



CONSTITUTION AND CANONS

Diocese of Central Pennsylvania

Diocesan Convention 2012

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Constitution of the Diocese of Central Pennsylvania

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THE CONSTITUTION OF THE DIOCESE OF CENTRAL PENNSYLVANIA

ARTICLE I. The Title and Bounds of the Diocese

The Diocese shall be known and designated as the Diocese of Central Pennsylvania, and shall comprise the following named counties in the Commonwealth of Pennsylvania: Adams, Bedford, Blair, Centre, Clearfield (Morris Township), Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lycoming, Mifflin, Montour, Northumberland, Perry, Potter, Snyder, Sullivan, Tioga, Union, and York, as amended from time to time by any Diocesan Convention in accordance with the National Canons.

ARTICLE II. Allegiance

The Church in this Diocese, being a constituent part of The Episcopal Church, otherwise known as the Protestant Episcopal Church in the United States of America, accedes to and adopts the Constitution, Canons, Doctrine, Discipline, and Worship of that Church, and recognizes the authority of the General Convention of the same.

ARTICLE III: Conventions of this Diocese

SECTION 1: Time, place, and notice

- A. There shall be an Annual Convention of this Church in this Diocese, which shall meet at a time and place appointed by a preceding convention; provided that the Ecclesiastical Authority of the Diocese, for sufficient cause, shall have power to change the place and time of the meeting.
- B. A Special Convention may be called by the Bishop at the Bishop's discretion and shall be called on request of a majority of all members of the Standing Committee, duly certified by its Secretary. If the Episcopate be vacant, or the Bishop incapacitated from acting, which shall be determined in the manner provided in the Canons of the General Convention, a Special Convention may be called by the Standing Committee.
- C. Written notice, twenty days in advance, shall be given of any Convention to every member of the clergy and to every Parish in union with the Convention. Notice of a Special Convention shall state the purpose or purposes for which it is called and no other business shall be transacted at that Convention.

SECTION 2: Members

- A. Any Convention shall be comprised of clergy and laypersons who shall vote as individuals.
- B. Clergy entitled to a seat and vote in any Convention (which shall not be withdrawn because of disability by reason of age or sickness so long as canonical residence in this Diocese is maintained) shall meet the following requirements:
 - i. Canonical residence and active engagement in church work in this Diocese with the previous written sanction of the Ecclesiastical Authority.

- ii. Status as a retired Bishop of this Diocese, with canonical residence in this Diocese.
 - iii. Such clergy as may be approved by each Convention.
- C. The lay members shall consist of the Chancellor, the Secretary, the Treasurer, and the Registrar of this Diocese, if they be laypersons, one lay delegate from each Parish, with one additional lay delegate for each 100 baptized members therein for the first 500 baptized members, and with one additional lay delegate for each additional 200 baptized members therein, as listed in the latest Parochial Report. Representation shall be denied any Parish if any of the following occur, unless exonerated by the Convention:
- i. Failure to file a Parochial Report in accordance with the Canons.
 - ii. Failure to employ a member of the clergy as its Parish Minister for the space of one calendar year in accordance with the Canons.
 - iii. Failure to pay its Diocesan Fair Share in accordance with the Canons.
 - iv. Failure to pay the Church Pension Fund premiums for all prior years on or before the tenth day of January of the year in which the Convention is held.
- D. Lay delegates to any Convention shall be elected in accordance with the Canons, and shall be baptized adult communicants of the Church in good standing, subject to the restraints imposed by the laws of the Commonwealth of Pennsylvania regarding minors.

SECTION 3: Officers of Convention

The Officers of any Convention shall be baptized adult communicants of the Church in good standing, subject to the restraints imposed by the laws of the Commonwealth of Pennsylvania regarding minors and their duties shall be those normally appertaining to the respective offices unless otherwise stated, and shall be as follows:

- A. President; The Bishop shall preside in any Convention or, in the Bishop's absence, the following order of succession shall prevail: the Bishop Coadjutor, a Bishop Suffragan, President of the Standing Committee, a member of the Convention designated by the Bishop, or a member elected by the Convention.
- B. Secretary: To be elected at each Annual Convention and to remain in office until a successor is elected.
- C. Treasurer: To be elected at each Annual Convention and to remain in office until a successor is elected.
- D. Chancellor: To be elected at each Annual Convention and to remain in office until a successor is elected. The Chancellor, and any Assistant or Assistants appointed by the Chancellor, shall be learned in the law and resident within this Diocese. They shall act as legal advisors to:"-the Bishop, the Standing Committee, and to all Committees appointed by the Convention.
- E. Registrar: To be elected at each Annual Convention and to remain in office until a successor is elected. The Registrar shall be the custodian of the Archives of all Consecrations and Ordinations of Bishops, Priests, and Deacons of the Diocese, and the Registrar's certificate thereof shall be the authentic evidence of the fact of such Consecration or Ordination.

SECTION 4: Quorum

Twenty clerical delegates together with lay delegates from twenty Parishes shall constitute a quorum for the transaction of business, except that a smaller number may adjourn from time to time.

SECTION 5: Voting

All voting shall be by members of any Convention as individuals, except that ten members may require a vote by Orders on any question, and a majority of the votes *in* each Order taken separately shall be necessary for passage. In all elections, when a vote by Orders *is* requested, balloting shall be *in* the

following manner: there shall be only one ballot for other. Than the election of Bishops, and that candidate, or those candidates, who shall receive a plurality *in* both the clerical and lay Orders, shall be declared elected. If the number of persons to be elected exceeds the number of candidates who have a plurality *in* both Orders, the following procedure shall be used: the percentage of the total clerical vote and of the total lay vote which each candidate receives shall be calculated; for each candidate, those two percentage figures shall be added together and then divided by two to give the combined percentage; that candidate, or those candidates, with the highest percentage shall be declared elected.

