, the Bishop, or someone appointed by the Bishop is in attendance.

Section 3.8.6. A quorum of a Bishop's Committee shall consist of a majority of the members thereof including the Vicar or other Chairman.

Section 3.9 Vicars

Section 3.9.1. Vicars shall be members of the Clergy appointed by the Bishop for missionary work in the Diocese and assigned by the Bishop to the Cure of Organized Missions or to work in places not within any Parish boundary. A Vicar may be assigned to two or more Missions or other missionary charges.

Section 3.9.2. The duties and authority of a Vicar shall be, so far as applicable, the same as those of the Rector of a Parish as prescribed in these Canons, subject to the interpretation of the Bishop in cases of doubt. If there is no Vicar, all rights and duties of the office shall repose in the Bishop.

Section 3.9.3. With the approval of the Vestry, a Rector of a Parish may be assigned to duty as a Priest-In-Charge of a Mission outside the boundaries of the Parish and be given an additional stipend.

Section 3.10 Mission Finances

Section 3.10.1. The financial affairs of the Mission shall be faithfully administered by the Bishop's Committee. Every Mission shall adopt, subject to the Bishop's approval, an annual budget. The budget shall include the amounts being raised from whatsoever source for the Vicar's salary, rent, utilities, insurance and all other current expenses and assessments.

Section 3.10.2. A preliminary budget for the Mission shall be prepared annually by the Bishop's Committee and sent to both the Bishop and the Chairman of the Department of Finance by a date prescribed by Diocesan Council.

Section 3.10.3. No assistance from the funds of this Diocese shall be granted to any Mission for any stated year until such Mission has given satisfactory evidence to the Bishop that it has conducted an organized and complete stewardship canvass of its members or that it has a continuing program of stewardship visitation and education.

Section 3.10.4. Any Mission desiring financial assistance from the Diocese will be required to meet, as the Bishop or Diocesan Council may direct, to discussthe request for assistance.

Section 3.10.5. The initial salary and related benefits to be paid to a Mission Priest shall be determined by the Bishop in consultation with the Bishop's Committee of the Congregation, subject to Diocesan compensation policy. Written notice of such terms shall be provided by the Bishop to the Priest and the Treasurer of the Congregation. Compensation shall be reviewed annually. Adjustments to compensation shall only occur with the prior consent of the Bishop. No decrease in compensation shall occur absent ninety days' prior written notice to the Priest specifying the reasons for the decrease.

Section 3.10.6. All Mission Treasurers shall ensure their Clergy are paid at least once a month. Any member of the Clergy who is not paid at least monthly may appeal to the Ecclesiastical Authority, who shall take necessary action. Diocesan or discretionary funds may be used temporarily and directly on such an occasion.

Diocesan support payments to a Mission may be suspended until a satisfactory resolution is attained. The Ecclesiastical Authority may act to remove any Layperson impeding the proper compensation of the Clergy. No Mission Treasurer or other officer shall deny the set compensation of a member of the Clergy for any reason without the express written authorization of the Bishop.

Section 3.10.7. A failure or refusal of the Mission to accept such assessments, except as otherwise provided, or to make such monthly payments shall be sufficient cause, upon recommendation of the Diocesan Council, for the Bishop to assign a Financial Administrator, who is not a member of the Congregation, to enforce the provisions of this Canon or, in the event of protracted difficulties of this nature, for the dissolution of the Mission.

Section 3.11 Property for Mission Purposes

Section 3.11.1. Unless the terms of an accepted donation otherwise provide, all property given or otherwise acquired for Mission purposes shall be vested in the Trustees of Funds and Property of the Diocese of Quincy. Nothing in this Section shall be deemed to exclude the acquisition of any property the title to which is given to or for the benefit of a designated Mission. Title to all property so granted shall be held as follows:

(a) Such property shall be held for the use of the Mission as long as such Mission shall continue to exist under these Canons.

(b) When the Mission becomes a Parish under the provisions of Canon 3.1 of these Canons, and is admitted as a Parish in union with the Synod of this Diocese, then the property shall be conveyed to the Parish Corporation if the parish is separately incorporated, as successor of such Mission. In such case, however, the trust interest of the Trustees of Funds and Property of the Diocese of Quincy with respect to all such property shall remain, and title and control of the property shall revert to the Trustees of Funds and Property at any such time as the parish for any reason reverts to mission status, or the parish removes itself from

the Synod of this Diocese. If, however, the Trustees of Funds and Property shall have borrowed, advanced or loaned money for the acquisition, improvement or clearing title of said property, whether secured or not, the Parish shall first assume, or pay, such debt and hold the Trustees of Funds and Property harmless thereon before it shall be entitled to have such property conveyed to it.

(c) Should the Mission be dissolved, then the Trustees of Funds and Property may hold, manage, sell, or otherwise dispose of any property theretofore used by such Mission without the consent of the members of such dissolved Mission. The sale or disposal of the property also requires the approval of the Bishop and Standing Committee.

Section 3.12 The Dissolution of a Mission

Section 3.12.1. When any Mission shall request dissolution or when, in the judgment of the Bishop, any Mission has not fulfilled the purpose for which it was created and organized, such Mission may be dissolved by the Bishop, acting by and with the advice and consent of the Standing Committee and in consultation with the Diocesan Council and the Registrar.

Section 3.12.2. When a Mission has been dissolved, the Bishop shall certify that fact to the Secretary of the Synod, and the Secretary shall note the change on the list of Parishes and Missions of the Diocese and shall give corresponding notice to the Synod.

Section 3.12.3. Unless otherwise directed by the Bishop, when a Mission is dissolved, its register, records and other papers of such Mission shall be given to the custody of the Registrar of the Diocese for safekeeping as archival property of the Diocese.

Section 3.13 Acceptance of Previously Organized Congregations

Section 3.13.1 When a congregation that has been organized outside of these canons, either in another jurisdiction, or outside of the traditional diocesan process, wishes to come under the authority and protection of the Diocese of Quincy, the priest in charge and lay leadership of the congregation will contact the bishop and express its interest in joining the Diocese.

Section 3.13.2 The Bishop will arrange for the proper authority to provide the congregation with a copy of the Constitution and Canons of the Diocese of Quincy and the Bishop's Customary.

Section 3.13.3 If, after prayerful consideration, the congregation believes that it is compatible with the Diocese of Quincy, the priest in charge will contact the Canon to the Ordinary, or the Bishop's designee, who will have the Application for Admission of Congregations packet forwarded to the congregation for completion.

Section 3.13.4 Upon its completion, the congregation shall forward to the Canon to the Ordinary, or the Bishop's designee, all the materials requested according to policy.

Section 3.13.5 Upon receipt of all application materials, the Canon to the Ordinary, or the Bishop's designee, will forward this material to the Standing Committee, who will consider the application and make its recommendation to the bishop as to whether, or not, the congregation should be admitted to the Synod.

Section 3.13.6 After considering the recommendation of the Standing Committee, the bishop shall make the final decision upon whether the congregation will be accepted and notify its leadership of his decision.

Section 3.13.7 The congregation's status, whether parish or mission, will be determined by the requirements listed in Canon 3.1.1. The bishop shall notify the new congregation of its status at the time of his acceptance of the congregation.

Section 3.13.8 A congregation, once it has been notified of its acceptance into the diocese by the bishop, shall, not less than one month before the day of the convening of Synod, send to the Secretary of Synod a written petition for such admission, signed by the Minister in charge, if any, the Wardens and the members of the Vestry (or other governing body), together with a certified statement from the Bishop to the effect that the organization and incorporation of the Congregation are approved by him as being legally and canonically complete. The Congregation shall be admitted into union with Synod by a majority vote of Synod.

Section 3.13.9 No congregation will be accepted into the Synod of this diocese in contradiction to Article XIII of the Constitution.

Section 3.13.10 Congregations accepted as Missions shall not be required to turn over ownership of property acquired, or funds accumulated prior to its acceptance into the Diocese. Canon 3.11.1(c) shall, however, apply.

Section 3.13.11 The Diocese shall take no responsibilities for debts accumulated by any congregation prior to its admission into the Synod.

Section 3.14 Change of Name of a Congregation

Section 3.14.1. When a Congregation desires to change its name, it shall apply to the Bishop stating the reasons for the proposed change. The Bishop, acting with the advice and consent of the Standing Committee, may approve the proposed change.

Section 3.14.2. Upon submission to the Secretary of the Synod of evidence of the change of name, by Amended Certificate of Incorporation or otherwise, the name shall be changed accordingly on the roll of Congregations in union with the Synod.

Section 3.15 Establishment and Location of Church Buildings

Section 3.15.1. In any municipality in which the Church is established, no regular services shall be instituted in any new location in the same community under the authority of the Diocese without the consent of the Bishop acting with the advice and consent of the Standing Committee.

Section 3.15.2. No church building may be removed, taken down or otherwise disposed of without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee.

Section 3.16 Congregational Organizations

Section 3.16.1. The approval of the Rector or the Vicar of any Congregation shall be required for the creation, operation, or dissolution of any organized body within such Congregation. The duties, rights, policies, and form of organization of any such organization may be prescribed by the Rector or Vicar, including rules and regulations governing all funds, subject to the terms of any valid trust affecting such funds, and for the surrender of such funds and all records incase of the dissolution of such organization.

Section 3.17 Congregational Registers

Section 3.17.1. Every Congregation shall provide a Register, which shall be preserved in the safekeeping of the Rector or Vicar, or, in case of a vacancy of Cure, by the Warden.

Section 3.17.2. Appropriate entries shall be promptly made in accordance with the requirements of these canons and any applicable Provincial canons.

Section 3.17.3. Every Congregation shall provide a suitable book, which shall be preserved under the same conditions, for recording entries of every service held in such Congregation.

Section 3.17.4. It shall be the duty of every Priest or other Minister to issue to the persons concerned a certificate of the administration of the Sacraments of Baptism, Confirmation and Matrimony whenever that Priest or other Minister shall have officiated at such rites or shall have presented such persons to the Bishop for Confirmation.

Section 3.17.5. The Parish Register shall always be open to the Bishop, or to any person duly authorized by the Bishop, for inspection.

Section 3.17.6. A Rector or Vicar, resigning the Cure of a Congregation, shall leave in place the Parish Register, with the requisite entries complete.

Section 3.18 Parochial and Personal Reports

Section 3.18.1 Every Congregation shall annually, on or before the first day of March, deliver a statistical and financial report for the preceding year to the Secretary of the Synod. A complete report shall be submitted on the form prescribed by the Diocese. Every member of the Clergy of this Diocese, retired or without Cure, shall annually, on or before the first day of February, report to the Bishop his or her occasional services in compliance with the requirements of the Diocese. Sixty days prior to the next Synod, the Bishop shall provide to the Secretary of Synod a list of the Clergy not in compliance. The parochial reports shall be tabulated, and these findings shall be printed in the Journal of the Synod.

Section 3.18.1.1. Every Congregation shall annually, on or before the firstday of March, deliver a Certification of their election of the Deputies and Alternatesto Synod to the Secretary of Synod.

Section 3.18.2. The Secretary of Synod shall examine the parochial reports with respect to the accuracy and completeness of the information presented and may return to the Rector or Vicar of the Congregation any parochial report that does not conform to the requirements of this Canon for correction and resubmission within thirty days.

Section 3.18.3. Canonically resident Clergy failing to submit their appropriate reports prior to the convening of the annual Diocesan Synod shall not be entitled to a vote at that or subsequent Synods until such reports are filed. If for a second successive year no parochial report shall have been received, then the Congregation shall also be deprived of the right to vote (but may, if otherwise entitled, still have seat and voice) at any session (Annual, Adjourned, or Special) of the Synod of this Diocese held between February 15 and December 31 of the calendar year in which such non-compliance occurred. Clergy not in compliance and the Wardens of such Congregations shall be notified of their pending deprivation by the Secretary no later than thirty days prior to the next Synod.

Section 3.19 Church Debt

Section 3.19.1. The consent of the Bishop and of the Standing Committee shall be required in the following instances:

(a) For the encumbrance of the property of anyMission.

(b) For the encumbrance of any property of a Parish if the amount of such indebtedness, plus indebtedness of every kind already existing, shall exceed 150% of the average total current annual expenses of said Parishfor the three preceding years; or

(c) For the encumbrance for any purpose of an existing consecrated Church building.

Section 3.19.2. The consent of the Bishop and of the Standing Committee for any such encumbrance may be given only when the application for consent is accompanied by a plan of amortized payments.

Section 3.19.3. Indebtedness for current expenses shall not exceed 20% of the total current expenses of the Congregation as given in its last parochial report, and the payment of all such indebtedness shall be budgeted with reasonable expectation of its payment out of the next two years' receipts.

Section 3.20 The Deaneries

Section 3.20.1. The Diocese shall be divided into Deaneries whose composition shall be determined by the Bishop in consultation with Diocesan Council.

Section 3.20.2. Written notice of any Diocesan Council meeting at which Deanery boundaries will be determined shall be given by the Secretary ofDiocesan Council to the Vestries and Bishop's Committees of all Congregations in the Diocese not less than thirty days prior to said meeting.

Section 3.21 The Regional Deans

Section 3.21.1. The Bishop shall annually appoint a Priest with Cure in each of the Deaneries to be Regional Dean thereof, subject to confirmation by Synod. The office shall become vacant upon the retirement of the Regional Dean from active ministry or upon the Regional Dean's removal from the Deanery, or resignation.

Vacancies, for whatever cause, shall be filled by appointment by the Bishop, with the consent of the Standing Committee, until the next annual session of the Synod.

Section 3.21.2. It shall be the duty of the Regional Dean to act as the representative of the Bishop in the execution of such tasks as may be assigned by the Bishop or as provided by the Canons.

Section 3.21.3. Each Regional Dean shall submit a written report concerning the work and missionary progress within the Deanery for presentation to Synod.

Section 3.21.4. The Regional Dean shall preside at all sessions of the Convocation of the Deanery unless the Bishop is present.

Section 3.21.5. Upon request, compensation for reasonable and necessary expenses of the Regional Deans shall be paid from the Diocesan Fund.

Section 3.22 The Convocations of the Deaneries

Section 3.22.1. There will be an annual Convocation for every Deanery which will meet not less than one week prior to Diocesan Synod.

