

CONSTITUTION AND CANONS OF THE DIOCESE OF CONNECTICUT

(Web editor's notice: Document is dated 1998. Users should check with the diocesan chancellor for authoritative opinion on matters concerning the Diocesan Constitution and Canons and to ascertain whether subsequent amendments were made that are not included in this 1998 document.)

CONSTITUTION

Article I. The Diocese of Connecticut, as a constituent part of the body known as the Protestant Episcopal Church in the United States of America, accedes to, recognizes and adopts the General Constitution of that Church, and acknowledges its authority accordingly.

Article II. There shall be a Convention of the Diocese on the third Tuesday of May in each year at such place as shall be approved by the Bishop or, in the case of a vacancy in the episcopate, by the Ecclesiastical Authority, provided that the Bishop or, in the case of a vacancy in the episcopate, the Ecclesiastical Authority, with the consent of the Executive Council of the Diocese, may designate a different day or days, not necessarily consecutive, not earlier than the first day of May nor later than the last day of October, provided, further notice of any such designation shall be given to each Parish and Mission Station not later than the first day of January preceding such Convention.

Article III. The Bishop may call a Special Convention whenever he may judge it conducive to the good of the Church and he shall do so whenever he shall be requested by the Standing Committee.

In case of a vacancy in the episcopate, unless it occur within two months of the time appointed for the Annual Convention, the Standing Committee shall call a Special Convention for the election of a Bishop.

The Bishop or the Standing Committee shall direct the Secretary of Convention to give public notice of the meeting of any Convention, and send notice of any Special Convention by mail to all Clergy and Lay Delegates.

In the event of the death of the Bishop of the Diocese, or of his disability or absence, the Bishop Coadjutor, if there be one, shall become the ecclesiastical authority of the Diocese. If there be no Bishop Coadjutor, the Suffragan Bishop, if there be one, or if there be more than one, then the Suffragan Bishop senior in order of Consecration shall become temporarily the Ecclesiastical Authority.

The Standing Committee shall be the Ecclesiastical Authority of the Diocese, for all purposes declared by the General Convention, only in the event of the disability or absence of all the Bishops herein named, or of a vacancy in the episcopate.

Article IV. The members of any Convention shall be the Bishop, Bishop Coadjutor, if there be one, Suffragan Bishop or Bishops, if any, the Chancellor of the Diocese, and the Treasurer of the Diocese. The clerical members of the Convention shall be all clergy canonically resident in this Diocese at least three months and not under discipline who shall be 1) settled in any Parish or Mission Station in union with the Convention; the Cathedral; 2) serving in a Diocesan position or position with a Diocesan affiliated institution under election or appointment by the Ecclesiastical Authority; 3) employed as a national or regional ecclesiastical officer; 4) employed as an officer or instructor in any institution of learning or beneficence; 5) engaged as a chaplain in the Armed Forces or with any branch of the Government of the United States; 6) engaged in other than ecclesiastical employment with the consent of the Bishop and the Standing Committee in accordance with the provisions of Title III, Canon 15 of the National Canons of the Episcopal Church; or 7) retired because of age or infirmity.

Those clergy canonically resident who miss two successive Diocesan Conventions without being excused by the Bishop shall lose their right to seat and vote in successive Diocesan Conventions until they notify, in writing, the Secretary of the Diocese of their intention to attend the Convention, which notice must be received by the Secretary of the Diocese at least ten days before the date of the Convention.

The lay delegates to any Convention shall be the delegates chosen from the Cathedral Congregation and the several Parishes, and Mission Stations of the Diocese. The Cathedral Congregation and each Parish, and Mission Station in the Diocese shall elect, from the adult communicants in good standing of the same, one lay delegate to the convention; and, if the Cathedral Congregation, or any Parish, or Mission Station consist of more than two hundred communicants, it shall elect two lay delegates. Such delegates shall be elected at the annual meeting to serve until the third annual meeting following their election, and until their successors be chosen and qualified. No person may be reelected after serving for two complete terms until the annual meeting following the meeting at which his second term expired. In the event that a vacancy shall occur during the term of a delegate it may be filled at a special meeting until the next annual meeting at which meeting a delegate shall be elected to serve until the third annual meeting following such election and until his successor be chosen and qualified. The Cathedral Congregation and each Parish and Mission Station may elect substitutes to take the place of such delegates as are unable to attend any Convention. Such delegates, if needed, may be elected at special meetings called for that purpose.

If any Parish be composed of two or more congregations, and have a corresponding number of Church edifices, such Parish shall be entitled to elect a Delegate or Delegates from each of such congregations, as from so many distinct Parishes.

Lay members of the Diocesan Executive Council and of the Standing Committee and all elected lay Deans and Sub-Deans shall be ex-officio members of the Convention unless they be otherwise elected delegates from their respective Parishes and Mission Stations.