SECTION 6: Offerings

The offering at any Convention, if any, shall be paid over to the Treasurer of the Diocese to be credited to the account announced by the Bishop *in* advance of the Collection thereof.

ARTICLE IV. Election of Bishop

The election of Bishop *in* this Diocese shall be made *in* the following manner: after nomination *in* any Convention, the clergy and lay delegates shall ballot separately, and the required majority *in* each Order on the same ballot shall be necessary to a choice. If two-thirds of the members of an Order entitled to vote be present at Convention, a majority vote determines the choice of such Order; if less than two-thirds of the members of an Order entitled to vote are present at Convention, the vote of two-thirds of such Order shall be necessary to determine the choice of such Order.

ARTICLE V: Standing Committee

SECTION 1. Members

The Annual Convention shall elect a Standing Committee which shall consist of twelve members: six clergy persons, two of whom may be deacons, and six laypersons. Each member so elected shall serve a term of three years and may stand for re-election for one successive term. After serving for a period of six years, a member shall not be eligible for re-election until the lapse of one year from the completion of the second term.

No member of the Standing Committee shall be eligible to serve concurrently on the Ecclesiastical Trial Court or the Finance Committee.

SECTION 2. Officers

The Standing Committee shall meet within one week after the adjournment of the Annual Convention and shall choose a President from among the members and a Secretary. Immediate notice of the selections shall be given to the Bishop. The Secretary shall keep a record of the proceedings of the Committee, and all books and papers in the Committee's hands relative to the Church shall be subject to the examination of the Bishop and of any Convention.

SECTION 3. Duties and Powers

The Standing Committee shall perform the following functions:

- A. Be the Ecclesiastical Authority of the Diocese when there is no Bishop or Bishop Coadjutor or when both are incapable of acting.
- B. Fill all vacancies that may occur during the recess of Annual Convention, in its own body, or in any Committee appointed to sit during the recess of Annual Convention.
- C. Fill all vacancies in such offices as are held by annual election, unless otherwise provided for.
- D. Perform such other duties as are directed by any Convention or defined by Canon.

- E. Exercise and enjoy all the power, authority, and duties conferred upon Standing Committees by the Constitution and National Canons of this Church as modified by amendment from time to time.

ARTICLE VI: Deputies to General Convention

At the Annual Convention in the year prior to the next session of the General Convention, eight members of the clergy and eight laypersons shall be elected as deputies and alternates to represent this Diocese in said Convention. The members of the clergy shall be presbyters or deacons, canonically resident within this Diocese, and the laypersons shall be baptized adult communicants of the Church in good standing, resident within this Diocese. The residence requirement shall apply both at the time of election and of General Convention.

The four in each Order receiving the highest number of votes shall be the deputies. Alternates shall be designated as deputies as needed, in the order of votes received.

ARTICLE VII: Admission of Parishes

SECTION 1

A Parish may be admitted into union with this Diocese on motion, and by a vote of the majority of the members of an Annual Convention, provided that:

- A. It has complied with the applicable policies and procedures established by the Bishop and Standing Committee;
- B. It has submitted its proposed Charter or Articles under which it proposes to function, to the Bishop and Standing Committee, and has secured their approval of the Charter and By-laws, at least thirty (30) days prior to the meeting of Annual Convention; and
- C. It accedes to the Constitution, Canons, Doctrine, Discipline, and Worship of The Episcopal Church and to the Constitution and Canons of this Diocese.

SECTION 2

Amendments to the Charter or Articles shall be subject to the same regulations as are prescribed in the case of an original Charter or Articles.

ARTICLE VIII: Canons

Any Convention may enact, amend, or repeal Canons upon such matters as it may deem proper, which shall not be inconsistent with the provisions of this Constitution, or with the Constitution and Canons of the General Convention.

ARTICLE IX: Amendment

This Constitution, or any part thereof, may not be altered, amended, or revised unless the same shall be first proposed at one Annual Convention and be approved by a majority of each Order, and lie over to the next Annual Convention and again be approved by a majority of each Order.

THE CANONS OF THE DIOCESE OF CENTRAL PENNSYLVANIA

TITLE I: Administration of the Diocese

CANON I: Officers

The Bishop shall be the chief administrator of the Diocese. The Bishop shall be assisted by a secretary, treasurer, chancellor, and registrar, each of whom may appoint assistants, with the approval of Annual Convention, to act in the event of unavailability of the officer.

CANON II: Administrative Officers

Administrative Officers may be appointed by the Bishop with the advice and consent of the Council of Trustees. The Administrative Officers shall be administrative assistants to the Bishop and shall perform such other duties as the Bishop may from time to time prescribe and shall hold office at the pleasure of the Bishop.

CANON III: Council of Trustees for the Mission of the Diocese

SECTION 1. Power and duties of the Council of Trustees for the Mission of the Diocese

- A. The Council of Trustees for the Mission of the Diocese ("Council of Trustees") shall hold title to all real estate and other assets owned by the Diocese and shall have full power to deal with said real estate and assets after consultation with the Bishop. In addition, the Council of Trustees shall possess all other powers and duties granted by law to a Pennsylvania nonprofit corporation.
- B. The Council of Trustees shall be that body of individuals answerable to the Annual Convention which shall be the governing body of the corporate and fiscal affairs of the Diocese. The Council shall carry out the program and work of the Annual Convention when said Convention is not in session and shall perform such other responsibilities as normally assumed by a board of directors of a nonprofit corporation in accordance with the laws of the Commonwealth of Pennsylvania, and consistent with the Constitution and Canons of the Episcopal Church and of this Diocese.
- C. The Council of Trustees shall have power to make such by-laws, rules, policies, and procedures, provided that they are not repugnant to the constitution and laws of the United States or the Commonwealth of Pennsylvania or to the constitution and canons of the Episcopal Church or this Diocese, as may, from time to time, be deemed necessary or expedient for the governance of said corporation. .