Section 3.22.2. The principal object of the Convocations of the Deaneries shall be the furtherance of Christian fellowship among the Congregations and the promotion of the programs and plans of the Bishop and Diocesan Council. Such matters as may require action at the next annual Synod shall be presented by representatives of appropriate Diocesan Departments, Commissions, or Committees, as may be required for informed decision making on the part of Congregational Deputies.

Section 3.22.3. Those eligible to vote in a Deanery Convocation are:

(a) Members of the Clergy serving Congregations in the Deanery plus those non-parochial Clergy actually resident in the Deanery and canonically resident in the Diocese. A member of the Clergy serving Congregations in more than one Deanery is entitled to vote in only one Deanery, as designated at the time ofappointment.

(b) The duly elected Lay Deputies of each Congregation for the forthcoming Diocesan Synod (or in their absence, their Alternates).

Section 3.22.4. Additional meetings may be called by the Diocesan Council with thirty days' prior written notice to the Regional Dean. The Regional Dean shall fix such reasonable time and place for the meeting and provide no less than fourteen days written notice to the Clergy and Congregations of the Deanery of the time and place of the meeting. Regional Deans may call such other meetings as they deem appropriate.

Canon 4

The Mission of the Diocese

Section 4.1 **Worship**

Section 4.1.1. The Due Celebration of Sundays. All members of this Diocese shall celebrate and keep the Lord's Day, commonly called Sunday, by regular participation in the public worship of the Church, by hearing the Word of God read and taught, and by other acts of devotion and works of charity, using all godly and sober conversation. The norm for the principal liturgy of the Lord's Day in the churches of the Diocese of Quincy is a celebration of the Holy Eucharist, with the administration of the Sacramental Body and Blood of Christ to the faithful. No person who is neither canonically resident in nor licensed by the Ecclesiastical Authority of the Diocese shall celebrate or administer the Eucharist without the written consent of the Ecclesiastical Authority of the Diocese of Quincy.

Section 4.1.2. The Calendar and Lectionary. The Calendar and Lectionary for use in the Diocese shall be that approved by the Bishop, consistent with the Provincial Constitution and Canons.

Section 4.1.3. Approved Translations of the Bible. The Lessons prescribed in the Book of Common Prayer, or in such Lectionary as approved by the Bishop, consistent with the Provincial Constitution and Canons, shall be read from one of the following translations of the Holy Scriptures, except as otherwise approved by the Bishop: the Authorized Version (commonly known as the "King James Version"), the Revised Standard Version of 1952 as amended, the Jerusalem Bible of 1966, the New English Bible with the Apocrypha of 1970, The New American Bible of 1970 as amended, The Revised Standard Version Ecumenical Edition (commonly known as the "R.S.V. Common Bible 1973"), The New International Version 1978, The New Jerusalem Bible 1987, the Revised English Bible 1989, The English Standard Version, or such other translations approved by the Bishop, including translations in languages commonly used in a particular congregation or ministry.

Section 4.1.4. The Standard Book of Common Prayer. The Bishop shall, consistent with the Provincial Constitution and Canons, approve a recognized edition of the Book of Common Prayer for standard use in the Diocese; provided that the Bishop may approve other editions of the Book of Common Prayer, including any Missal editions, trial editions of a pending revision, or translations in other languages for use in a particular congregation or ministry.

Section 4.1.5. The Music of the Church. It shall be the duty of every member of the clergy in a cure to ensure that all music used glorifies God and helps the people worship in accordance with the approved liturgies of the Diocese. The priest in charge of the congregation, or in his absence, the Warden, shall have general oversight and final authority in all matters pertaining to music, in consultation with persons skilled in music, to ensure that music is appropriate to the context in which it is used.

Section 4.2 Ministry and Holy Orders

Section 4.2.1. Commission on Ministry.

The Commission on Ministry constituted under Canon 11.3.2 (b) (1) shall oversee all individuals who apply to the Diocese for discernment of a vocation to Holy Orders, and shall oversee all rules and process for an individual seeking ordination to the diaconate and the priesthood.

Section 4.2.1.1. The Commission shall advise the Bishop on all matters related to the discernment of individuals and those in the ordination process. The Commission may establish committees consisting of its own members or others to carry out its duties.

Section 4.2.1.2. No individual shall be recommended to the Bishop and Standing Committee for ordination to the diaconate or priesthood until the person has met all requirements of the Commission on Ministry and has received a positive approval from a majority of all members of the Commission.

Section 4.2.1.3. The Commission on Ministry shall ensure that appropriate training is available to those in the discernment process for Holy Orders.

Section 4.2.1.4. The Commission on Ministry shall liaise with seminaries approved by the Bishop to coordinate requirements for training for those receiving seminary education for full-time ministry.

Section 4.2.1.5. The Commission on Ministry shall provide training and resources for diocesan congregations to develop local ministries and the process of discernment for all persons seeking direction in their call to ministry, whether lay or ordained.

Section 4.2.1.6. The Bishop may license any adult communicant in good standing to serve within the person's congregation of record as Pastoral Assistant, Lay Reader, Lay Preacher, Lay Eucharistic Minister, Eucharistic Visitor, or Lay Catechist, subject to any requirements established by the Commission on Ministry.

Section 4.2.1.7. All authority assigned to the Bishop regarding Ministry and Ordination may be exercised by the Bishop Coadjutor, Bishop Suffragan, or an Assisting Bishop, as assigned by the Bishop or, in his absence, by the Standing Committee.

Section 4.2.2. The process for Postulancy, Candidacy, and Ordination shall be as set forth in the current Diocesan Handbook For Holy Orders, as revised, subject to the approval of the Bishop and Commission on Ministry.

Section 4.2.3. Postulants. Before being admitted as a postulant for Holy Orders, the applicant shall submit to the Commission on Ministry appropriate records showing the person's fitness and readiness for Holy Orders.

Section 4.2.3.1 Such records shall, at a minimum, include the following:

(a) The person's full legal name, date of birth, and place of birth, showing the person to be at least 18 years of age.

(b) Evidence of the person's Baptism and Confirmation, and that the person is an active communicant in good standing in a church in the Diocese, or a church in Communion with the Diocese.

(c) Whether the person has previously been an applicant, postulant, or candidate for Holy Orders in this or any other church.

(d) A personal letter detailing the person's perceived call to Holy Orders and the process of discernment to the date of application.

(e) A letter of support from the priest or minister in charge of the person's sponsoring congregation, including an approval of the local discernment committee, if any.

(f) A certified record of the person's educational background and other relevant training.

Before a person is recommended for Postulancy, the Commission on Ministry shall cause the following background inquiries to be made and their results received:

(a) A thorough personal background check, including a criminal records check, a driving privilege check, and an investigation into the person's financial responsibilities and debts.
(b) Thorough medical and psychiatric examinations conducted by licensed professionals, with attention to the person's abilities or limitations as they relate to suitability to the exercise and responsibilities of ordained ministry.

A letter of recommendation, in a form set by the Commission on Ministry, from the person's priest and congregation endorsing the person for Postulancy.

Section 4.2.3.2. If the Commission on Ministry is satisfied that all requirements are met, and following a personal interview with the applicant, the Commission on Ministry shall recommend to the Standing Committee whether or not the person should be accepted as a Postulant. If the person is approved by the Standing Committee, the Bishop may then admit the person to Postulancy and assign the person to a sponsoring congregation.

Section 4.2.3.3. No Postulant may advance to Candidacy until having served satisfactorily in the sponsoring congregation for a period of twelve months; provided that for good cause the Bishop, with the approval of the Commission on Ministry, may shorten that period to not less than six months.

Section 4.2.3.4. The Bishop may, at his sole discretion, remove a person from Postulancy for good cause, and shall promptly notify the Commission on Ministry and Standing Committee of such action, and the reason thereof.

Section 4.2.4. Candidacy. When applying for Candidacy, the applicant shall present to the Commission on Ministry evidence of completion of the required period of Postulancy, and satisfaction of any specific requirements set forth during the Postulancy by the Bishop, the sponsoring priest, or Commission on Ministry.

Section 4.2.4.1. The applicant for Candidacy shall inform the Commission on Ministry of any significant change in the applicant's status as set forth in the original application for Postulancy.

Section 4.2.4.2. The applicant shall present a letter of recommendation, in a form set by the Commission on Ministry, from the person's priest and congregation endorsing the person for Candidacy.

Section 4.2.4.3. The Commission on Ministry, following a personal interview with the Postulant, shall recommend to the Standing Committee whether or not the Postulant should be approved for Candidacy. If the person is approved by the Standing Committee, the Bishop may then admit the person as a Candidate for Holy Orders.

Section 4.2.4.4. The Bishop, in consultation with the sponsoring priest and congregation, may assign the Candidate to a congregation other than the sponsoring congregation, as is convenient, during the completion of the period of Candidacy.

Section 4.2.4.5. No Candidate shall be approved for Ordination to the Diaconate until having satisfactorily completed a period of Candidacy of at least twelve months; provided that the Bishop may, upon the recommendation of the Commission on Ministry and with the consent of the Standing Committee, shorten the period to not less than six months.

Section 4.2.4.6. The Bishop may, at his sole discretion, remove a person from Candidacy for good cause, and shall promptly notify the Commission on Ministry and Standing Committee of such action, and the reason thereof.

Section 4.2.4.7. If a person approved for Candidacy has been previously ordained in another church by a bishop in apostolic succession, the Bishop, upon recommendation of the Commission on Ministry and with the consent of the Standing Committee, may amend the requirements for preparation for Ordination normally observed, based upon the person's previous training and experience in ordained ministry.

Section 4.2.4.8. The Bishop may, with the consent of the Standing Committee, transfer a person who is a candidate in this diocese to another diocese or jurisdiction in communion with the diocese, if such transfer is needed to facilitate the process of ordination and ministry.

Section 4.2.5. Ordination to the Diaconate.

No person shall be approved for ordination to the Diaconate unless the person is at least 24 years old, has met all training and spiritual formation requirements set forth by the Bishop and the Commission on Ministry (COM), and has provided the COM verification that the person has successfully completed all required canonical examinations.

Section 4.2.5.1. Prior to recommending any Candidate for Ordination to the Diaconate, the Candidate shall present to the Commission on Ministry a letter recommending Ordination from the priest and congregation to which the Candidate was assigned.

Section 4.2.5.2. If the Commission on Ministry is satisfied that all requirements have been met, it may recommend to the Standing Committee that the Candidate be ordained.

Section 4.2.5.3. No person shall be ordained to the sacred Order of Deacons until the person has subscribed to the following declaration in the presence of the Bishop and two priests canonically resident in the Diocese:

"I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary to salvation, and I consequently hold myself bound to conform my life and ministry thereto, and I do solemnly engage to conform to the Doctrine, Discipline and Worship of Christ as this Church has received them."

Section 4.2.6. Ordination to the Priesthood.

No man shall be ordained to the sacred Order of Priests until the person has met any further training or preparation required by the Bishop or Commission on Ministry and has provided the COM verification that the person has successfully completed any further required canonical examinations.

Section 4.2.6.1. No man shall be ordained Priest until the bishop shall have approved a ministry or cure for the person following ordination; and until the person has faithfully ministered as a Deacon for at least twelve months; provided that the Bishop may, with the consent of the Standing Committee, shorten the period to not less than six months.

Section 4.2.6.2. No man shall be ordained Priest until he has subscribed to the declaration set forth in Section 4.2.5.3. in the presence of the Bishop and two Priests canonically resident in the Diocese.

Section 4.2.7. Consecration of a Bishop.

No priest shall be consecrated Bishop, Bishop Coadjutor, or Bishop Suffragan of the Diocese until such person has been duly elected in accordance with the Canons of the Diocese and has been duly approved by the Provincial authority of the Province with which the Diocese is affiliated.

Section 4.2.7.1. No priest duly elected Bishop, Bishop Coadjutor, or Bishop Suffragan of the Diocese shall be consecrated Bishop until he has subscribed to the declaration set forth in Section 4.2.5.3. in the presence of the President of the Standing Committee and at least three Priests canonically resident in the Diocese.

Section 4.3 Sacrament of Confession

(a) Only a bishop or priest is authorized to act as minister of the sacrament of confession.

(b) The sacramental seal of confession is inviolable. There are never any circumstances whatsoever in which communications between a penitent and a confessor, made under the sacramental seal, may be disclosed by the confessor in any manner, directly or indirectly, to any third party, not even to a third party that purports to act under ecclesiastical or legal authority.

(c) A confessor is completely prohibited from using knowledge acquired during confession to the detriment of the penitent, even when any possibility of revelation is excluded. A person who has been placed in authority cannot use knowledge about sins which he has received in confession in any manner for external governance.

Section 4.4 Holy Matrimony

Section 4.4.1. The Church holds Holy Matrimony to be a divinely instituted sacramental union of one man and one woman joined in body, mind, and spirit by the grace of God in a life-long covenant of marriage. The Church in this Diocese therefore does not offer its blessing to any relationship between persons that does not conform to this understanding of marriage.

Section 4.4.1.1. For purposes of this Canon, "priest" shall mean the bishop, priest or other minister authorized to solemnize Holy Matrimony on behalf of the Church in this Diocese.

Section 4.4.2. A priest canonically resident or licensed in the Diocese may only officiate at, or participate in, the solemnization of Holy Matrimony in accordance with both the canons of the Diocese and the laws of the State where the marriage is to be solemnized.

Section 4.4.3. A man and woman seeking to be married within the Church shall notify the priest at least 30 days in advance of the planned marriage to allow time for instruction and preparation; provided, that the priest may shorten the time of notice if the parties are personally known to him and the bishop consents.

Section 4.4.3.1. Before agreeing to solemnize a marriage, the priest shall ascertain that the man and the woman have the right to contract a marriage according to the laws of the State in which the marriage shall take place, and that both parties freely and knowingly consent to the marriage without fraud, coercion, mistake as to identity of the other party, or any mental reservation.