Article V. The Bishop is President of any Convention, but in case of his absence or of a vacancy in the episcopate, the Convention shall be called to order by the President of the Standing Committee, and shall thereupon elect its own President.

One-third of all the voting clerical members of the Convention and lay delegates representing one-third of the Parishes and Mission Stations shall constitute a quorum for the transaction of business: but a smaller number may adjourn. For this purpose the Cathedral Congregation shall be considered as a Parish.

Article VI. The clerical and the lay members of a Convention shall sit and deliberate in one body; and every question, unless it be otherwise provided in this Constitution, shall be decided by a majority of the voting members present; provided, however, that in any case when it is requested by five members, the two orders shall vote separately, and a concurrence of the two orders shall determine the vote of the Convention.

Article VII. A Secretary of the Diocese shall be chosen by ballot at the opening of each Annual Convention, who shall continue in office until his successor has been elected.

A Treasurer of the Diocese shall be chosen by the Convention, to hold office until his successor has been elected at an Annual Convention. The Treasurer shall present a report to each Annual Convention.

In case of a vacancy in the office of Secretary or of Treasurer, the Ecclesiastical Authority shall have the power to fill such vacancy until the meeting of the next Annual Convention.

Article VIII. The Standing Committee of the Diocese shall consist of five Clerical members of the Convention and five lay members domiciled in and communicants of the Episcopal Church in the Diocese of Connecticut and each member of the Committee shall continue in office until his successor has been elected. One Clerical member and one lay member of the Standing Committee shall be elected each year for the term of five years. No member of the Standing Committee shall be eligible for reelection to said Committee until the expiration of one year following the completion of his term of office. Said election shall be made in accordance with such Rules of Order as the Convention may adopt for the conduct thereof.

The Standing Committee shall meet within ten days after its election and choose from its own number a President and a Secretary. Any six members of the Committee, the whole having been summoned by the President, shall be a quorum, unless in any case it be otherwise required by the canons of the General Convention.

In case of a vacancy in the Standing Committee, the remaining members shall have power to fill such vacancy until the next annual Convention, at which time the Convention shall elect a member to fill the vacancy for the unexpired term.

Article IX. The election of a Bishop shall be in the following manner: after nominations made in open Convention, the two orders, each voting separately, shall then ballot for some fit and qualified person for the office of Bishop. A concurrent majority of both orders shall be necessary to a choice. In a case of a failure to concur balloting may continue until both orders, by a majority of each, concur in the election of the same person, who shall thereupon be declared by the President of the Convention to have been duly elected.

The election of a Bishop shall be determined by a majority in each order: provided, that if in either order less than three-fifths of all entitled to vote are present, two-thirds of the votes in that order shall be necessary to determine the election.

Article X. Deputies from this Diocese to the General Convention shall be elected by ballot at the Annual Convention next preceding any stated General Convention, or at such other time as the Diocesan Convention may determine; and the Deputies thus elected shall continue in office for three years. Deputies to the Synod of the First Province shall be elected in the same manner at the Annual Convention: *provided, however*, that no election shall be held in the year when the General Convention meets, such Deputies elected at the preceding Annual Convention continuing in office until their successors are elected. An equal number of Supplemental Deputies to the General Convention and to the Synod shall also be elected in the same manner as the Deputies; from whom, in the order of priority of election, the Bishop, or in case of a vacancy in the episcopate, the President of the Standing Committee, shall fill vacancies which may occur among the Deputies, before or during the sitting of the General Convention or the Synod. In case any Deputy or Supplemental Deputy decline his appointment, he shall give reasonable notice thereof to the Ecclesiastical Authority.

Article XI. No Clergyman shall receive any public censure from the Bishop or the Standing Committee unless he has been adjudged thereto in the manner provided for by canon.

Article XII. This Constitution shall not be amended in any article unless the amendment shall have been proposed and approved at an Annual Convention, published at large in its Journal, and adopted at the next Annual Convention by a vote of two-thirds of the members present.

CANONS

CANON I - OF THE ORGANIZATION AND CONDUCT OF PARISHES, AND OF THEIR MEMBERS AND OFFICERS

Section 1. Parishes may be constituted by the Bishop, with the advice and consent of the Standing Committee on the written application of not less than ten baptized adult persons. But if application be made for the formation of a new Parish in any town or city wherein a Parish or Parishes then exist, the Rector and Vestry of each such Parish or Parishes shall be notified by the

Standing Committee of such application and may within two weeks make such response as he or they may deem appropriate.

The site of any existing Church or Chapel shall not be changed by any Parish without the approval of the Bishop, acting with the advice and consent of the Standing Committee; and notification of application for such a change of site shall be given by the Standing Committee to the Rector and Vestry of any other Parish or Parishes within the same town or city.