SECTION (2). Membership of the Council of Trustees

The Council of Trustees shall be composed of the following members, all of whom shall be entitled to vote: the Bishop, the Bishop Coadjutor and Suffragan Bishop, if there be such, the Administrative Officers, the Chancellor, the Secretary, the Treasurer, the Registrar, the President of the Standing Committee, the presiding officer of the Episcopal Churchwomen, a representative of the Youth Advisory Board, and the seven Convocation Convenors in office at the time, and six members elected by the Annual Convention. Those elected by Annual Convention shall be elected as follows: three shall be presbyters or deacons canonically resident in this Diocese and three shall be lay persons, one from each Order to be elected annually for three-year terms. In the year 2000, one from each Order shall be elected

for a three-year term, one from each Order shall be elected for a two-year term, and one from each Order shall be elected for a one-year term.

SECTION 3. Governance and operations of the Council of Trustees

- A. The Bishop, or the Bishop's appointee, shall preside at all meetings of the Council of Trustees.
- B. The Council shall meet not less than four times annually upon dates fixed by itself.
- C. A quorum for the conducting of business shall be seven elected Trustees including the Convocation Conveners.

SECTION 4. Establishment of Committees

The Council of Trustees shall establish a Finance Committee, a Program Committee, and such other committees as it deems necessary for the proper administration of the corporate and fiscal affairs of the Diocese and the program and work of the Annual Convention. Such committee members shall serve at the pleasure of the Council of Trustees.

SECTION 5. Membership of the Finance Committee

- A. The Finance Committee shall consist of the Canon to the Ordinary, the Chancellor or an Assistant Chancellor, the Treasurer, two members appointed by the Bishop, and six members appointed by the Council of Trustees, of which, two shall be clergy.
- B. Members appointed shall be persons who add a dimension or an expertise in fiscal affairs to the Finance Committee not otherwise represented on it.
- C. No member of the Finance Committee shall be eligible to serve concurrently on the Standing Committee or the Ecclesiastical Trial Court.

SECTION 6. Powers and duties of the Finance Committee

- A. It shall be the duty of the Finance Committee to maintain general supervision of the financial affairs of the Diocese; to secure simplicity and accuracy in the collection and disbursement of all funds; and to foster cooperation between the various officers, trusts, and boards of the Diocese. To carry out its purpose, the Finance Committee shall establish its own rules, keep a record of its meetings, and make a report at each meeting of the Council of Trustees. It may also make such recommendations as it may deem proper to the Council of Trustees.
- B. The Finance Committee shall act as advisor to the Bishop and Treasurer in financial matters, and, upon request, as advisor to the individual congregations in this Diocese.
- C. The Finance Committee shall present to the Council of Trustees a budget of anticipated receipts and expenditures for the ensuing year which, when approved by the Council of Trustees, shall be presented by the Finance Committee to the Annual Convention. Upon approval by the Annual Convention, said budget shall constitute appropriations for the purposes named, which appropriations shall be disbursed by the Treasurer. After approval of said budget, the Finance Committee shall determine the Fair Share portion of the budget to be paid by each congregation in accordance with the method approved by the Annual Convention for allocating such budget. The Council of Trustees shall have the authority to make necessary revisions in the budget after adoption by the Annual Convention.
- D. Current funds for special purposes may be created time to time, in which event that purpose shall be honored. Such funds may be created by will, gift, canon, or resolution.
- E. The Finance Committee shall have the authority to authorize and empower the Treasurer of the Diocese to borrow, from time to time, such funds as may be required to meet the financial obligations of the Diocese. Such borrowing may be made upon a note made in

the name of the Diocese, and the Treasurer may pledge, as security therefore, the securities in the custody of the Treasurer.

- F. The Finance Committee shall have authority to administer the endowment funds of the Diocese in accordance with the Canons of the Episcopal Church and of this Diocese. Funds belonging to congregations or institutions of the Diocese may be added, from time to time, to the endowment funds of the Diocese for purpose of administration, in accordance with rules promulgated by the Finance Committee. Such funds may be withdrawn at the written request of the owner, in accordance with said rules. The income shall be paid to the owner and shall not be subject to the control of any Convention.
- G. Endowment funds for special purposes may be created from time to time, in which event that purpose shall be honored. Such funds may be created by will, gift, canon, or resolution.

SECTION 7. Membership of the Program Committee

- A. The Program Committee shall consist of the Archdeacon of the Diocese, three members appointed by the Bishop, and five members appointed by the Council of Trustees. (b) Members appointed shall be persons who add a dimension or an expertise in carrying out the program and mission of the Church in the Diocese.
- B. The Chairs of all departments and committees of the Diocese shall be entitled to seat and voice, but not vote, at meetings of the Program Committee, unless they are otherwise members thereof.

SECTION 8. Powers and duties of the Program Committee

- A. It shall be the duty of the Program Committee to carry out the program and work of the Annual Convention.
- B. Subject to approval of the Council of Trustees, the Program Committee may inaugurate, revise, and enact policies which are consistent with the Canons of the Episcopal Church and of this Diocese and action authorized by the Annual Convention.
- C. The Program Committee may propose to the Council of Trustees programs and actions to advance the work of the Church in the Diocese and, upon approval by the Council of Trustees, may present such programs and actions to the Annual Convention.