Section 4.4.3.2. Both parties shall be baptized. Any exception to this requires the permission of the Bishop. The priest shall ensure that both are willing to enter into Christian marriage as understood by the Church. To this end, both parties shall read and sign in the presence of the priest the following Declaration:

"WE, A. B. AND C. D., DESIRING TO RECEIVE THE BLESSING OF HOLY MATRIMONY IN THE CHURCH, DO SOLEMNLY DECLARE THAT WE HOLD MARRIAGE TO BE A LIFELONG UNION OF HUSBAND AND WIFE AS IT IS SET FORTH IN THE BOOK OF COMMON PRAYER. WE BELIEVE IT IS FOR THE PURPOSE OF THE PROCREATION (IF IT MAY BE) OF CHILDREN, AND THEIR SPIRITUAL AND PHYSICAL NURTURE, FOR MUTUAL FELLOWSHIP, ENCOURAGEMENT, AND UNDERSTANDING, AND FOR THE SAFEGUARDING AND BENEFIT OF SOCIETY, AND WE DO ENGAGE OURSELVES, SO FAR AS IN US LIES, TO MAKE OUR UTMOST EFFORT TO ESTABLISH THIS RELATIONSHIP AND TO SEEK GOD'S HELP THERETO."

Section 4.4.4. Prior to the marriage, the priest shall more fully instruct the man and woman as to the nature, meaning, and purpose of Holy Matrimony, or shall ensure that such instruction has been provided by some other minister or person competent to provide the same.

Section 4.4.4.1. The marriage rite may not include a nuptial Eucharist unless both bride and groom are baptized.

Section 4.4.5. Every marriage shall be conducted according to the rite provided in an edition of the Book of Common Prayer approved by the Bishop, or such other liturgy as approved by the Bishop. At least two witnesses other than the priest shall be present at any marriage.

Section 4.4.6. The priest shall record in the proper Register the date and place of the marriage, the names, ages and residences of the man and woman, names of their parents, and names of the witnesses. The priest, the bride, the groom and at least two witnesses shall sign the record.

Section 4.4.7. It shall be within the discretion of any priest to decline to solemnize any marriage.

Section 4.4.8. A priest canonically resident or licensed in the Diocese may not participate in any rite or service, whether public or private, to bless a marriage or similar relationship between two people other than as defined in Section 5.1.

Section 4.4.9. Properties owned or under the oversight of the Diocese or of any parish or congregation thereof, whether for worship of other use, shall not be used for any rite or service, whether public or private, to bless a marriage or similar relationship between two people other than as defined in Section 5.1.

Section 4.4.10. If a priest is asked to solemnize a marriage in another diocese, the minister shall obtain permission from the Bishop as well as from the bishop of the diocese where the marriage will take place.

Section 4.4.11. When a marriage is imperiled for any reason, it shall be the duty of the husband and wife to lay the matter before a priest or other member of the Clergy for counsel and guidance before any legal separation or action is considered. The priest shall, as far as possible, provide guidance that will promote the health and safety of all concerned, and help reconcile the parties if possible.

Section 4.4.12. Marriage Of Persons Previously Married. If a member of the Church in this Diocese who has been previously married and whose former spouse is then living seeks to be married in the Church, the person shall contact the priest at least 90 days before the planned marriage to seek permission.

Section 4.4.12.1. The priest shall first determine that the member's former marriage has been annulled or dissolved by a final judgment or decree of a civil court of competent jurisdiction. The priest shall have the member complete an application for marital judgment in a form provided in the Policies of the Diocese or the Bishop's Customary and shall promptly submit the same to the Bishop for his godly judgment.

Section 4.4.12.2. The Bishop shall, within 60 days, investigate the matter and render a judgment as to whether the member can be married in the Church; provided, however, that no such judgment shall be construed as affecting in any way the legitimacy of children or the civil validity of the former marriage. The Bishop's judgment may be an annulment of the former marriage, or a determination that the marriage irretrievably failed and has been legally terminated. The Bishop's judgment shall be in writing and shall be provided to the affected parties and the priest requesting the judgment, and shall be maintained as a permanent record of the Bishop.

Section 4.4.12.3. If the Bishop gives permission for a person to remarry within the Church, the priest shall instruct the parties that continuing concern must be shown for the well-being of the former spouse, and continuing provision must be made for any children of the former marriage.

Section 4.4.12.4. If it shall come to the attention of any priest or minister of the Diocese that a member of the Diocese has remarried while a former spouse was then living but without seeking the Bishop's permission, that priest or minister shall lay the matter before the Bishop. The Bishop, in consultation with the affected parties and the priest of the member's church, shall, within 60 days, render a judgment as to the person's status within the Church and whether the person may continue to receive the sacraments. The judgment shall be in writing and shall be provided to the affected parties, and shall be maintained as a permanent record of the Bishop.

Section 4.5 Clergy Compensation

Section 4.5.1. Every member of the clergy employed by the Diocese, a church within the Diocese, or a church affiliated with the Synod of the Diocese, shall receive fair compensation for ministry rendered, whether the person is employed full-time or part-time.

Section 4.5.2. Every member of the clergy employed full-time shall be compensated consistent with the current compensation policy of the Diocese. A member of the clergy employed less than full-time shall receive prorated compensation based on the same policy.

Section 4. 5.3. The Diocese or any church within the Diocese employing a member of the Clergy full-time shall regularly, in a timely manner, pay contributions into an approved Benefits Fund(s) account for the employee as approved by the Diocesan Council. The Benefit Fund(s) account shall be an account approved by the Diocese, or an account owned by the member of the clergy as an individual retirement fund, at the individual's discretion.

Section 4.5.4. All requirements and compensation for a member of the clergy, as well as a general description of the duties and responsibilities of the person so employed, shall be approved by the Bishop or other Ecclesiastical Authority, and set forth in a written agreement between the member of the clergy and the employing body.

Section 4.5.5. It shall be the duty of every Member of the Clergy canonically resident in or serving in the Diocese to inform the Diocese promptly of such facts as dates of birth, ordination or reception, marriage, births of children, deaths, changes in cures or salaries, or such other information as may be necessary for the proper administration of any approved Benefit Fund(s), and to cooperate with the Diocese and the particular Fund as may be necessary in order for the Fund to discharge its obligations in accordance with canons and policies of the Diocese.

Section 4.6 **Recommended Retirement Age of Priests**

This canon is not intended to be a forced retirement. The benefit to the diocese, the bishop, and the priest, is to begin a process of required annual discussions concerning the calling and the direction of the priest's future ministry and the needs of the diocese.

Section 4.6.1 The recommended retirement age for priests in this diocese shall be seventy-two. Upon attaining the age of seventy-two years, a Priest occupying any position in this Church shall resign that position and retire from active service, and the resignation may be accepted at the discretion of the Ecclesiastical Authority in consultation with the priest.

Section 4.6.2 Thereafter, the priest may accept any position in this Church, including, with the permission of the Ecclesiastical Authority, retention of the position or positions from which resignation pursuant to this Section has occurred; *Provided* that

(a) the tenure in the position shall be for a period of not more than one year, which period may be renewed on an annual basis,
(b) service in the position shall have the express approval of the Bishop of the Diocese in which the service is to be performed, acting in consultation with the Ecclesiastical Authority of the Diocese in which the Priest is canonically resident.

Section 4.6.3 This Canon shall apply to both stipendiary and non-stipendiary priests.

Canon 5

The Ecclesiastical Authority

Section 5.1 The Bishop's Records

Section 5.1.1. The Bishop shall maintain a book entitled "Records of the Bishop of Quincy." In a section thereof entitled "Record of Clergy of the Diocese," the Bishop shall list all Clergy canonically resident in this Diocese, giving the date of their ordination in this Diocese, or of their reception from another Communion of the Catholic Church, or of the issuance of their Letters Dimissory, together with the name of the Bishop issuing such Letters Dimissory, and designating those with Pastoral Cure by the title of such Cure. Persons holding non-parochial positions shall be listed by position and residence. Changes in such record shall be made promptly.

Section 5.1.2. Upon receiving notice that a Cure is to become or has become vacant, the Bishop or his appointee shall notify all Clergy canonically resident in this Diocese of that fact in writing within two weeks. A member of the Clergy may notify the Bishop in writing of a desire to be considered for election or appointment as appropriate.

Section 5.1.3. The Bishop shall enter in the Records of the Bishop of Quincy, in a section thereof entitled "Letters Dimissory," all Letters Dimissory issued or accepted by him, the date of issuance or acceptance, and a brief statement of the action taken thereon. A member of the Clergy shall be deemed canonically resident in this Diocese for all purposes declared in these Canons from the date of ordination or reception in this Diocese or of acceptance by the Bishop of Letters Dimissory as recorded, and not before.

Section 5.1.4. The Bishop shall enter in the Records of the Bishop of Quincy, in a section thereof entitled "Election of Rectors," a brief report of every notice of the election of a Rector, together with the date of his receipt of such notice.

Section 5.1.5. The Records of the Bishop of Quincy, together with the record of the Bishop's official acts as may be required by the Provincial Canons, shall be the property of this Diocese and shall remain in the custody of the Bishop of Quincy and his successors in office.

Section 5.1.6. Transcripts of the records herein named, or parts thereof, duly certified by the Bishop and attested by the Secretary of the Synod, shall be admissible in all proceedings or trials in this Diocese.

Section 5.2 The Bishop and the Cathedral

Section 5.2.1. The Bishop may from time to time select, with the consent of the Rector and Vestry, a Parish Church within this Diocese to be the Bishop's Church, which will also be known as the Cathedral, and in which the Bishop's *cathedra* shall be placed.

Section 5.2.2. The Bishop and the Rector, with the consent of the Vestry of the selected Parish Church, shall enter into a written agreement signed by both parties regarding the use of the Church buildings and Parochial affairs. This agreement shall be called "The Statutes of the Cathedral Church of [here insert the proper name]," and shall be kept by the Registrar of the Diocese. The Statutes of the Cathedral may be amended by mutual written agreement.

Section 5.2.3. No property of the Diocese shall become property of the Parish simply because of its location or use in the Cathedral Church.

Section 5.2.4. The Rector of the Parish selected under the provisions of this Canon shall be known as the Dean and Rector of the Cathedral Church, and the assistant Clergy, if any, may be known as Residentiary Canons of the Cathedral Church.

CANON 6

SYNOD

Section 6.1 Clergy Members of Synod

Section 6.1.1 Within 90 days before the day of convening of the Diocesan Synod in any annual or special session the Bishop, or, if there is no Bishop, the President of the Standing Committee, shall cause to be prepared a list of all the Clergy canonically resident in this Diocese. The list shall specify the dates of the beginning of their canonical residence, and if they were made resident in the diocese by ordination, reception, or Letters Dimissory. If by Letters Dimissory, then the diocese of previous canonical residence shall be listed. No member of the Clergy while suspended from the ministry shall be listed. The list shall identify members of the Clergy entitled to seat, voice and vote in the Synod as prescribed by the Constitution, which list shall be presumptive evidence of their right to seat, voice, and vote.

Section 6.1.2 If the right of any member of the Clergy to seat, voice or vote in the Synod is disputed, the Synod shall determine thequestion in conformity to the provisions of the Constitution and of these Canons.

Section 6.1.3 It is the duty of all members of the Clergy having the right to vote in the Synod to attend every meeting thereof. Every Congregation shall provide for the reasonable and necessary expenses of its Clergy in their attendance at meetings of theSynod.

Section 6.1.4 Clergy Licensed to Officiate

Section 6.1.4.1 A list of Clergy licensed to officiate in this Diocese shall be maintained by the Registrar, and a copy provided to the Secretary of Synod and printed annually in the Journal.

Section 6.2 Lay Members of Synod

Section 6.2.1 The election of Lay Deputies and Alternates to the Synod of this Diocese shall be certified by the Clerk of such Congregation of which they are representatives, and by the Rector, Vicar, or Priest-in-Charge of the Congregation, or in the absence of same, by a Warden of the Congregation. Certification of their election shall be upon a form approved by the Committee on Credentials.

Section 6.2.1.1 Each Parish in good standing is entitled to five Lay Deputies, and each Mission in good standing is entitled to two Lay Deputies.

Section 6.2.1.2 Lay Deputies shall be qualified electors of the Congregations they represent and shall be elected at the Annual Meeting or a special meeting of their respective Congregations unless this authority is lawfully delegated by the Congregation to its Vestry or Bishop's Committee. Such Lay Deputies shall serve for both annual and special sessions of the Synod, and their terms of office shall expire at the Congregation's next annual meeting.

Section 6.2.1.3 Any vacancy occurring in the Lay Deputation of a Parish or Mission between annual elections may be filled by election by the Vestry or Bishop's Committee.

Section 6.2.1.4 If a duly certified Lay Deputy of a Parish or Mission has registered and assembled for Synod and is then called away or is otherwise unable to serve and no duly certified Lay Alternate is present, the remaining delegation, both Clerical and Lay, may petition the Synod for the seating of a Deputy not previously authorized by election in the Congregation or its Vestry or Bishop's Committee. Such a Deputy must meet the canonical qualifications for a Lay Deputy.

Section 6.2.1.5 A qualified elector shall be a confirmed adult communicant in good standing of the Congregation in which he or she desires to vote and shall be able to certify the same by enrollment in the Parish Register and the records of the Treasurer. Any appeals of disqualification from voting shall be forwarded in writing by the disputant to the Bishop within one week of the annual meeting, who shall make a determination of the person's status.

In all cases, the decision of the Bishop shall be final, subject to the limits of due process established in Provincial and Diocesan Canons.

Section 6.2.2 The certificates of election shall be delivered to the Chairman of the Committee on Credentials no less than fifteen days before the day appointed for the convening of the Synod. From these certificates the Committee on Credentials shall prepare a list of the Deputies entitled to seat, voice, and vote in the Synod.

Section 6.2.3 If the right of any Deputy to seat, voice or vote in the Synod is disputed, the Synod shall determine the question in conformity to the provisions of the Constitution and of these Canons.

Section 6.2.4 It is the duty of every Congregation entitled to representation in the Synod to send Deputies to every session of the Synod. Every Congregation shall provide for the reasonable and necessary expenses of its Deputies in their attendance at meetings of the Synod. It is the duty of Deputies to attend all meetings of the Synod.

Section 6.2.5 A Congregation that has any outstanding assessment that is more than six months' delinquent, or a pension fund assessment that is more than four months' delinquent, is not entitled to vote in Synod. The Treasurer of the Diocese shall report all such delinquencies to the Committee on Credentials and to the Diocesan Council before the Synod convenes. Deputies representing such delinquent Congregations shall be entitled to vote after full payment of the existing delinquency. The Diocesan Council by majority vote may restore to the delinquent Congregation the right to vote at the upcoming Synod, and will report to the Committee on Credentials any reinstated congregations. The Committee on Credentials will report to the Synod in its initial report to certify the presence of a quorum any congregations that are delinquent and have not been reinstated by the Diocesan Council. No Lay member of any delinquent Congregation denied vote shall be elected or appointed to any Diocesan office or position.