Section 2. When permission to form a new Parish has been granted, the Standing Committee shall transmit to the applicants with the certificate of permission (1) a form of organizing the Parish, (2) a form of recording the action of the first meeting of such Parish, and (3) a form of application for admission into union with the Convention of the Diocese of Connecticut. The act of organization, executed in accordance with form (1), shall be entered in full upon the records of the Parish, and attested by the Clerk as the original act, or a true copy thereof, as the case may be. The three forms above named shall be in substance as follows;

(1.) We the subscribers, baptized persons, residents of the town of _____, in the County of _____, in the state of Connecticut, do hereby unite to form and do hereby form ourselves and our successors into an Ecclesiastical Society under the Constitution and Laws of said state and under the Constitution and Canons of the Protestant Episcopal Church in the Diocese of Connecticut, for the purpose of supporting the Worship of Almighty God according to the Doctrine, Discipline and Liturgy of said Church in these United States, said Society to be known in law as _____ Parish in the Town of _____, in the County of _____ and the State of Connecticut.

In witness whereof we have hereunto set our hands this ____ day of _____ A.D. 19__.

(2.) At a legal meeting of _____ Parish, in the Town of _____ held on the _____ day of _____, 19__, A.B. was duly elected and sworn in as the Parish Clerk; and C.D. and E.F. were elected Church Wardens, and G.H., I.J., etc. Vestrymen of said Parish for the ensuing year.

At the same time it was resolved that this Parish apply to be admitted into union with the Convention of the Protestant Episcopal Church in the Diocese of Connecticut, and that K.L. be chosen Agent of the Parish to ask for such admission; and if the application be granted, then and there to represent this Parish in the said Convention as its Delegate.

(3.) To the Convention of the Protestant Episcopal Church in the Diocese of Connecticut -- The subscriber respectfully showeth that said subscriber has been appointed Agent and Delegate for the purposes specified in the following extracts from the minutes of the Parish of _____, in the Town of _____, to wit:

"At the lawful meeting of the Parish of _____, in the Town of _____, State of Connecticut, held on the day of _____, 19____, it was resolved that this Parish apply to be admitted into union with the Convention of the Protestant Episcopal Church in the Diocese of Connecticut, and that K.L. be chosen agent of this Parish to ask for such admission; and if the application be granted, then and there to represent the Parish in the Convention as its Delegate."

Extract from the minutes, Attest, A.B., *Parish Clerk*.

And now in the pursuance of said agency, the subscriber submits to the Convention an attested copy of the act of organization of said Parish, taken from the record of their proceedings; and applies in the name and behalf of said Parish of _____, this in the Town of _____, that it be admitted into union with the Convention.

Dated at _____, on the _____ day of _____, 19____.

Signed, K.L., *Agent and Delegate*.

Section 3. All persons who under the existing laws are members of any of the Ecclesiastical Societies or Parishes belonging to the Protestant Episcopal Church in this Diocese are hereby recognized as such, and entitled so to be and remain, with all the privileges and subject to all the duties of such membership. Rectors of Parishes for the time being shall be considered as members of their respective Parishes.

Section 4. All persons who have received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptism has been duly recorded in this Church are members thereof. Members sixteen years of age and over are to be considered adult members. All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of the Church, and all communicants sixteen years of age and over are to be considered adult communicants.

It is expected that all adult members of this Church, after appropriate instructions, will have made a mature public affirmation of their faith and commitment to the responsibilities of their Baptism and will have been confirmed or received by a Bishop of this Church or by a Bishop of a Church in communion with this Church.

Any adult member of the Church, registered as such in any Parish, shall become an adult member of such Parish, provided that no person may be a member of more than one Parish or Mission Station in the Diocese at any time. The requirements of this shall be deemed to be met by any adult member by having been registered in the Parish register of said Parish, or by having been Confirmed or Received by a Bishop in communion with this Church in the Parish, or by having

been transferred to the Parish upon presentation of the certificate required by Title 1, Canon 17, Section 4(a) of the General Convention in the manner prescribed by Connecticut Canon II, Section 2.

Section 5. When any person has become and is a member of any Parish he shall remain such until the relationship is terminated by death, or by written notice of withdrawal, or by vote of the Parish at the annual Parish meeting, the reason for the termination of such relationship in the last mentioned case to be determined by the Vestry, and reported to the Parish in accordance with the provisions of Section 8 of this Canon; *provided*, that notice of the proposed action shall have been given to such member, either personally or by letter addressed to said member at the member's residence or last known place of residence by the Vestry of the Parish, at least seven days before the time of said annual meeting.

Section 6. Of the members of the Parish only those shall be entitled to vote at any Parish meeting who shall be adult communicants and who for at least six months prior to that meeting shall have been faithful attendants at the services of the Church in the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying, and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of Section 8 of this Canon.