SECTION 9. Continuation in Office

Persons presently elected to or appointed to fill vacancies in the Incorporated Trustees, Diocesan Council, and Finance Committee shall continue as members of the Council of Trustees, and the present Diocesan Council shall continue as members of the Program Committee.

CANON IV: Convocations

SECTION 1. To provide for effective coordination of the work of the Church, the Diocese shall be divided into the following Convocations: Altoona, Harrisburg, Lancaster, Southern, Susquehanna, Northern Tier, and West Branch.

SECTION 2. The Council of Trustees shall designate the Parishes comprising each Convocation.

SECTION 3. Assemblies.

- A. Each Convocation shall participate in an Assembly, which shall meet at least two times per calendar year: Fall and Spring. The Assembly shall consist of all clergy

canonically resident or serving Parishes in the Convocation and three lay delegates from each parish, of whom at least one shall have served at the last diocesan convention or will serve at the next convention, with the other parish delegates and alternates to convention invited to the Assembly preceding the next Diocesan convention as participants without vote in convocation affairs. In the event that Parish elections of delegates and alternates to the next Diocesan Convention have not taken place by the time an Assembly occurs, the lay representatives at the Assembly shall be the lay delegates and alternates who represented the Parish at the previous Diocesan Convention.

- B. The purpose of the Assemblies shall be to plan and work together on local/convocational mission efforts, share information and resources within the Convocation, and participate in determining and carrying out the diocesan convention mission priorities.
 - i. The Fall meeting may consist of at least the following items:
 - a. Worship and Bible study.
 - b. Consideration of items acted upon at Diocesan Convention which the Convocation needs to address;
 - c. Consideration of how the Convocation is living out the current diocesan ministry theme;
 - d. Status of joint mission efforts in the Convocation;
 - e. Sharing of information, events, and resources within the Convocation; and
 - ii. The Spring meeting may consist of at least the following items:
 - a. Worship and Bible study; and
 - b. Diocesan Convention preparation.

SECTION 4. Officers.

- A. At the Fall Assembly, a Convenor of the Convocation shall be elected from the members of the Assembly, to serve a two-year term. If a lay member is elected, that lay member need not serve as a delegate to Diocesan Convention or alternate during the term. An Assistant Convenor shall also be elected for a two-year term, and shall be of the opposite Order as the Convenor. A Treasurer and a Secretary of the Convocation shall be appointed by the Convenor and Assistant Convenor to serve two-year terms. Elected and appointed officers shall not be-eligible for reelection or reappointment, after having served two consecutive terms, until after the expiration of one year after the end of their second term.
- B. The Convenor shall preside at meetings of the Convocation, serve as an elected member of the Council of Trustees and perform such other duties as may be assigned by the Bishop. In the absence of the Convenor, the Co-Convenor shall preside. The Convenor, Assistant Convenor, Treasurer, and Secretary shall function as an Executive Committee to plan agendas, schedule meetings, and give notice of meetings to all members, and as a Nominating Committee to nominate candidates for Convenor, Assistant Convenor, and representative to Diocesan Council in succeeding years.

SECTION 5. Convocation funds.

All funds in the treasury of a Convocation shall be subject to an annual audit review, and a report of such audit shall be submitted to the Office of the Bishop.

SECTION 6. Clericus.

Each Convocation shall hold at least an annual Clericus, or gathering of all clergy resident in the Convocation, for the purpose of professional learning, spiritual growth, and personal/social support. Each Clericus shall annually choose its leadership and schedule. If a Clericus has not chosen a leader by the time of Diocesan Convention, one shall be appointed by the Bishop.

SECTION 7. By-laws.

Each Convocation shall devise and enact such By-laws for its governance as it deems suitable, consistent with the Constitution and Canons of this Diocese and of the Church and the guidelines provided by the Bishop and Council of Trustees.

CANON V: The Cathedral

SECTION 1. St. Stephen's Church, Harrisburg, is hereby established as the Cathedral Church of this Diocese, without prejudice to the corporate rights of the Rector, Church Wardens, and Vestry of said Church.

SECTION 2. The Rector of said Parish, chosen by the Vestry thereof, shall be the Dean of the Cathedral Church.

SECTION 3. There shall be a Cathedral Chapter consisting of the Bishop, the Dean, the Wardens and Vestry of said Church, the Chancellor of the Diocese, and all ex officio and Honorary Canons, who shall be appointed by and hold office at the pleasure of the Bishop.

SECTION 4. So far as consistent with the vested legal rights of the said corporation of St. Stephen's Church, Harrisburg, the Cathedral Church shall have all the powers, privileges, and responsibilities of like Cathedral Churches established by canon law.

CANON VI: Deputies to Regional Organizations

Deputies to the Provincial Synod or any successor regional organization shall be chosen by the Bishop, unless the Annual Convention adopts another rule.

TITLE II: Administration of Parishes

CANON I

SECTION 1. Every congregation regularly and canonically formed in this Diocese, for receiving the administrations of the Church and for the worship of Almighty God, according to the faith and doctrine of the Church, and under the discipline and liturgy of the Church, shall constitute a Parish.

SECTION 2. All Parishes in this Diocese shall be governed by the Canons of the General Convention of The Episcopal Church.