CANON 7

OFFICERS AND COMMITTEES OF THE DIOCESE AND THE SYNOD

Section 7.1 Officers of the Diocese and of Synod

Section 7.1.1 The officers and leadership positions of the diocese, and the diocesan synod, shall be those defined by the Constitution and Canons of the diocese, and include any canonically defined officer or leadership position within any congregation of the diocese.

Section 7.1.2 Each position shall be filled by election or appointment, as specified by canon.

Section 7.1.3 Clergy nominated for election or appointment to any office or position shall be canonically resident and in good standing in this diocese; except in the case of a nominee for bishop, bishop coadjutor, or bishop suffragan, who shall be priest or bishop in good standing of a diocese in communion with this diocese.

Section 7.1.4 Lay persons nominated for election or appointment to any office or position shall be a registered communicant in good standing of a congregation within this diocese and at least 18 years of age.

Section 7.1.4.1 A Communicant in good standing means any active baptized member duly enrolled in the register of a parish or mission in the diocese who for the previous year has been regular in public worship, and regularly received Holy Communion, at that parish or mission, unless for good cause prevented.

Section 7.1.4.2 A Confirmed Communicant in good standing means any communicant who meets all requirements of Section 7.4.1, and who has been Confirmed by a Bishop in apostolic succession in this or another church.

Section 7.1.5 In accordance with Canon 6.2.5., no lay member of any delinquent Congregation denied vote in synod shall be elected or appointed to any Diocesan office or position.

Section 7.1.6 No officer or person in a leadership position shall continue in such office or position if the person ceases to meet the original qualifications, and shall promptly resign.

Section 7.1.6.1 If an officer or person holding a leadership position no longer meets the original qualifications but fails to resign, the bishop or appointing authority shall declare the position vacant, and the office or position shall be filled as prescribed by canon.

SECTION 7.2 Committees of Synod

Section 7.2.1 At or before each annual session of the Synod, the President of the Synod shall appoint the following Regular Committees:

(a) The Committee on Credentials shall consist of the Secretary of Synod and two Laypersons. It is the duty of this Committee to consider all claims and disputes affecting the right to seat, voice and vote in the Synod and to perform such other duties assigned to it by these Canons or by the Synod.

(b) The Committee on Congregational Status shall consist of two members of the Clergy and one Layperson. It is the duty of this Committee to consider all matters pertaining to the incorporation of Parishes, the admission of Congregations into union with the Synod, and the dissolution and reduction in status of Congregations.

(c) The Committee on Nominations shall consist of two members of the Clergy and two Laypersons. It is the duty of this Committee to recommend for nomination at least one candidate for each office or position to be filled.

(d) The Committee on Elections shall consist of two members of the Clergy and four Laypersons. There shall be two sets of Tellers, each consisting of one member of the Clergy and two Laypersons. It is the duty of the Tellers to collect and count the votes from each Order. When requested by the President, theTellers shall determine the results of other voting.

(e) There shall be a Committee on Constitution and Canons. It is the duty of this Committee to consider all proposed amendments to the Constitution and Canons of this Diocese and to advise members of the Diocese as to the proper and consistent implementation of the provisions of the Constitution and Canons.

(f) The Committee on Resolutions and Memorials shall consist of two members of the Clergy and two Laypersons. It is the duty of this Committee to review and propose all resolutions, except for resolutions of the Committee on Constitution and Canons, including, but not limited to, the Bishop's address and courtesy resolutions. Any and all proposed legislation or resolutions which may come before Diocesan Synod must include a statement of whether or not there are any costs or budgetary implications if such legislation or resolution is implemented. If there are costs or budgetary implications, these shall be set forth in detail, with a proposal for how they are to be funded.

SECTION 7.3 The Secretary of Synod

Section 7.3.1 In addition to the duties prescribed in the Constitution of this Diocese and elsewhere in these Canons, the Secretary of the Synod shall have the following responsibilities:

(a) To arrange the agenda for sessions of the Synod to expedite the transaction of business in an orderly manner.

(b) To record and sign the minutes of the proceedings of the Synod and, when they are approved, to enter them in the Journal.

(c) To deliver annually to the Registrar of the Diocese two correct copies of the Journal certified by the Bishop and by the Secretary of the Synod plus ten additional copies of the Journal.

(d) To send to the Provincial Registrar a certificate of the election of Clerical and Lay Delegates and Alternate Delegates to represent this Diocese at the Provincial Assembly as required by the Provincial Canons.

(e) To send to the Provincial Registrar a certificate of the election of Clerical and Lay Members of the Provincial Council and/or any replacement Members as required by the Provincial Canons.

(f) To send copies of the Journal of Synod to the Provincial Registrar, every member of the Clergy canonically resident in this Diocese, each Congregation of the Diocese, other persons, or officers who shall in writing request copies, and other persons or officers whose names appear on the permanent mailing list of the Secretary.

(g) To present annually a report to the Synod showing the performance of his or her duties, to deliver to the Synod communications from the Province and other officers and persons, and to refer to the Synod any matter continued from a previous session of the Synod.

(h) To deliver to his or her successor all records relating to the current affairs of Synod and to the Registrar of the Diocese all records of archival significance.

Section 7.3.2 The records of Synod maintained by the Secretary shall be open at all times for inspection by members of the Diocese.

Section 7.3.3 The Diocese shall pay the necessary expenses of the Secretary of Synod.

Section 7.3.4 The Secretary of Synod shall not serve more than five consecutive years. No person who has served a full term as Secretary of Synod shall be eligible for appointment until one year after his term has expired.

Section 7.4 The Treasurer of the Diocese

Section 7.4.1 In addition to the duties prescribed in the Constitution and elsewhere in these Canons, the Treasurer of the Diocese shall have the following responsibilities:

(a) Unless otherwise expressly provided to the contrary, to act as the financial agent for the receipt and disbursement of funds of the Diocese.

(b) To deposit all funds received as directed by the Department of Finance.

(c) To provide to the Department of Finance the bonding required by it.

(d) To report to the Department of Finance and to the Diocesan Council at all their meetings.

(e) If the Treasurer at any time has insufficient funds to meet the obligations of the Diocese, then due and within his or her jurisdiction to pay, it shall be his or her duty immediately to inform the Department of Finance and the Ecclesiastical Authority.

(f) To present annually to Synod a written account for the previous fiscal year of the funds in his or her custody and such other information as Synod may direct.

(g) To deliver to his or her successor all money, accountsand records of the Diocese pertaining to the office of Treasurer, and to render to the Diocese a receipt therefor.

Section 7.4.2 The accounts and records of the Treasurer shall be audited annually during the month of July or as approved by the Diocesan Council, and may be audited at any other time by the order of the Department of Finance, by an independent Certified Public Accountant approved by the Department of Finance and not related in any way, either personally or financially, to the Treasurer.

Section 7.4.3 The Diocese shall pay the necessary expenses of the Treasurer, including the cost of appropriate bonds and all auditing expenses.

Section 7.4.4 No Treasurer shall serve more than ten consecutive years.

Section 7.5 The Registrar of the Diocese

Section 7.5.1. The Registrar of the Diocese shall serve as the registrar, historian, and archivist of the Diocese.

Section 7.5.2. The Registrar of the Diocese shall receive, collect, and preserve such materials as can be obtained relative to the history of the Diocese, its Bishops, Congregations, institutions and undertakings, and the Journals of Diocesan Synods Journals of Provincial Councils or Assemblies, or other Provincial gatherings; and to arrange, catalogue and classify all such materials as to make their contents accessible for reference and research. These materials shall remain the property of the Diocese and shall be delivered by the Registrar to the custody of his or her successor in office.

Section 7.5.3. The Diocese shall bear the costs of the safekeeping of the Registrar's records.

Section 7.5.4. The Registrar shall annually report to the Synod on the condition of the records, with such recommendations as may be deemed proper concerning their preservation and arrangement.

Section 7.5.5. Materials in the custody of the Registrar may be made accessible for research purposes to persons approved by the Bishop.

Section 7.5.6. The Registrar, when requested by either the Bishop or the Synod, shall obtain, prepare, and furnish material or data upon any matter contained in Diocesan records and shall make a report of such findings to the Synod at its next annual session.

Section 7.5.7. In addition to these duties, the Registrar shall perform such other duties as are imposed by these Canons.

CANON 8
CONDUCT OF THE SYNOD

Section 8.1 **Rules of Order**

Section 8.1.1 In addition to the Constitution and Canons of this Diocese, the Synod may adopt its own Rules of Order, which shall continue until amended, repealed, or suspended.

Section 8.1.2 Whereas a major purpose for conduct of Synod is to gather the diocese for worship, business and fellowship, the norm shall be an in-person meeting. In extraordinary circumstances, approved by the Ecclesiastical Authority with advice and consent of the Diocesan Council, Synod may be held virtually, provided there is a method to confirm quorum, allow full participation, and vote.

Section 8.1.3 A quorum for the conduct of business shall be a simple majority of both parochial clergy and of certified deputies.

Section 8.1.3.1 All parochial clergy in the diocese shall attend synod in person, provided the exception of Section 8.1.2 is not enacted.

Section 8.1.3.2 All congregations located in Illinois and the contiguous states shall send full deputations, provided the exception of Section 8.1.2 is not enacted.

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Section 8.1.3.3 Congregations outside Illinois and the contiguous states shall send a MINIMUM of half their deputation, provided the exception of Section 8.1.2 is not enacted, as long as there are approved alternate means for the remainder to be counted among quorum, to participate and to vote remotely.

Section 8.1.3.3.1 For congregations outside the continental USA, due to cost and visa restrictions, may be excused from sending lay deputies at the discretion of the Ecclesiastical Authority, and if so, their deputations will not count within the required quorum.

Section 8.1.4 When the word "majority" is used in reference to votes of Synod, it shall mean a simple or designated fractional majority of those Deputies who have been certified by the Committee on Credentials as entitled to seat, voice and vote in the Synod and who have properly registered prior to commencement of each session of Synod.

Section 8.1.5 At meetings of the Synod, the Clergy and the Lay Deputies shall deliberate and vote as one body, with the following exceptions:

(a) At the election of a Bishop, or the election of Representatives or Members for the Provincial Assembly or Provincial Council, or upon amendment of this Constitution, the concurrence of both Orders shall be necessary.

(b) At the request of any four members of the Clergy entitled to vote, or of any four Lay Deputies representing two or more different Congregations, the vote shall be taken by Orders. When a vote is taken by Orders, the concurrence of both Orders shall be necessary for affirmative action.

Section 8.2 The Conduct of Elections

Section 8.2.1 On the first day of each annual session of the Synod, the Committee on Nominations shall present its nominations for all offices and positions to be filled by vote of the Synod. Any nominations from the floor may be received on either day.

Section 8.2.2 If, at the time of any election, only the number of names required to fill any office or position has been placed in nomination, then the Secretary of the Synod may, by the majority consent of each Order, declare the election of the persons so nominated.

Section 8.2.3 The Secretary of the Synod shall supply sufficient ballots, distinguished for the use of the two Orders by being of different colors. No other ballots shall be counted in any election.

Section 8.2.4 Voting may take place on either of each annual session of the Synod. When the time for voting shall have expired, the Tellers shall proceed to canvass the vote as provided in Section 8.2.5.

Section 8.2.5 The Secretary of the Synod shall supply each set of Tellers with a tally sheet, properly headed with respect to the office being filled and numbered with respect to the number of that ballot being cast for that office (whether first ballot, second ballot, etc.). The tally sheet shall list all nominees for that office and the results of the canvass. The vote shall be recorded on the tally sheet by the Tellers. The vote shall be void if unauthorized persons are involved in the canvass. Immediately after canvassing the vote, the Tellers shall place all the ballots cast for a particular office in an envelope furnished by the Secretary of the Synod. This envelope shall be sealed and signed by the Tellers and shall be delivered to the Secretary with the tally sheet attached.

Section 8.2.6 The Tellers shall examine all ballots. If the validity of any ballot is in doubt, the Tellers shall record on the back of the ballot the question raised. Before tallying, any doubtful ballots shall be presented to the President and the President's ruling, endorsed on the back, shall be final.

Section 8.2.7 If the correctness of the canvass by the Tellers of any vote shall be called in question, such vote shall be re-canvassed on the written request of any two members of the Synod addressed to the President. Such re-canvass of a vote shall be made by the President of the Synod or the President's appointee, the President of the Standing Committee, and the Secretary of the Synod, and their findings in the matter shall be final and conclusive. No re-canvass shall be allowed after the close of Synod.

Section 8.2.8 It is permissible for an electronic means of voting to be utilized in lieu of paper ballots provided the intent of all other provisions of this canon are met.

SECTION 8.3 Nominations in the Election of a Bishop

Section 8.3.1 Whenever the Ecclesiastical Authority of this Diocese shall call for the election of a Bishop, Bishop Coadjutor or Suffragan Bishop, and the Synod, where required, shall have given its consent thereto, a committee shall be appointed to be known as "The Committee for Nominations in the Election of a Bishop," to consist of one member of the Clergy and one Layperson appointed by the Ecclesiastical Authority, one member of the Clergy and one Layperson appointed by the Standing Committee if not functioning as the Ecclesiastical Authority, two Laypersons elected from separate Congregations in each Deanery of the Diocese and the Regional Dean thereof or the Regional Dean's Clerical designee, and the Chancellor. The members of the Committee shall be appointed not less than four months prior to the date set for the session of the Synod at which such election is to be held.

Section 8.3.2 The appointment of members of the Committee shall conform to the following procedure. The Secretary of the Synod will give notice to the Regional Deans to call Convocations of their respective Deaneries to elect members of the Committee. Following the election, each Regional Dean shall report to the Secretary of the Synod, who will advise the Standing Committee and request the Standing Committee to make its appointments which may be from the Diocese at large. The Secretary of the Synod will advise the Ecclesiastical Authority of these appointments so that he may then make his appointments. The Chancellor will convene the first meeting of the Committee.

Section 8.3.3 The Committee shall choose its chairman and secretary from among its members and shall have power to adopt rules and regulations governing its procedures, not inconsistent with this Canon. The Committee may at any time fill any vacancies in its membership caused for any reason. Vacancies in the Clerical membership shall be filled by the appointment of members of the Clergy and in the Lay membership by the appointment of Laypersons. The Committee shall continue to exist either until the close of the session of the Synod at which the Bishop, Bishop Coadjutor or Suffragan Bishop is elected, or

until the Committee shall have been discharged by action of Synod.

Section 8.3.4 The Committee shall call for, receive and may itself propose for its consideration names of members of the Clergy who may lawfully be elected to the Episcopal office to be filled, and shall fix the time within which such suggested names may be filed with the Committee, but in no event less than forty days prior to the date set for the session of the Synod at which such election is to be held. Any member of the Committee whose name shall be proposed for consideration as a nominee must either withdraw his or her name or withdraw from the Committee. The Committee may permit a reasonable period of time to allow any of its members nominated to consider the nomination prior to withdrawing from the Committee, during which time such member shall not participate in the work of the Committee.

Section 8.3.5 The Committee shall select not more than five and not less than three persons whom it deems qualified for such office. The Committee shall prepare a report to the Synod giving at a minimum the names of the persons so selected, together with a brief biographical sketch of each. The report of the Committee shall be printed and mailed by the Secretary of the Synod to (1) every Clerical member of the Synod, and (2) the Clerk of each Congregation in quantities sufficient for distribution to each Lay Deputy, at least two weeks prior to the date set for the session of the Synod at which such election is to be held.

Section 8.3.6 The presentation of the report of the Committee shall be the first order of business at the Synod after a quorum has been declared, and this report shall constitute a nomination of each of the persons named. If a nominee withdraws prior to balloting, the Committee may substitute the name of a qualified person that it has previously considered.

Section 8.3.7 Nominations may be made from the floor at any time after the report of the Committee shall have been presented until an election shall have taken place, except when a vote is being cast.

Section 8.3.8 In the case of persons nominated by the presentation of the report of the Committee, the initial seconding speech shall be limited to ten minutes, the next seconding speech to five minutes, and any further speeches to three minutes each. In the case of all other persons nominated, the nominating speech shall be limited to ten minutes, the initial seconding speech to five minutes, and any further speeches to three minutes each.

CANON 9

Assessment of Missions and Parishes

Section 9.1 Assessments upon the Congregations

Section 9.1.1. The Department of Finance shall annually prepare lists of the Diocesan Assessments, which shall be levied upon the Cathedral, Parishes, and Missions of the Diocese for the following year. Missions receiving mission support shall not be subject to diocesan assessment.

Section 9.1.2. The basis for assessments levied upon the Cathedral, Parishes, and Missions of the Diocese shall be total normal operating income of the Cathedral, Parish, or Mission for the preceding year. Total normal operating income shall be defined as the sum of all normal operating income during the reported year as documented on the final reconciled Profit and Loss Statement for the entire reported year of the Cathedral, Parish, or Mission (including, but not limited to those monies expended for maintenance, utilities, operation, staffing, and insurance).

A. Total normal operating income shall be defined as the sum of:

i) Plate offerings, pledge payments, and regular support; and

ii) Interest, dividend, or other regular and recurring income used for operations from investments; and

iii) Other operating income, including unrestricted gifts and restricted gifts used for operations, and contributions from congregational organizations; and

iv) Unrestricted bequests used for operations; and

v) Principal of any investment used for the payment of operating expenses including, but not limited to, those monies expended for maintenance, utilities, operations, staffing and insurance.

B. The following shall be excluded from a congregation's basis:

i) Any funds expended from the principal of endowments or investments held in trust for, or by, the Cathedral, Parish, or Mission that are not used to fund normal operating expenses.

ii) The amount applied by Synod as mission support for the previous year.

iii) Monies gathered through fundraising activities designated for unique and specific mission or outreach purposes (e.g., Church Camp scholarships or to offset medical debt), and disbursed for the cause they were solicited.

iv) Mission support received from the Diocese shall be excluded from a congregation's basis, regardless of its use.

Section 9.1.3. The assessment of each congregation shall be computed by multiplying its basis by the assessment rate of ten percent (10%).

(a) The Bishop may exercise his discretion for the year following a new congregation coming into union with the Diocesan Synod in setting the assessment rate of that congregation

(b) The Bishop may exercise his discretion to reduce the assessment rate against a Cathedral, parish, or mission if he determines that the congregation requires that aid and advises the Diocesan Council of that decision.

Section 9.1.4. If any Congregation shall not file with the Secretary of Synod its annual Parochial Report for any year, the Department of Finance shall estimate the normal operating income for such Congregation for that year. Such estimated normal operating income of such Congregation shall not be less than the normal operating income reported or estimated for any one of the three preceding years. No appeal of any assessment based on such estimated normal operating income shall be allowed to such Congregation.

Section 9.1.5. Every Congregation shall pay monthly to the Treasurer of the Diocese one- twelfth (1/12) of its current annual assessment.

Section 9.1.6. The Department of Finance shall hear the appeal of any Congregation for an adjustment of an assessment on only the following grounds:

(a) That the assessment was computed or levied contrary to the provisions of these Canons; or

(b) That the Congregation made an error in reporting its total operating expenses; or

(c) That the Chapter, Vestry, or Bishop's Committee of the Congregation states by resolution that it is financially unable to pay part or all the assessment.

Section 9.1.6.1 The Congregation, within thirty (30) days after its Treasurer has received the notice of the assessment, must make written notice of appeal (email with proof of receipt and facsimile transmission shall be acceptable as written notice). The notice of the appeal shall clearly state the basis of such appeal and all pertinent facts. The Department of Finance, gathered as a Committee of the Whole, shall act on the appeal within thirty (30) days after it has received notice. The Congregation affected shall be given prompt written notice of the decision of the Department.

Section 9.1.6.2 The Department of Finance's determination shall be subject to final consideration by the Diocesan Council upon written application by the Congregation, which application shall set forth the basis for its contention that the assessment was incorrect or unfair. The Department of Finance shall annually certify to the Diocesan Council before its January meeting any changes or adjustments made in any assessment. The Council shall cause the budget to be adjusted to conform to the assessments as reported by the Department of Finance.

Section 9.2 The Bishop's Discretionary Fund

Section 9.2.1 It shall be the duty of the Minister of every Congregation to ask an offering from the Congregation for the Bishop's Discretionary Fund to be presented at or following the time of the official episcopal visitation. The Treasurer of the Congregation shall pay the amount of such offering to the Bishop not later than thirty days after the visitation.

Section 9.2.2. The Bishop's report of total receipts for his Discretionary Fund and of total receipts for other funds designated for use at his discretion shall be published annually in the Journal.

Section 9.2.3. The Synod may include an amount in the annual Diocesan budget for the Bishop's Discretionary Fund.

Canon 10

The Standing Committee

Section 10.1. The Standing Committee shall have the right to adopt for itself rules for the conduct of its meetings and the transaction of its business; provided, that the President may call a meeting at any time and shall do so when requested in writing by any two members of the Committee. The Standing Committee, being also a council of advice to the Bishop, shall be convened by the President whenever the Bishop shall desire to have its advice, and it may advise the Bishop on its own motion if so disposed.

Section 10.2. The Secretary of the Standing Committee shall record and maintain the minutes of its proceedings, attest its acts, and perform such other duties as may be required. The Secretary of the Standing Committee shall deposit all records, other than those in current use, with the Registrar of the Diocese for safekeeping and proper preservation as part of the archival property of this Diocese.

Section 10.3. The Standing Committee shall annually report to the Synod its official acts excepting those which pertain to the exercise of its functions as a council of advice to the Bishop.

Section 10.4. Acting in its capacity as Directors of the Diocesan Corporation, the Standing Committee shall be governed by the provisions of the following sub-sections.

Section 10.4.1. Board of Directors. Consistent with Article X, Section 1 of the Constitution of this Diocese, the Standing Committee, along with the Bishop, shall constitute the Board of Directors of the Diocesan Corporation.

Section 10.4.2. Officers of the Corporation. The officers of the Corporation shall be the President, the Vice-President, the Secretary, and the Treasurer. The Bishop shall ex-officio be President of the Corporation. The President of the Standing Committee shall be Vice-president of the Corporation; except, that when there is no bishop, the President of the Standing Committee shall be the President of the Corporation, and the Vice-president of the Standing Committee shall be Vice-president of the Corporation. The Secretary of the Standing Committee shall be Secretary of the Corporation. The Treasurer of the Diocese appointed by the Bishop

or other Ecclesiastical Authority shall be Treasurer of the Corporation, but need not be a Director of the Corporation.

Section 10.4.3. Annual Meeting. The Board of Directors shall meet at least annually to elect officers and conduct necessary business of the Corporation, or any other action required by law. Notice of the date, time and place of the Annual Meeting shall be given in accordance with the rules of the Standing Committee.

Section 10.4.4. Records. All permanent records of the Corporation shall be kept at the principal office of the Corporation, and may be stored and maintained in either paper or electronic format.

Section 10.5. Indemnification. The Diocesan Corporation shall protect, hold harmless, and indemnify the Bishop and Standing Committee, and other officials of the diocesan Corporation, for any and all official actions taken in good faith in fulfillment of their obligations as officials of the Corporation; except for any act or omission involving willful or wanton conduct, or carried out: a) in disregard of the Constitution and Canons of this Diocese; or b) in disregard of the actions or express directions of the Synod.

Canon 11

Diocesan Council

Section 11.1. Diocesan Council

Section 11.1.1 The Diocesan Council (herein called the "Council") shall consist

(a) The Bishop of the Diocese.

(b) Nine members to be elected by the Synod for terms of three years, three of whom shall be Clergy and six of whom shall be Laypersons. One member of the Clergy and two Laypersons shall be elected annually.

(c) Six members to be appointed by the Bishop of the Diocese for terms of three years, three of whom shall be Clergy and three of whom shall be Laypersons. One member of the Clergy and one Layperson shall be appointed annually.

(d) Regional Deans, Diocesan officers, Department Chairs and Commission Chairs shall be entitled to seat and voice on the Diocesan Council and shall be notified of all meetings thereof at which they shall provide pertinent reports.

Section 11.1.2. Clergy elected or appointed to membership shall be canonically resident and serving within this Diocese, and Laypersons elected or appointed to membership shall be qualified electors of Congregations of this Diocese. No person who has served a full term on Council shall be eligible for election or appointment until one year after his or her term has expired.

Section 11.1.3. Any vacancy in the elected membership of the Council shall be filled by election by the remaining members of the Council, and a member so elected shall serve until the next annual session of the Synod, at which time the Synod shall fill any unexpired term. The Bishop, at his discretion, may fill any vacancy in the appointed membership of the Council.

Section 11.1.4. The Bishop shall be the Chairman of the Council. A Vice Chairman (who shall preside in the absence of the Chairman), and a Secretary shall be elected by the Council. The Bishop shall set the agenda for Council meetings, provided, however, that Council members shall have the opportunity to move amendments to the agenda. The Council may adopt such rules or by-laws as it deems necessary for the proper conduct of its business.

Section 11.1.5. A regular meeting of the Council shall be held within thirty days after the annual session of the Synod. The Council may provide, by resolution, the time and place for the holding of regular meetings without notice other than such resolution. Special meetings of the Council may be called by the Bishop; provided, that two members of the Council may initiate the call by petitioning the Bishop.

One weeks' notice of any special meeting shall be given to the members. The Council shall meet a minimum of four times between annual sessions of the Synod. A majority of the Council members fixed by this Canon shall constitute a quorum for the transaction of business at any meeting of the Council. The act of the majority of members present at a meeting at which a quorum is present shall be the act of the Council.

Section 11.1.6. The duties of Diocesan Council shall include, but shall not be limited to, the direction and prosecution of the missionary, educational, communications, financial, and strategic work of the Church within this Diocese, subject to the provisions of Article XI of the Constitution.

Section 11.1.7. All funds of the Diocese shall be administered by the Diocesan Council which shall establish such accounts as it deems appropriate.

Section 11.1.8. The Diocesan Council shall also select a group health and life insurance plan to provide for coverage of the Clergy of the Diocese. All Congregations of the Diocese shall participate in the plan chosen by the Diocesan Council and shall pay the premiums for this coverage unless coverage is provided for its Clergy through secular employment or as the Diocesan Council may otherwise direct.

Section 11.1.9. Executive Committee. The Bishop shall have the authority to appoint an Executive Committee of Diocesan Council. The Committee shall consist of five (5) members of council appointed by the Bishop. The Executive Committee may be called into session by the Bishop at his discretion and shall have the authority to act for the Diocesan Council in emergency situations where Council cannot be called into session in a timely manner. The Executive Committee shall report its actions at the next meeting of Council for approval. The Executive Committee may authorize expenditures of not more than $5,000.000 to advance the mission of the Diocese.

Section 11.2 Departments of Council

Section 11.2.1 The Council shall establish such Departments as may be necessary for the performance of its duties. All Departments are responsible to the Council and are under its direction and control.

Section 11.2.2. The Bishop shall appoint the Chairman, and after consultation with the Chairman, the membership of each Department. The appointments of the Chairman and of the other members are subject to the approval of Council. These Departments shall consist of no less than five members, each of whom shall have a voice and vote in Departmental meetings, with balanced representation in each Department of both the Lay and Clerical Orders.

Section 11.2.3. Each Department shall meet at least annually. An annual report of its work shall be made to the Council and printed in the Journal of Synod. Each Department shall also make such further reports as are requested by Council.

Section 11.2.4. At a minimum, there will be:

(a) A Department of Finance. This Department shall annually prepare and present at a date specified by Council, but not later than September 1, a proposed budget for the coming year. This Department may also consider all fiscal matters pertaining to the budget.

(b) A Department of Education. The purpose of the Department of Education is to further Christ's mission through its educational ministry. To this end, the Department of Education of the Diocese of Quincy shall serve as a resource to the Clergy and Congregations of the Diocese for educational programs for persons of all ages, supervise and facilitate programs for youth and young adults in the Diocese, and assist in the oversight and development of college ministries.

Section 11.3 Commissions of Council

Section 11.3.1 The Council may establish Commissions as it deems necessary.