SECTION 3. A "Parish" of this Diocese shall:

- A. Be incorporated in accordance with the laws of the Commonwealth of Pennsylvania;
- B. Call a Rector and financially support said Rector to the extent the Parish is served by such Rector, in accordance with Title IV, Canon II, of the Canons of this Diocese;
- C. Elect and assemble a Vestry, in accordance with the Canons of this Diocese and the By-laws of the Parish, which Vestry shall:

- i. Cooperate with the Rector in promoting the spiritual welfare of the Parish and shall aid the Rector in the initiation, conduct, and development of the program of the Church, both within and without the Parish;
 - ii. Accept responsibility for the mission of the Church in the community, the Diocese, the nation, and the world, and shall be a means' by which the Church and the Diocese communicate with the Parish;
 - iii. Represent the Parish in its relations with the Rector, and serve as a council of advice for the Rector upon the Rector's request, .or whenever in the judgment of both Wardens, there are matters that should be brought to the Rector's attention;
 - iv. Encourage fit persons, under the inspiration of the Holy Spirit, to enter the ordained ministry of the Church, and share, with the Bishop and Rector in the training and guidance of postulants and candidates of the Parish in accordance with the Canons of this Diocese and the Church;
 - v. Review the Rector's stipend annually and communicate the information to the Bishop and report immediately, to the Treasurer of this Diocese, any change ,increase, or decrease in the salary or other benefits of the Rector and other clergy persons as paid by such Parish; and
 - vi. Be the agents and legal representatives of the Parish in all corporate matters, subject to the Canons of this Diocese and the Church and the appropriate laws of the Commonwealth of Pennsylvania.
- D. Provide representation to any Diocesan Convention, in accordance with the Canons of this Diocese; and
- E. Hold its property and endowments, if any, in trust for this Diocese.

SECTION 4. Call of a Rector

- A. When a Parish anticipates or has a vacancy, the Wardens shall immediately, in writing, notify the Bishop of this Diocese. Thereupon, the Bishop, or his representative, and the Vestry shall meet to agree upon a search and call process.
- B. No vacancy shall be filled by a Vestry until the name of the priest whom it is proposing to elect has been made known to the Bishop, and the Bishop has been given a mutually agreeable time to concur. In the event of the Bishop's non concurrence, the nomination procedure set forth above, shall begin again.
- C. When, in the opinion of the Rector of a Parish or the Vestry of a Parish, it is desirable to consider the dissolution of the pastoral relationship, it will be handled as set forth in the National Canons, Title III, Canons 20 and 21.

SECTION 5. Annual Meeting

- A. Each Parish should hold an Annual Meeting of the Parish between Nov. 1 and April 1, prior to the next annual Diocesan Convention. The congregation shall receive at least thirty days written notice of the Annual Meeting. The agenda for the Annual Meeting shall include at least the following items:
 - i. a report by the Vestry, including full financial disclosure of the income, expenses, assets, debts, and liabilities of the Parish since the previous Annual Meeting, and a budget, [which shall be voted upon at the Annual Meeting presented for discussion and information to the Parish;
 - ii. The election of new Vestry members by eligible voting parishioners, following a public nominating process, which shall be publicized by the Vestry for at least two months prior to the Annual Meeting; and

- iii. The election of delegates and alternate delegates to Diocesan Convention by eligible voting parishioners, following a public nominating process, which shall be publicized by the Vestry for at least two months prior to the Annual Meeting.
- B. Those parishes whose annual meeting falls outside the above time frame shall hold a special meeting between November 1 and April 1 to elect delegates and alternate delegates to the Diocesan Convention in accordance with 5(A) (iii) above.

CANON II: Parochial Reports

A report of every Parish shall be prepared annually for the year ending December 31 preceding, upon the form or forms prepared by the General Convention, and shall be sent, in duplicate, to the Bishop of the Diocese, not later than February 1. The preparation and delivery of this report shall be the joint duty of the Rector and the Vestry. In default of a complete report, the Bishop shall cause a report to be made or completed, as the case may be, from the best obtainable data, and such report shall stand for the year covered.

CANON III: Incurring of Debt

SECTION 1. No indebtedness shall be incurred by a Parish without the approval of the Bishop and Finance Committee, in accordance with the policies and procedures as developed by the Finance Committee.

SECTION 2. No Parish shall acquire, or commit itself to acquire, by purchase, exchange, or otherwise, any real estate, without the consent, which will not be unreasonably withheld, of the Standing Committee of this Diocese, nor shall any Parish alienate or encumber any real estate held by it or for its use, without the consent, which will not be unreasonably withheld, of the Standing Committee. In case any Parish shall be dissolved, it shall be the duty of the Bishop and the Standing Committee to take such action as may be necessary and proper to vest all of the Parish's property, real and personal, in the corporation of this Diocese.

CANON IV: Imperiled Parishes

SECTION 1. A Parish may be declared to be an Imperiled Parish, under Section 3 below, when one or more of the following conditions exist:

- A. Any of several conditions which would render a Parish liable to action under the Constitution or Canons of the Diocese or the National Church, including employing a member of the clergy under ecclesiastical censure or process, permitting a church edifice to be used for purposes incompatible with its consecration, or any persistent course inconsistent with the doctrine, discipline, or worship of the Church;
- B. The Parish shall refuse or neglect to assemble and elect a Vestry, as provided in these Canons, or shall fail to provide representation at any annual convention of this Diocese, or shall neglect to pledge and provide its Fair Share Contribution to the mission of the Diocese of Central Pennsylvania;
- C. The Parish shall have failed to search for and call a Rector after a reasonable period of time;
- D. The Parish shall have failed to comply with the provisions of the Canons of this Diocese pertaining to Clergy Stipends, Incurring of Debt, or Church Pension Fund;
- E. The Parish shall fail to make timely reports as required by the Canon II, "Parochial Reports"; or
- F. Financial reports reveal unauthorized invasion of the principal portion of endowment funds, or other evidence of financial instability, sufficient, in the judgment of the Bishop and the Standing Committee, to warrant action under this Canon.