Members of Commissions shall be appointed by and serve at the pleasure of the Bishop and Council. Each Commission shall report annually to Diocesan Synod.

Section 11.3.2. At a minimum, there will be:

(a) The Commission on Ministry. This Commission shall operate under the provisions of Canon 4. The Commission on Ministry shall interview all candidates for the office of Rector or Vicar of any Church in the Diocese of Quincy who are not canonically resident in this Diocese. This provision can be met by the presence of at least two members of the Commission, one Clergy and one Lay, at the interview of the candidate with the Search Committee of the Church. The Commission representatives will make a

written recommendation to the Bishop regarding the candidate following the interview. The Commission shall also interview candidates for the post of Assistant/Associate to the Rector at the request of the Rector or the Bishop.

(1) The Commission shall be composed of ten persons (not counting ex officio members), half of which shall be Clergy, and each member shall serve for a period of five years. Appointments shall be made by the Bishop with one-fifth of the terms being appointed at each annual Synod. There is no limit to the number of terms that a member may serve; however, it is customary, although not mandatory, that a minimum of one year elapse from the end of a member's term to his or her appointment for a new five-year term. An individual who is appointed to serve the remainder of an existing term is eligible for appointment to a regular term without a minimum one-year hiatus. The Bishop may relieve a Commission member of his or her duties at any time and may appoint a replacement to complete the unexpired term.

(2) The Bishop shall designate the Commission Chairman and Secretary.

(3) The Bishop may appoint additional ex officio members with voice and vote to represent various other commissions and departments that have an interest in the selection and promotion of Clergy for the Diocese and the Church. The ex officio members' tenures on the Commission will coincide with their terms on the Boards or Committees that they represent or other offices that they hold.

Section 11.4 Diocesan Budget

Section 11.4.1 The Diocesan Council is responsible for formulating the Diocesan budget. The Diocesan Council shall prepare the proposed budget for presentation to Synod at its annual session. Copies of the proposed budget shall be mailed to all Clergy and Deputies to Synod thirty days prior to the Synod. No budget shall be adopted by Synod if the reasonably projected expenses exceed the reasonably projected income unless approved by a two-thirds vote.

Section 11.4.2. No regular or special committee, commission, department, officer, or agent, elected, appointed, or constituted by the authority of the Synod of this Diocese, shall have authority to incur any financial obligation or expense binding upon the Synod or the Diocese in excess of the appropriation voted by the Synod to such regular or special committee, commission, board, officer, or agent except as further set forth below.

Section 11.4.3. The process for requesting unbudgeted financial obligations or expenses shall be as follows:

1. Such requests shall be submitted in writing to the Finance Department. Following evaluation by the Finance Department, the request shall be submitted to the Diocesan Council, in writing, with the recommendation of the Finance Department.

2. Final determination shall be made by the Diocesan Council and communicated, in writing, to the Ecclesiastical Authority of the Diocese.

3. Should such requests for unbudgeted financial obligations or expenses Require unplanned draws from Diocesan Trust funds, the decision of Diocesan Council shall be communicated to the Standing Committee and to the subsequent Diocesan Synod.

4. In cases of emergency, should special sessions of the above approving authorities be impossible or impractical, the Ecclesiastical Authority of the Diocese shall have the right to spend unbudgeted diocesan funds as necessary.

Section 11.5 Aid to Parishes

Section 11.5.1 A parish may apply to the Diocese for financial assistance under the following conditions:

(a) When an existing parish needs short-term financial assistance to meet an extraordinary and unplanned expense.

(b) When an existing parish needs longer-term financial assistance to meet clergy expenses required in order to comply with Diocesan canons or directives of the Bishop.

(c) When an existing parish creates a parochial mission, either by origination or by transferring a diocesan mission to parochial mission status under the supervision of that parish under the provisions of Canon 3.2.

Section 11.5.2. In each such circumstance:

(a) The parish Vestry shall apply to the Diocesan Council for aid in a specific amount by submitting to the Diocesan Department of Finance 30 days in advance of the next Council meeting such documents as required to substantiate the need and justify the request. If the Diocesan Department of Finance approves the request, it shall forward a recommendation to the Bishop and Diocesan Council prior to that next meeting.

(b) Along with any recommendation on its part to provide such aid, the Diocesan Department of Finance shall submit to the Diocesan Council a summary of the aid requested, an assessment of the parish's ability to repay the moneys, and a specific repayment schedule showing amounts due by date.

Section 11.5.3. The Diocesan Department of Finance shall prepare and make available application forms and a list of supporting documentation needed to facilitate such requests.

Canon 12

Ecclesiastical Trial Court

Section 12.1 Ecclesiastical Discipline

Section 12.1.1 The Church has its own inherent right to discipline the faithful who commit offenses. Penalties are established only insofar as they are essential for repentance, reformation, and ecclesiastical discipline and order. The types of discipline are Godly Admonition, Inhibition, Presentment, and Trial.

A Godly Admonition is a written directive from a Bishop to a member of the Clergy under his jurisdiction. Such admonition shall not be issued until the Bishop shall have made reasonable effort to meet personally or by acceptable alternative means with the member of the Clergy and the issues have been clearly and fairly discussed. The written admonition shall be specific concerning the matter complained of and the canonical or theological basis for the complaint, and shall provide a reasonable time for the required action to be taken. A Godly Admonition may be used alone or in conjunction with an Inhibition where appropriate.

An Inhibition is a temporary suspension of a Priest or Deacon from the exercise of ministry, in whole or in part, when the Bishop believes that it is in the best interests of the accuser(s), the Church, and/or the accused to do so, pending an accusation, canonical investigation, presentment, trial or voluntary submission to discipline under these canons. An Inhibition may be used alone or in conjunction with a Godly Admonition. An Inhibition shall be in writing. A Bishop may temporarily inhibit a Priest or Deacon when the Bishop believes, upon reasonable grounds, that the Priest or Deacon has engaged in conduct upon which a Priest or Deacon in this Church may be presented. With the advice and consent of the Standing Committee or its equivalent, such inhibition may be extended until such charge is dropped or action taken by a Trial Court, or the accused voluntarily submits to the discipline of the Church.

A Presentment is an accusation or accusations of conduct believed by the accuser(s) to be in violation of the Canon which may be brought against a Priest or Deacon. Whenever possible the Bishop shall meet with the accuser(s) in person or by alternative means, for example zoom, to assess their credibility and the credibility of the accusation(s). The accusation(s) shall be in a writing that contains the facts supporting the allegations of wrongdoing and shall be signed and sworn to by the accuser(s) and delivered to the Bishop.

Section 12.2 Ecclesiastical Presentment

Section 12.2.1 The following are the charges or accusations on which a Priest, or a Deacon in this Church may be presented:

1. Apostasy from the Christian Faith;
2. Heresy, false doctrine, or schism;
3. Violation of ordination vows;
4. Conduct giving just cause for scandal or offense, including the abuse of ecclesiastical power;
5. A conviction by a court of competent jurisdiction for felony or other serious offenses;
6. Sexual immorality;
7. Acceptance of membership in a religious jurisdiction with purpose contrary to that of this Church;
8. Violation of any provision of the Constitution of this Church;
9. Disobedience, or willful contravention of the Canons of this Church;
10. Habitual neglect of the duties of his/her Office;
11. Habitual neglect of public worship, and the Holy Communion, according to the order and use of this Church;
12. Willful refusal to follow a lawful Godly Admonition.

Section 12.2.2 The Diocese shall appoint a Canonical Investigator to ascertain the merit of the accusations and make a recommendation to the Bishop's authority as to whether juridical process should be pursued.

Section 12.2.3 A Priest or Deacon may be presented for trial for one or more of the offenses set forth in these Canons.

Section 12.2.4 A Presentment of a Priest or Deacon may be initiated in any of the following ways:

(a) If any credible victim or witness lays evidence before the Bishop that the Priest or Deacon has committed an offense outlined in the Canons, the Bishop shall likewise cause an investigation to be made by a Canonical Investigator.

(b) If a majority of the Vestry of a Parish, a majority of the Bishop's Committee of a Mission, or any three members of this Diocese, clergy or lay, address a charge in writing to the Bishop, setting forth with a reasonable certainty the offense or offenses the accused is alleged to have committed, they shall lay those facts before the Bishop in an affidavit supporting the charge. An affidavit shall include a statement, signed by all complainants, that the allegations are from personal knowledge or from credible information, and shall include a pledge that the complainants will make every reasonable effort to prove such charges if the accused is presented for trial. The affidavit and charge will be presented without delay to the Bishop. The Bishop shall likewise cause an investigation to be made by a Canonical Investigator.

(c) If the Bishop determines that there is cause to believe that a Priest or Deacon may be liable for presentment and trial, and that the interests of the Church require an investigation, he shall cause an investigation to be made by a Canonical Investigator.

If the Bishop deems the accuser(s) not to be credible and the accusation(s) to be without any merit, he shall inform the accuser(s) in writing of his determination and the accuser(s) shall have 30 days after such determination by the Bishop to appeal his decision to the Standing Committee.

The Standing Committee shall then have 30 days to determine whether the accuser(s) and the accusation(s) are credible, or to affirm the Bishop's decision. If they reverse the Bishop's determination, in whole or in part, they shall cause an investigation to be made by a Canonical Investigator.

Section 12.2.5 If a member of the Clergy of this Diocese has reason to believe that there are allegations in circulation affecting his or her moral or religious character, he or she may, with the written recommendation of any two members of the Clergy of this Diocese, present to the Bishop his or her written request that the Bishop cause such allegations to be investigated. The Bishop shall, without delay, request a Canonical Investigator to make such investigation.

Section 12.2.6 If a Priest or Deacon is charged with disobedience to, or disregard of, a Godly Admonition given by the Bishop, any presentment brought must show Godly Admonition was not arbitrary or capricious, and was not in any way contrary to the Constitution and Canons of the Diocese. If the Bishop giving the Godly Admonition has retired, or is for any reason unable to act, the Godly Admonition may remain in force under the subsequent ecclesiastical authority.

Section 12.2.7 The Presentment shall be in writing and served upon the accused member of the Clergy either by personal service, or in such written manner as shall be prescribed by the Court at least 30 days prior to the beginning of any actual proceeding of the trial court in order to allow the accused sufficient time to prepare a defense of any complaint made.

(a) No presentment shall be made, or conviction had, for any offense under these Canons unless the offense shall have been committed within ten years immediately preceding the time of the presentment. Such time may be extended by written permission of the Bishop.

(b) For any offense or criminal conviction for a felony, a presentment may also be made at any time within one year after such conviction.

(c) The accused shall be entitled to notice of an ongoing investigation. The accused has the right to retain legal counsel or another representative and may submit his or her defense in writing. The presenters also have the right to retain legal counsel or another representative.

Section 12.2.8 Whenever the Bishop believes he cannot fairly assess the credibility of the accuser(s), the accusation(s), or the accused, or fairly impose sentence, he shall recuse himself and delegate the investigation, presentment, and/or sentencing to another Bishop having jurisdiction.

Section 12.2.9 During the pendency of the investigation, the details of the accusations(s) and the investigation shall be maintained in appropriate confidence.

Section 12.3 The Ecclesiastical Trial Court

Section 12.3.1 There shall be an Ecclesiastical Trial Court in this Diocese, consistent with the provisions of these Canons and the Provincial Canons, which shall have primary jurisdiction to try a Priest or Deacon for any offense set forth in these Canons and the Provincial Canons. A Bishop shall not be liable to Presentment and Trial within the Diocese.

Section 12.3.2 The Court shall also have appellate jurisdiction over all matters concerning Holy Matrimony which may be referred to it.

Section 12.3.3 The Court shall consist of three members of the Presbyterate canonically resident in this Diocese, and two Laypersons, who shall be qualified electors, who shall be elected for two-year terms by the Synod at its annual session. The Court shall annually elect one of its members as Presiding Judge.
For the purpose of this Canon, a qualified elector shall be a confirmed adult communicant in good standing of a Congregation in this diocese and shall be able to certify the same by enrollment in the Parish Register and the records of the Treasurer.

Section 12.3.4 A vacancy among the elected members of the Court may be filled, until the next annual session of the Synod, by appointment made by the Bishop subject to the approval of the remaining members of the Court.

Section 12.3.5 If the term for which a member of the Court was elected or appointed expires during the course of a Trial, such member shall continue to act in the cause until the termination thereof, and the composition of the Court shall not be altered during the course of any Trial for that Trial.

Section 12.3.6 The Presiding Judge and two other members of the Court shall constitute a quorum for the transaction of business, but no judgment shall be made, or sentence pronounced, unless concurred in by at least three members of the Court who have been present during all the Trial.

Section 12.3.7 The Chancellor of the Diocese or, in case of his or her inability or declining to act, a person of like qualifications appointed by the Bishop, shall attend the sessions of the Court and act as its Legal Adviser.

Section 12.3.8 The Court shall transact its business in compliance with these Canons and the Provincial Canons and of this Diocese and with such rules of procedure as it may prescribe for its own guidance.

Section 12.4 Ecclesiastical Trial

Section 12.4.1 Consistent with all provisions of these Canons and the Provincial Canons, the Trial of a Priest or Deacon shall be conducted as follows.

Section 12.4.2 Prior to beginning of any Trial, each member of the Court shall subscribe to the following oath before the Presiding Judge:

> "I, [name], do hereby solemnly affirm in the presence of Almighty God that I have not prejudged the case of the Reverend [name], about to be tried, and that I believe I can render, God helping me, a just and impartial verdict according to the evidence."

Any member who is unable to take this oath shall be removed from the Court for purposes of that Trial and shall be replaced as provided by Canon.

Section 12.4.3 No member of the Court shall sit or act in any case in which the member is unqualified because of known bias, relationship to the accused, or any provision of the Provincial or Diocesan Canons. Further, upon objection by the accused, any member of the Court may be disqualified by a majority of the other members of the Court, and a replacement appointed as provided by Canon.

Section 12.4.4 The Ecclesiastical Trial Court shall employ, at Diocesan expense, a Court Reporter for all proceedings.

Section 12.4.5 Upon showing of good cause by the accused, the Court may meet for periods in closed session.

Section 12.4.6 The accused shall appear before the Court in person and may be represented by Counsel. If the accused desires Court appointed Counsel, it shall be provided at Diocesan expense in accordance with a fee schedule established by the Standing Committee.