SECTION 2. In the event that the conditions specified shall persist, the Bishop, with the consent of the Standing Committee, may declare the Parish to be an Imperiled Parish, and require the application of one or more of the following measures to restore health to the Parish:

- A. Appointment, by the Bishop, of five (5) or more adult communicants of the Parish to govern the affairs of the Parish as the vestry, during the pendency of these conditions, and notwithstanding any other provisions for such governance or the election of a Vestry in the Canons of this Diocese;
- B. Designation of the Rector as Vicar, during the pendency of these conditions;
- C. Conveyance of title of all real property to the Incorporated Trustees of the Diocese, who shall hold the same, in trust, during the pendency of these conditions;
- D. Such other measures, during the pendency of these conditions, which the Bishop, with the concurrence of the Standing Committee, determines to be appropriate.

SECTION 3. It shall be the obligation of all parties to labor to restore the Parish to a greater degree of health, setting forth problems to be addressed in an open, honest manner, and working toward the resolution of such problems in a climate of respect and charity, and for the greater good of the Church's witness to its Lord.

SECTION 4. Extinguishment of a Parish

- A. No Parish shall be declared to be extinct, except upon the affirmative vote of two-thirds (2/3) of the members of any Convention of the Diocese, and in conformity with the further provisions of this Canon.
- B. Such vote shall be upon a special report of the Committee on Constitution and Canons, which shall, upon the petition of the Bishop or the Standing Committee, consider the question, with all the evidence tending to prove or disprove the existence of the facts upon which a declaration of extinction could be made. Such report shall contain a statement of the evidence placed before the Committee.
- C. Upon the affirmative vote of the Convention, as aforesaid, such Parish shall become and be extinct, and title to all property thereof shall at once vest in the Incorporated Trustees of the Diocese.

CANON V: Church Pension Fund

Each Parish shall be governed by the Canons of the General Convention relating to the Church Pension Fund.

CANON VI: Offerings

The open plate offerings made in each Parish at the time of the visitation of the Bishop to such Parish shall be given to the Bishop for the Diocesan Bishop's Discretionary Fund.

TITLE III: Clergy

CANON I: Commission on Ministry

SECTION 1. MEMBERSHIP.

- A. The Bishop shall be ex officio the President of the Commission on Ministry. The Bishop Coadjutor and Bishop Suffragan, if there be such, and the Canon to the Ordinary shall be ex officio members of this Commission.
- B. The Bishop shall appoint, subject to confirmation by the Annual Convention, twelve persons, six clerical and six lay, to serve on this Commission. Thereafter, one person in each Order shall be

appointed annually by the Bishop in the same manner, each to serve for a term of six years. No one so appointed shall be eligible for re-appointment until after the expiration of one year.

SECTION 2. DUTIES. The duties of the Commission on Ministry shall be those prescribed in the Canons of the Church; and such other duties related to the ministry in this Diocese as shall be assigned by the Bishop.

SECTION 3. ORGANIZATION. The Commission on Ministry shall have the power to devise and enact bylaws for its own governance, not inconsistent with the Constitution and Canons of the Church and this Diocese. '

SECTION 4. HOLY ORDERS. Nothing in this canon shall be construed in such a way as to eliminate the practice of examination of candidates for Holy Orders on their professional. qualifications by Examining Chaplains, as appointed by the Bishop.

SECTION 5. ANNUAL REPORT. The Commission on Ministry shall report to the Annual Convention the substance of its action during the preceding year.

CANON II: Clergy Stipends

SECTION 1. Each member of the clergy employed in a pastoral ministry, or in such other ministry as approved by the Bishop, in this Diocese, shall receive an annual stipend, which shall not be less than the minimum annual stipend as shall be fixed from time to time by Annual Convention.

SECTION 2. Each Parish shall provide for its employed clergy, without charge, the following benefits and professional expenses:

- A. Should a clergy person serve more than one Parish, the cost of benefits and professional expenses shall be divided proportionately among the Parishes to be served.
- B. A suitable house in which to live, kept in the best repair, with all utilities, taxes, and other property fees paid(with the exception of personal toll telephone calls); or
- C. A housing allowance sufficient to obtain such suitable living quarters, pay all necessary costs of maintaining them, including the cost of utilities, as above. The amount of such allowance shall be predicated upon the cost of housing in the area of said Parish.

SECTION 3.

- A. The Bishop shall appoint a Chair of the Committee on Clergy Compensation. The Committee will be responsible for and concerned with the compiling of data, conduct of surveys, and collection of reference material related to the financial support of the clergy of the Diocese. The membership shall consist of three (3) members elected by the Standing Committee and three (3) members of the Finance Committee elected therefrom.
- B. This Committee shall, at each Annual Convention, submit a report and/or resolution suggesting minimum levels of clergy stipends and any other such matters related to the financial support of the clergy as it deems important.
- C. This Committee shall distribute and publicize among appropriate personnel information relevant to achieving (1) fair and proper financial support of the clergy of this Diocese, such that financial problems do not interfere with an ordained person's best work.
- D. The Bishop shall communicate annually with the Senior Warden of each parish to ascertain that a formal review of clergystipends has been completed by the appropriate parish officers.

SECTION 4. In the case of clergy serving in a capacity other than full time, compensation for such clergy person shall be in accordance with the policies and procedures as developed by the Diocesan Clergy Compensation Committee.

CANON III: Ecclesiastical Discipline: Disciplinary Board

SECTION 1.

- A. Charges for which a Member of the Clergy may be made to stand trial are contained in the National Canons of the Episcopal Church.
- B. The mode and manner of submitting information concerning Offenses, investigating, preparing reports and referrals and conducting hearings shall be as established in the national Canons of the Episcopal Church.