Section 12.4.7 Subpoenas for the attendance of witnesses at Trial may be issued by any member of the Court or by its Clerk, and it shall be the duty of every person served with such a subpoena to attend in obedience thereto.

Section 12.4.8 Each person who signed the Presentment shall likewise appear in person or by acceptable alternate means and give evidence as directed by the Court.

Section 12.4.9 The Church Attorney shall be present as Counsel to conduct the prosecution. The Court may determine the number of Counsel who may appear for either party. The Court may refuse to hear and may exclude from its presence any Counsel who disobeys its orders or is guilty of any improper conduct before the Court.

Section 12.4.10 The accused shall enter a plea of either guilty or not guilty to the charges in the Presentment. If the accused appears and fails or refuses to plead, the Court shall enter a plea of not guilty and shall proceed with the Trial.

Section 12.4.11 If the accused pleads guilty to each charge in the Presentment, the Court shall, within 10 days, pronounce its judgment and sentence in writing, signed by a majority of its members. The signed original of the findings and sentence shall be delivered to the Bishop, and copies shall be delivered to the accused and to the Registrar of the Diocese. The accused may be suspended, and subsequently deposed from the ministry by the Bishop.

Section 12.4.12 If the Presentment contains more than one charge, and the accused does not plead guilty to every charge, the Court shall proceed to Trial on the charges remaining in dispute.

Section 12.4.13 If the accused fails to appear for Trial, or upon any subsequent date to which the Trial has been adjourned, the accused may, upon a finding of sufficient evidence before the Court, be adjudicated and found guilty by default. The Court shall notify the Bishop of the default judgment in writing, and the accused may be suspended, and subsequently deposed from the ministry, by the Bishop.

Section 12.4.14 To the extent possible, the Trial shall be conducted according to the principles of the civil law and rules of evidence of the State of Illinois, or the state where the accused ministered, provided that relevant civil law or rules of procedure do not conflict with the Doctrine and Canons of the Church.

Section 12.4.15 Since the Ecclesiastical Trial Court lacks the power to compel the presence of witnesses and the production of documents, the Court may, at its discretion, modify rules of evidence which would normally require the production of primary or original evidence.

Section 12.4.16 These rules shall in all cases apply:

(a) No conviction shall be based solely upon hearsay testimony.

(b) The Court may allow amendment of the Presentment at any time prior to Trial; provided that the amended Presentment if served upon the accused in a timely manner that allows proper preparation for Trial.

(c) The Court may disregard any errors or defects in the Presentment which do not impair the substantial rights of the accused.

(d) The Court may allow the accused to alter his or her plea at any time during the Trial.

Section 12.4.17 Either side may object to the admission of evidence or any ruling of the Court. The objections shall be made part of the record. The accuse need not testify; provided that if the accused chooses to testify, he or she shall be subject to cross examination in the same manner as any other witness.

Section 12.4.18 Every witness before the Court, including the accused, shall swear to the following oath before giving testimony:

> "I, [name], a witness [OR, the accused] at the Trial of the Reverend [name], a Priest [or Deacon] of the Church in the Diocese of Quincy, most solemnly swear, with God as my witness, that the evidence I am about to give is the truth, the whole truth, and nothing but the truth. So help me God."

Section 12.4.19 Upon application, the Presiding Judge of the Court may appoint a Commissioner, either a Priest or Lay Communicant of this Church, and issue to him or her a letter of authority to take the evidence or testimony of any witness by means of a sworn affidavit, if such evidence or testimony cannot otherwise be produced at Trial. Reasonable notice of the time and place of taking the evidence or testimony shall be given to all parties. Both parties or their Counsel may attend and examine the witness before the Commissioner. The examination shall be taken before a Certified Court Reporter and the transcript shall be submitted in the form of an affidavit as evidence for purposes of Trial.

Section 12.4.20 After its consideration of the evidence, the Court shall issue its decision on the charges contained in the Presentment in writing signed by a majority of its members. The decision shall state whether the accused is guilty or not guilty of each charge and if the accused is found guilty, and state the sentence.

Section 12.4.21 The signed original of the decision and sentence shall be delivered in writing to the Bishop for imposition of sentence. A copy of the decision and sentence shall be delivered to the accused, and a second copy shall be delivered to the Registrar of the Diocese.

Section 12.4.22 Subject to any provisions of these Canons and the Provincial Canons, the Bishop shall impose such canonical sentence as shall appear to the Bishop to be proper; provided, that the sentence shall not be more severe than the sentence recommended by the Court.

(a) For imposition of sentence, the Bishop shall summon the accused and three or more of the Clergy of the Diocese to meet in a Church designated by the Bishop for this purpose, and shall publicly pronounce sentence.

(b) Prior to the pronouncement of the sentence, the accused shall have the opportunity to show cause why the sentence should not be pronounced and to offer any matter in excuse or mitigation for consideration by the Bishop.

(c) Upon sufficient showing, and good cause, the Bishop may, instead of pronouncing sentence, enter an order setting aside the decision of the Court, or he may grant a new Trial to the accused.

Section 12.4.23 If the accused is granted a new Trial, the Bishop shall appoint as Ecclesiastical Trial Court in the place of the Court that previously heard the case. The Court so appointed shall be limited in authority to the hearing of the new Trial. The proceedings of such new Trial shall be conducted as prescribed in these Canons and the Provincial Canons, except that no new service of the same Presentment upon the accused shall be required.

Section 12.4.24 If there is no Bishop Ordinary, then the Standing Committee, acting as the Ecclesiastical Authority, shall request a Bishop of the Province to act under the provisions of these Canons and the Provincial Canons.

Section 12.4.25 When the Bishop has pronounced a sentence of suspension or deposition from the ministry, the Bishop shall give such notices as required by these Canons and the Provincial Canons.

Section 12.4.26 Consistent with Provincial Canons, and these Canons, the Bishop may reduce or terminate a sentence of suspension from the ministry which has been judicially pronounced.

Section 12.4.27 A copy of the entire transcript of any Trial will be delivered to the Registrar of the Diocese within such period of time designated by the Court. All other records relating to the Trial, together with the Bishop's certificate of sentence, if pronounced, shall also be filed with the Registrar of the Diocese for permanent safekeeping. If there is an appeal, these records shall be made available to the appropriate Court.

Section 12.4.28 Fees and expenses billed by counsel for the accused shall be paid by the accused, except as provided in Section 12.4.4. The reasonable costs and expenses of every trial conducted under the provisions of this Canon, as allowed by the Presiding Judge of the Court, shall be paid from the funds of the Diocese.

Canon 13

Provincial Council

Section 13.1 Representatives to the Provincial Assembly

Section 13.1.1 The Diocese shall send the requisite number of delegates to the Provincial Assembly, as determined by the Provincial Canons. The representatives elected to Provincial Council (ref. Canon 13.2) shall also serve as delegates to Provincial Assembly, with terms concurrent with their respective terms on Council. Additional delegates to Provincial Assembly allowable per Provencial Canons shall be elected in years in which Provencial Council representatives are not elected, to serve 5-year terms. Should there be more than one vacancy, terms shall be adjusted such that future vacancies arise in a five-year staggered manner, with the Assembly-only delegates elected in years in which Council representatives are not also elected.

The qualifications for the clerical and lay delegates shall be those prescribed by the Provincial and Diocesan Canons. The delegates so elected shall also represent the Diocese in any special meeting of the Provincial Assembly called pursuant to the provisions of the Provincial Canons. The Diocese may provide in the budget for the expenses of the delegates attending meetings of the Provincial Assembly.

Section 13.1.2. Clerical Delegates shall be clergy canonically resident within the diocese. Lay Delegates shall be Communicants in good standing in a parish or mission of the Diocese, and shall have the endorsement of their Vicar or Rector.

Youth Delegates shall be between the ages of 16 and 25 at the time of election.

Section 13.1.3. Following the election of the Delegates, there shall be named at least two (2) Clerical Alternates and two (2) Lay Alternates, based on their vote pluralities in both Orders taken, as a whole, on the last ballot.

Section 13.1.4. The roster of Clerical and Lay Alternates shall be ranked and maintained in order of vote plurality by the Secretary of Synod. Any vacancy occurring among the Delegates, Clerical or Lay, shall be filled by the individual highest on the list of the Alternate Delegates of the same Order.

Section 13.1.5. Not less than two months prior to first day of any meeting of the Provincial Assembly, the Bishop shall cause all Delegates to be polled as to whether they will attend the Assembly. In the event of vacancies, the Bishop shall similarly poll the Alternate Delegates, according to rank on the list of Alternates, in order to assure full representation for the Diocese. The Bishop shall notify the Secretary of the Synod of the revised Delegation. If there is still a deficiency in the representation of the Diocese, or if one occurs subsequently, the Bishop shall appoint Delegates having the same qualifications as those elected.

Section 13.2 Members of the Provincial Council

Section 13.2.1 In accordance with the Provincial Canons, the Diocese shall be entitled to representation on the Provincial Council by the Bishop, one (1) member of the Clergy, and two (2) Lay persons. The Clergy and Lay members shall be elected by the Synod to staggered five (5) year terms.

Section 13.2.2. In 2022, in order to implement staggered terms, the Synod shall elect by concurrent majority vote of both Orders, one (1) member of the Clergy to serve a three (3) year term, one (1) Lay person to serve a four (4) year term, and one (1) Lay person to serve a five (5) year term as members of the Provincial Council. Thereafter, as any term expires, the Synod shall elect, by concurrent majority vote of both Orders, a replacement member of the appropriate Order, Clerical or Lay, to a five (5) year term to replace the member whose term expired. Members shall continue in office until their successors are elected or appointed.

Section 13.2.3. Clerical members of Council shall be Clergy canonically resident within the diocese. Lay members of Council shall be Communicants in good standing in a parish or mission of the Diocese, and shall have the endorsement of their Vicar or Rector.

Section 13.2.4. If a member of the Council, Clerical or Lay, is unable to serve for his or her entire term, the Bishop or other Ecclesiastical Authority shall appoint a replacement to serve for the remaining unexpired term of that member. Any elected member of the Council shall be eligible to run for one additional five-year term. Any member who has served two successive five-year terms shall not be eligible for re-election until one year after his or her second term has expired.

Section 13.3 Additional Provisions Applicable to the Provincial Assembly and to the Provincial Council

Section 13.3.1 The Synod shall provide annually in the budget of the Diocese a sufficient sum designated toward the expenses of Delegates to the Provincial Assembly and Members of the Provincial Council as needed to carry out their duties.

Section 13.3.2. Delegates to the Provincial Assembly and Members of the Provincial Council may serve concurrently on the other body, but this shall not be required as a condition of election to either body. Delegates to the Network Council Provincial Assembly and Members of the Provincial Council may serve concurrently on any other Diocesan board, council, or committee, or staff.

Section 13.3.3. Delegates to the Provincial Assembly or Members of the Provincial Council may also serve, as appointed by the Bishop, as delegates to any other Provincial gathering where diocesan representation is needed.

Canon 14

Title and Control of Property

Section 14.1 Diocesan Institutions

Section 14.1.1 Only institutions that have the prior approval of the Bishop, the Standing Committee and the Diocesan Council may represent their affiliation with the Diocese for the purpose of soliciting funds.

Section 14.1.2. The title to any property held by a Diocesan institution shall be vested in the Trustees of Funds and Property.

Section 14.2 The Trustees of Funds and Properties

Section 14.2.1 The Trustees of Funds and Property of the Diocese of Quincy (herein called the "Trustees"), incorporated under the laws of the State of Illinois on February 4, 1893, shall receive, manage, and disburse all funds and property acquired by it for the use of the Diocese according to the expressed intention of the donors or as directed by the Synod.

Section 14.2.2. Subject to the joint direction of the Bishop and Standing Committee of the Diocese, the Trustees may also receive, hold, and convey legal title to such other property as may be allowed by law.

Section 14.2.3. The Trustees shall submit to each annual session of Synod an independent audit of all investments, securities and obligations and an accounting of receipts and disbursements.

Section 14.2.4. The Bishop shall be a Trustee with voice and vote.

Section 14.2.5. The Trustees shall conform to the requirements of the Constitution and Canons of the Diocese. The Trustees' by-laws shall include a statement that amendment of the by-laws must also receive the approval of Synod before taking effect.

Section 14.2.6. There shall be seven Trustees in addition to the Bishop. The term of one Trustee shall expire each year at the time of the annual session of the Synod. Elections to fill vacancies shall be made by the Trustees, subject to the approval of the Synod. If the Trustees fail to elect, or if the Synod refuses to approve their selection, the Synod shall elect a Trustee.

Section 14.3 Title and Control of Property

Section 14.3.1 The Title to all property real, corporate or personal now owned or hereafter acquired by the Diocese of Quincy for its use and benefit, or the use or benefit of Parishes, Missions, Congregations and Diocesan Institutions, shall be held by The Trustees of Funds and Property of the Diocese of Quincy, hereafter "the Trustees," and may only be conveyed or encumbered with the written approval of the Bishop and Standing Committee in accordance with the Constitution and Canons of the Diocese of Quincy.

Section 14.3.2. The Title to and control of all property real, corporate, or personal now owned or hereafter acquired by an incorporated Parish or incorporated Mission within the Diocese for the use and benefit of that Parish or Mission may, subject to the written approval of the Bishop and Standing Committee, be held by the Parish or Mission corporation.

Section 14.3.2.1. All property real, corporate, or personal of a Parochial Mission shall be held by the Parish Corporation to which the Mission is attached in accordance with the provisions of Canon 3.2.7 and 3.2.9.

Section 14.3.2.2. In the event of the dissolution of a Parish corporation or Mission corporation, or the dissolution of an unincorporated Parish, Mission, Congregation, or other Diocesan Institution, ownership of all its property, real, corporate, or personal, shall revert to the Diocese, and title to all real property shall, upon written approval of the Bishop and Standing Committee, be conveyed to the Trustees of Funds and Property.

Section 14.3.2.3. Upon the removal of any Parish, Mission, or Congregation from the Synod of this Diocese, for whatever reason, and upon petition by the canonical leaders of the Parish, Mission, or Congregation, the Bishop and Standing Committee may direct the Trustees to convey to that Parish, Mission, or Congregation title to all real property held by the Diocese on behalf of such Parish or Mission.