SECTION 2. There is hereby established a Disciplinary Board in and for the Diocese of Central Pennsylvania.

SECTION 3. The powers, duties, and procedures of the Disciplinary Board established under Section 2 and the definition of terms used herein shall be governed by Title IV of the national Canons of the Episcopal Church as revised in August, 2009, and shall be effective July 1, 2011.

SECTION 4.

- A. The Disciplinary Board shall consist of members of the Clergy and lay persons. All members of the Court must be persons canonically resident within the Diocese.
- B. At each Annual Diocesan Convention three persons shall be elected to serve on the Disciplinary Board for a term of three years. Persons elected shall be from each Order as required to maintain the required complement of the Disciplinary Board.
- C. No member of the Disciplinary Board shall be eligible to serve concurrently on the Standing committee or Finance Committee.
- D. Vacancies occurring within the membership of the Disciplinary Board shall be filled by a majority vote of the remaining members of the Court. A person elected to fill a vacancy must be from the same Order as the person being replaced. Vacancies must be thus filled within four months of notification of the vacancy unless sooner required by other provisions of the National or Diocesan Canons.
- E. Within 60 days following each Annual Diocesan Convention, the members of the Disciplinary Board shall elect, from among themselves, by majority vote, one person to serve as President for a one-year term.
- F. Within four months following each Annual Diocesan Convention, the members of the Disciplinary Board shall appoint a duly licensed attorney to serve as Church Attorney for a one year term.
- G. All persons elected or appointed under this section are eligible to be reelected or re-appointed upon the expiration of their terms.

TITLE IV: Miscellaneous

CANON I: Rules of Order and Procedure in the Convention

The Rules of Order of the last preceding Annual Convention shall be in force until altered by the Convention, and the procedure of the business in Convention shall be carried on in accordance therewith.'

CANON II: Amendments

SECTION 1. All proposed amendments or additions to the Constitution, Canons of the Diocese, and Rules of Order, shall be sent to the Chairperson of the Committee on Constitution and Canons no later than six (6) months prior to the next meeting of Convention; said proposals to be studied by the Committee and its recommendations submitted to the Clergy and Secretaries of Vestries no later than four

(4) months prior to the meeting of the Convention; and revisions, if any, to such recommendations as are received from Clergy and Secretaries of Vestries no later than three (3) months prior to being submitted to the Clergy and Secretaries of Vestries no later than two (2) months prior to the meeting of Convention.

SECTION 2. All proposals to amend the Canons of the Diocese, presented to the Convention other than as provided for in Section 1, shall be referred, without debate, to the Committee on Constitution and Canons, for its consideration and report. No existing Canon shall be changed, and no new Canon shall be enacted at the Convention at which the change or the enactment may be proposed, except by the affirmative vote of three-fourths of the delegates then present.

CANON III: Of Terminology Used in These Canons

SECTION 1. Whenever the term "Church" is used without qualification in these Canons, it shall be understood to refer to The Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church.

SECTION 2. Whenever the term "Diocese," or some form of that term, is used without qualification in these Canons, it shall be otherwise known as the Diocese of Central Pennsylvania.

SECTION 3. Whenever the term "Bishop" is used without qualification in these Canons, it shall be understood to refer to the Bishop of [the Diocese of Harrisburg, otherwise known as] the Diocese of Central Pennsylvania. .

SECTION 4. Whenever the term "Presbyter" is used in these Canons, it shall be understood to refer to an ordained priest of the Episcopal Church.

SECTION 5. Whenever the term "Vicar" is used in these Canons, it shall be understood to refer to an ordained priest of the Episcopal Church who serves under the direction, and at the pleasure, of the Bishop.

SECTION 6. Whenever the term "alienate," or some tense or form of that term, is used in these Canons, it shall be understood to mean to sell or give.

SECTION 7. Whenever the term "encumber," or some tense or form of that term, is used in these Canons, it shall be understood to mean to borrow against, or use as security or collateral for a loan, such as a mortgage.

SECTION 8. Whenever the term "Order(s)" is used in these Canons, it shall be understood to mean a group or class of people, either clergy or lay.

CANON IV: Repeal

Any Canon, portion of a Canon, or prior resolution of Convention, which conflicts with the provisions of these Canons, is hereby repealed.

RULES OF ORDER

RULE I: Deadlines and Committee Responsibilities Prior to Convention

SECTION 1. There shall be a Committee on Resolutions appointed by the Bishop, to which Committee all resolutions, except as provided in Title v, Canon II "Amendments," shall be submitted in writing on or before February 15, prior to Annual Convention. This Committee shall report to the Annual Convention all resolutions received, together with its recommendations, and shall have the power to initiate substitute resolutions.

SECTION 2. There shall be a Nominating Committee appointed by the Bishop, composed of members representing each Convocation, which shall nominate candidates for offices to be filled by the Convention. The names of these candidates, with biographical sketches, shall be sent to each Parish by February 1st of the year of the Annual Convention. Anyone wishing to make an additional nomination shall submit the name of such nominee, together with a biographical sketch and the signatures of ten (10) sponsors, to the Chair of the Nominating Committee no later than April 1. The Nominating Committee shall distribute the complete slate of candidates to all lay delegates and clergy thirty (30) days before said Annual Convention. All nominations made by the Nominating Committee or by sponsors must be accompanied by the written consent of the individual nominated. All nominations will be closed on April 1.

SECTION 3. Whenever in the foregoing sections, the dates February 1, February 15, or April 1 shall appear, they shall apply when the Annual Convention is held in the month of June, but in case the Annual Convention is scheduled to be held in a month other than June, the date of February 1 shall become the date which is one hundred twenty (120) days prior to the first day of the month in which the Annual Convention is scheduled to be held; the date of February 15 shall become the date which is one hundred and five (105) days prior to the first day of the month in which the Annual Convention is scheduled to be held; and the date of April 1 shall become the date which is sixty (60) days prior to the first day of the month in which the Annual Convention is scheduled to be held.

RULE II: Procedure of any Convention

SECTION 1. The Holy Communion may be celebrated each day the Convention is in session.

SECTION 2. The Bishop's address is in order at any time during the Convention and at the Bishop's discretion may precede the calling of the Convention to order.

SECTION 3. At the opening, the Convention shall be called to order and the Secretary shall ascertain the presence of a quorum of delegates in both Orders, who shall register, upon entering the Convention, in writing with the Secretary. This count may be challenged by motion from the floor and a roll call required.

SECTION 4. In the consideration of and action on resolutions and motions coming before the Convention, the following rules of debate shall be followed with regard to each of the issues:

- A. Each speaker shall be limited to two minutes.
- B. To the extent practicable, the Chair shall recognize speakers of the opposite view in alternate succession.
- C. Debate shall be limited to 20 minutes.
- D. Thereafter, two minutes will be allotted for summation.
- E. No motion to lay on the table or otherwise to terminate debate shall be entertained until the conclusion of such debate.

- F. In the discretion of the Chair, any time assigned hereby to the consideration of any motion or resolution, which is not used in such consideration, may be added to the time allotted for debate of any subsequent resolution.

SECTION 5. In general, the procedure of Convention shall be governed by Robert's Rules of Order, except where other rules have been adopted, from time to time, by Convention.

RULE III: Elections

SECTION 1. All nominations for Deputy from the Diocese to General Convention shall be for the office of Deputy, either Clerical or Lay. Each qualified voter shall vote for four Clerical and four Lay Deputies. The four Clerical nominees receiving the highest number of votes shall be designated the elected Deputies, and the next four in order of votes received shall be declared alternate Deputies. The same procedure shall be used for the Lay Deputies.

SECTION 2. The Secretary shall prepare and have printed one ballot containing the name, parish, and town of each candidate for all offices to be filled. The order in which the names appear on the ballots shall be determined by lot. Under the title of each office shall be directions as to how many are to be voted for and that such vote is to be indicated by an X after the name or names voted for. As many blank lines shall be printed under each office as there are persons to be elected thereto.

SECTION 3. Whenever there shall be no more persons nominated for any office than are to be elected, the Convention may, by a majority vote, proceed to elect either viva voce or by ballot.

SECTION 4. In case of an inability to determine which of two or more persons has been elected to fill an office or serve as Deputy or Alternate Deputy to General Convention by reason of tie votes, a new ballot shall be taken in which only those involved in the tie shall be eligible for election and each person entitled to vote shall vote only for the number, of persons needed to fill the positions remaining unfilled by reason of the tie votes, but may vote only for those involved in the tie. The votes shall be computed by the Tellers as herein above specified, and the results shall determine the winner or winners.

RULE IV: Order of Business

After a quorum has been declared present, the following shall be the Order of Business at the Annual Convention:

SECTION 1. The election of a Secretary of the Diocese either viva voce or by ballot. The Secretary may appoint an Assistant Secretary.

SECTION 2. The election of a Chancellor of the Diocese either viva voce or by ballot. The Chancellor may appoint one or more Assistant Chancellors.

SECTION 3. The election of a Registrar of the Diocese either viva voce or by ballot.

SECTION 4. The election of a Treasurer of the Diocese, either viva voce or by ballot. The Treasurer may appoint an Assistant Treasurer.

SECTION 5. Appointment by the Chair of the regular committees, each of which shall be composed of equal numbers in each Order:

- A. Committee on Dispatch of Business.
- B. Committee on Claims of Clergy to Seats.
- C. Committee on Claims of Lay Delegates to Seats.
- D. Committee on Charters.
- E. Committee on Constitution and Canons.
- F. Committee on Unfinished Business.
- G. Committee on the Bishop's Address.

The Chancellor, Secretary, and Treasurer shall be additional ex officio members of the Committee on Constitution and Canons.

SECTION 6. Reference of business to the committees above named.

SECTION 7. Resolution fixing the hours for meeting and adjournment. The House, however, is not to be considered adjourned at any hour fixed by such resolution unless a motion to that effect has been made and carried.

SECTION 8. Resolutions respecting only the reference or facilitating of business.

SECTION 9. Appointment by the Secretary of Tellers to conduct the election for offices, three or more Tellers being appointee in each Order.

SECTION 10. The election of officers which shall be conducted as follows:

- A. The polls shall be opened in a convenient place in or adjacent to the Church or room where the Convention is assembled, and shall continue open until each Clerical and Lay delegate present shall have had a reasonable opportunity to vote, which fact shall be ascertained by the Chair. The Tellers shall then compute the votes for each office. When ready to report, their reports shall be presented to the Secretary, and shall be read by him or her to the Convention. The person or persons receiving the highest number of votes shall be elected to the office or offices for which they were nominated. A plurality shall be sufficient for election.
- B. The election of a Bishop shall be in accordance with Article IV of the Constitution which requires that the Clergy and Laity ballot separately and that a majority is necessary for election.

SECTION 11. Reports of regular committees.

SECTION 12. Reports of special committees.

SECTION 13. Reports of officers and commissions appointed by the Convention.

SECTION 14. All reports required to be made to the Convention by any officer or committee thereof must be in writing and shall be presented and printed in the Journal. Whenever a resolution is appended to any report requiring the consideration and action of the Convention, such report shall be read.

SECTION 15. Unfinished business.

SECTION 16. New business.