Section 14.3.2.4. No Vestry, Bishop's Committee, or Trustees of a Congregation, or the Trustees of Funds and Property, or any other Body authorized by civil or canon law to hold, manage, or administer real property on behalf of Parish, Mission, Congregation, or Institution in this Diocese or affiliated with the Synod of this Diocese, shall encumber or alienate the same or any part thereof, including any dedicated or consecrated Church or Chapel or other place which has been used solely for Divine Service, without the prior written consent of the Bishop and Standing Committee.

Section 14.3.2.5. No dedicated and consecrated Church or Chapel or other place which has been used solely for Divine Service shall be removed, taken down, or otherwise disposed of for any worldly or common use, without the prior written consent of the Bishop and Standing Committee.

Section 14.3.3. All the assets and properties of the Trustees, and accumulations thereof, as well as all assets and properties of any Parish or Mission Corporation, or of any Congregation or Diocesan Institution held in trust by the Trustees under the provisions of Section 14.2 and this Section 14.3, shall be held and administered to effectuate the purposes of the Diocese, and the respective Parish , Mission, Congregation or Diocesan Institution.

Section 14.3.4. In the event of the liquidation, dissolution or winding up of the Diocese or the Trustees, whether voluntary or involuntary, or by operation of law, all property held by the Trustees for the use and benefit of any Parish, Mission, Congregation or Diocesan Institution shall, with the consent of the Bishop and Standing Committee, be conveyed to the governing body of that Parish, Mission, Congregation or Diocesan Institution; and any other assets or properties held by the Trustees for the Diocese shall be distributed in such manner as the Bishop and Standing Committee shall direct, subject to the provisions of Section 14.2; provided that any such distribution shall be done in such a manner as to carry out, so far as is possible, the purposes for which the Diocese was formed, or for one or more other exempt purposes within the meaning of the applicable provisions of the Internal Revenue Code of rules and regulations pursuant thereto.

Section 14.3.5. In any future action or decision whether by this Diocese or by a Court of competent jurisdiction regarding any trust interest, title or control of any property covered under Section 14.3, it shall be immaterial whether original acquisition of said property by the Trustees, or by the Bishop, or by the diocese, was by conveyance to the Trustees, the Bishop, or the Diocese by a Parish, Mission, Congregation or Diocesan Institution previously holding title, or by a declaratory judgment upon division from the Diocese of Quincy, or by subsequent conveyance to the Trustees by any other means, so long as such property was initially acquired by a Parish, Mission, Congregation or Diocesan Institution by purchase, gift or devise to it, as a Parish, Mission, Congregation or Diocesan Institution.

Section 14.3.6. All real property held by the Trustees for the benefit and use of a Parish, Mission, Congregation or Diocesan Institution shall belong beneficially to that Parish, Mission, Congregation or Diocesan Institution only.

No adverse claim to such beneficial interest or use made by the Diocese, the Trustees, the Protestant Episcopal Church in the United States of America, or by any other body, is acknowledged, but is rather expressly denied.

Section 14.3.7. All other property, corporate or personal, of the Diocese and the Trustees shall be held for those exempt religious purposes within the meaning of the Internal Revenue Code, as referenced above. Such exempt religious purposes shall be those determined by the Synod of the Diocese and any appropriate officers elected by it, or by the Diocesan Council acting within its authority between Synods. No adverse claim regarding title, control, beneficial use, or interest in any such property made by the Protestant Episcopal Church in the United States of America, or by any other body, is acknowledged, but rather is expressly denied.

Section 14.3.8. Should it be determined to sell, lease, or otherwise dispose of any property owned or held in trust by the Diocese or the Trustees, the Bishop of the Diocese, acting with the advice and consent of the Standing Committee and in accordance with the provisions of Section 14.2 and of Sections 14.3.2.2. through 14.3.2.5., is hereby authorized to execute such legal instruments as may be necessary to convey, lease or effect such other disposition as is herein authorized.

Canon 15

Congregations Wishing to Sever Ties With the Diocese

Section 15.1 **Congregations Wishing to Sever Ties With the Diocese**

Section 15.1.1 If the Vestry or Bishop's Committee of any Congregation seriously contemplates leaving the Synod of this Diocese for another jurisdiction, it shall be the duty of the Priest or Vicar in charge of the Congregation to notify the Bishop and Standing Committee in writing.

Section 15.1.2 If, after prayerful consideration and consultation, it is determined that the Congregation seeks to separate from the Diocese, a Congregational meeting shall be called according to the By-Laws of the Congregation, providing that the meeting is announced during the regular services at least three weeks in advance.

Section 15.1.3 If, at the above-mentioned meeting, the Congregation votes by a two-thirds majority vote of all qualified electors to withdraw from the Synod of this Diocese, then the Bishop, Diocesan Council and Standing Committee shall work diligently, in good faith and with Christian charity, with that Congregation to resolve all matters related to clerical residency, assessments, and ownership of the Congregation's property and assets consistent with:

1) The Constitution and Canons of the Diocese;
2) All legal obligations of the parties;
3) Settlement of any debts and other Diocesan interests related to the Congregation's property or assets.

For the purpose of this Canon, a qualified elector shall be a confirmed adult communicant in good standing of the Congregation in which he or she desires to vote and shall be able to certify the same by enrollment in the Parish Register and the records of the Treasurer.

Section 15.1.4 Should the Congregation seeking to leave the Diocese fail to follow the Canons of the Diocese in its effort to sever ties, such Congregation and/or the officers thereof, shall be subject to discipline, which may include potential litigation and any costs associated therewith by both parties.

Canon 16

Distressed Parish Oversight

Section 16.1 Purpose.

This Canon is intended to address the exceptional case of a Parish whose continued viability as a self-sustaining entity appears to be in jeopardy, such that a degree of Episcopal intervention or oversight is needed as a means of restoring the health of the congregation. It is not intended to derogate from the traditional right and responsibility of Parishes to govern themselves. In those cases where an inquiry is initiated, and where a distressed Parish is declared, it shall be the duty and obligation of all parties to strive to accomplish the speedy end or substantial amelioration of the conditions that led to the inquiry or to the declaration of distressed Parish, and to restore the congregation to spiritual and temporal health.

Section 16.2. Initiation of Inquiry.

An inquiry by the Ecclesiastical Authority leading to a declaration of distressed Parish under this Canon may be initiated only in one of the following ways:

(a) The Bishop, believing that one or more of the conditions in Section 4 may exist, may initiate such inquiry;
(b) The Standing Committee by vote of two-thirds of its members, believing that one or more of the conditions in Section 4 may exist, may petition the Bishop to initiate such inquiry;
(c) If the Standing Committee is the Ecclesiastical Authority, it may initiate such inquiry by unanimous vote;
(d) The Rector, both Wardens, or a majority of the Vestry of such Parish, believing that one more of the conditions in Section 16.4 may exist, may petition the Ecclesiastical Authority to initiate such inquiry.

Section 16.3. Inquiry by Ecclesiastical Authority.

Section 16.3.1 Upon proper initiation as provided in Section 16.2, the Ecclesiastical Authority, either itself or through persons it may designate, shall conduct such inquiry into the condition of the Parish as it deems appropriate.

Section 16.3.2 Such inquiry shall include conversations with persons in the Parish, and may also include written or oral questions to the Parish or members thereof and examination of any books and records of the Parish.

Section 16.3.3 The Parish must cooperate in the inquiry by answering such questions fully, accurately, and promptly, and by making available the books and records of the Parish upon reasonable notice.

Section 16.3.4 If, after such inquiry, the Bishop finds that one or more of the conditions in Section 16.4 exist in the Parish, the Bishop may, with the concurrence of two-thirds of the Standing Committee, declare the Parish to be a distressed Parish.

Section 16.3.5 If the Standing Committee is the Ecclesiastical Authority, it may make such declaration following inquiry by unanimous vote.

Section 16.4. Distressed Conditions in the Parish.

Section 16.4.1 No declaration of distressed Parish may be made except upon a finding, following inquiry, that one or more of the following conditions exist in the Parish:

(a) The failure of the Parish, for two years or more, to consist of at least forty adult Communicants of the Church or, for two years or more, to be financially self-supporting.
(b) The failure for at least two years to elect a Vestry or a Rector (where the Parish is without a Rector);
(c) The failure to pay the minimum clergy compensation as required by canon, or the failure to make timely payment of premium under the clergy pension system as required by canon, or of premium for any other obligatory insurance payment for clergy.

(d) The refusal or willful failure to arrange for representation of the Parish at an Annual Synod of the Diocese;
(e) The failure or neglect to make canonically required reports, including the annual parochial report to the Bishop, Parish audit report; or to pay duly assessed Diocesan apportionments or assessments. Voluntary giving shall not be considered a Diocesan apportionment or assessment;
(f) Persistent and significant instability or decline in the financial or temporal condition of the Parish, as evidenced by, for example, substantial invasion of the principal portion of endowment or trust funds, to such a degree that, in the judgment of the Bishop and two-thirds of the Standing Committee, the long-term viability of the Parish as a self-supporting entity is in jeopardy;
(g) Persistent failure or neglect to conform to the business methods in Church affairs required by the Constitution and Canons of the Diocese, including those requirements relating to the bonding of treasurers or other custodians of funds, proper record keeping, proper maintenance of books of account, annual audit, and the maintenance of adequate insurance;
(h) The purchase, use, or conveyance of property of the Parish, or the incurring of debt, other than in conformity with the Constitution and Canons of the Diocese, except where such non-conformity was inadvertent and resulted in no substantial prejudice to the property or temporal interests of the Parish;
(i) The failure to cooperate in an inquiry under this Canon, or in connection with any other canonical inquiry by the Ecclesiastical Authority or its designee, including the failure or refusal to provide full and accurate information on the state of the Parish and its affairs;
(j) The failure to implement in good faith any plan or arrangement agreed to by the Parish under this Canon;

(k) Apart from the foregoing, any deliberate and manifest breach of obligation of the Parish as set out in the Constitution and Canons of the Diocese, but only if the following additional conditions are met:

(i) The Bishop shall have transmitted to the Parish a written warning summarizing the conduct or failure to act by the Parish which constitutes the deliberate and manifest breach under this section, indicating the reasons why such conduct or failure to act constitutes such breach, and explicitly directing the Parish to cease and desist from the conduct which constitutes the breach, or to act affirmatively as the canonical obligation requires; and

(ii) within 30 days following transmittal of the warning and direction, the Parish shall have failed or refused to conform to the directive so provided, or shall have failed or refused to provide to the Bishop a written plan and agreement satisfactory to the Bishop to bring its conduct into prompt conformity with its canonical obligation.

Section 16.5. Remedies.

Section 16.5.1 If a Parish is declared to be a distressed Parish in accordance with this Canon, the Bishop, with the concurrence of two-thirds of the Standing Committee, may require the application of one or more of the remedies below, anything in the articles of incorporation or by-laws of such Parish to the contrary notwithstanding. The remedies shall be considered independent remedies with no requirement of exhaustion of certain remedies before the application of others. If the Standing Committee is the Ecclesiastical Authority, it may require such application by unanimous vote.

(a) A plan for the Parish to cure the conditions which led to the declaration of distressed Parish, agreed to by the Parish within 90 days, and implemented thereafter in accordance with its terms;
(b) Appointment by the Ecclesiastical Authority of five or more adult communicants to temporarily govern the affairs of the Parish as Warden and Vestry, notwithstanding any other canonical or other provision for such governance, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons;
(c) Designation of the Rector of the Parish as Priest-In-Charge, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons;
(d) Temporary conveyance of title of All real property of the Parish to the Trustees of Funds and Property, which shall preserve and control such property in trust for the benefit of the parish until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons;
(e) Such other measures as the Ecclesiastical Authority shall determine with the advice and consent of two-thirds of the Standing Committee (or as determined by the Standing Committee acting unanimously, if it be the Ecclesiastical Authority), until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

Section 16.6 Scope and Limitation.

Nothing in the foregoing is intended to limit the ability of the Ecclesiastical Authority to act directly under the terms of Canons 3.3 or 3.4.

Canon 17

ENACTMENT, AMENDMENT AND REPEAL OF CANONS

Section 17.1 No new Canon shall be enacted, or an existing Canon amended or repealed, except by resolution of the Synod, adopted by a majority vote, with the concurrence of the Bishop.

Section 17.2. Duplicate copies of any resolution for the enactment, amendment or repeal of a Canon must be filed with the Secretary of the Synod at least one month before the convening of the Synod. The Secretary will then deliver a copy of such resolution to the Chairman of the Committee on Constitution and Canons. The Committee shall report thereon during the first day of the Synod and may report a substitute for, or change in, any proposed resolution. The Secretary of the Synod shall have copies of all such proposed resolutions printed for the information and use of the Synod.

Section 17.3. The Committee on Constitution and Canons may submit amendments to other Sections of these Canons that may be required to retain canonical consistency if the proposed resolution is adopted.

Section 17.4. The Synod may, by three-fourths consent, receive other resolutions at the current session and refer them to the Committee on Constitution and Canons, with instructions to report thereon before final adjournment. When reported, such resolutions may be considered and acted upon in the same manner as if filed prior to Synod.

Section 17.5. Whenever a resolution is properly before the Synod, it may be amended at that Synod. In the event of a dispute, the Chair shall determine whether the proposed amendment constitutes an amendment or is the introduction of a new resolution not previously submitted.

Section 17.6. All amendments to these Canons shall take effect with the adjournment of the Synod at which they are adopted, or at such later date as is designated by a two-thirds vote of the Synod.

Section 17.7. The Committee on Constitution and Canons is authorized to make non-substantive changes in spelling, punctuation, grammar, or numbering of Canons of the Diocese and subdivisions thereof in preparation for publication either in the Synod Journal or separately. The Committee shall notify the Diocesan Council at its next regularly scheduled meeting of any changes made.

Approved Amendments

Synod	Amendment Summary
146th 2023	SR-2023-1 Revise Section 11.4.2 and 11.4.3 to improve reporting of fiscal realities, and to define process to request funding for unbudgeted financial obligations.
146th 2023	SR-2023-2 Add Section 1.1.8.1 to clarify the role of the Interim Rector.
149th 2026	SR-2026-1 Revised Section 13.1.1 in its entirety, to align terms of Provincial assembly and council delegates