Section 7. The officers of a Parish shall be a Rector, a Vestry composed of two Wardens and such number of other members of the Vestry as the Parish shall determine, a Clerk and a Treasurer, who may be members of the Vestry; and the Rector shall be Chairman *ex-officio* of the Vestry, and the Rector, or such other member designated by the Rector, shall preside at all meeting of the Vestry. No Parish shall elect to the office of Warden, nor for the first time to the Vestry, a member of the Parish who is not also a Communicant of the Church and age eighteen or over.

The members of the Vestry, the Clerk and the Treasurer shall be elected by ballot at she annual Parish meeting from the members of the Parish who are eligible to vote in accordance with Sections 6 and 8 of this Canon; the Wardens shall be elected in like manner from members of the Parish so eligible to vote; they shall all hold office for one year, except as hereinafter provided, and until others are chosen and qualify. Any vacancy occurring by death or otherwise in the office of the Warden during the course of the year may be filled at a special Parish meeting duly called for that purpose. Any vacancy in any other office may be filled for the unexpired balance of the term at the next annual meeting, or at a special Parish meeting duly called for that purpose, and may be filled until the next annual meeting by the Vestry, as the Vestry in its discretion may determine.

In place of an annual election of all members of the Vestry, that is to say the members of the Vestry other than the Wardens, any Parish may by special vote provide that the Vestry chosen at any specified time shall be divided into classes holding office for one, two and three years respectively, and that thereafter the election of members of the Vestry (except to fill vacancies) shall be for three years; and any such Parish may also by special vote provide that no members of

the Vestry shall be reelected at the end of a full three years' term of office, but only after an interval of at least one year; provided, however, that any such Parish may by Parish bylaw or special vote provide that any or all of the officers of the Parish shall be members of the Vestry during their respective tenures of office, of whatever duration and whether the same be for a single term or successive terms, and provided further that the adoption of such bylaws or special vote shall not operate to reduce the number of members of the Vestry otherwise provided for.

If at any Parish meeting there shall be removed from the roll of the members of the Parish then entitled to vote, presented to such meeting in accordance with Section 8 of this Canon, the name of any Warden, member of the Vestry, or Parish officer, except the Rector, the term of office of any such Warden, member of the Vestry or Parish Officer shall terminate upon the adoption of such roll, provided that the Vestry, in revising the roll of members entitled to vote, in accordance with Section 8 of this Canon, shall have notified the person affected by such removal at least seven days before such meeting; and provided that such person shall have due opportunity to be heard before the meeting with respect to such roll.

The term of any Warden, member of the Vestry or Parish officer except the Rector may be terminated at any time by vote of the annual Parish meeting or of any special Parish meeting called for the purpose, provided that notice of such proposed action is included in the call of such meeting and written notice is given simultaneously to the person affected thereby, and that such person be given due opportunity to be heard at such a meeting. A vacancy occurring as a result of such action may be filled by election at the same or subsequent Parish meeting.

Section 8. The Parish Clerk shall be Clerk of the Vestry *ex-officio*; shall be sworn to the faithful discharge of the Clerk's duties; shall make and preserve a full record of the proceedings of all Parish meetings and of the meetings of the Vestry; shall, under the supervision of the Vestry, keep an accurate roll of the members of the Parish and of those entitled to vote, and have such roll present at every Parish meeting; and shall be custodian of the files, records and archives of the Parish.

The Vestry of each Parish shall from time to time, and always within one month preceding the annual parish meeting, revise the roll of members of the Parish and of those entitled to vote at Parish meetings, in accordance with the provisions of these Canons, and such roll shall be presented by the Vestry to the annual Parish meeting, and when adopted by said meeting shall be the roll of that meeting.

Section 9. The property and all business affairs of the Parish shall be subject to the direction, management, and control of the Vestry; except that the election of a Rector, the disposition of the real estate of the Parish and the borrowing or lending of money shall not be within the control of the Vestry, unless by special vote of the Parish: provided, that in accordance with Title III, Canon 14, Section 1(c) of the "Canons of the General Convention, the Rector shall at all times, be entitled to the use and control of the Church and Parish buildings, with the

appurtenances and furniture thereof, for the purposes of his office and for the full and free discharge of all functions and duties pertaining thereto.

Section 10. When a Parish or Congregation becomes vacant the Wardens or other proper officers shall, in accordance with Title III, Canon 17 of the Canons of the General Convention, at once notify Bishop of the fact, and in the case of the resignation of an Assistant Minister the Bishop shall likewise be notified, and no election of a Rector shall be held, and no selection by the Rector of any Assistant Minister and approval thereof by the Vestry shall be made until the name of the Member of the Clergy whom it is proposed to elect or select has been made known to the Bishop, and sufficient time, not exceeding thirty days, has been given to the Bishop to communicate with the Parish thereon.

Section 11. There shall be an annual meeting of the adult communicants in good standing entitled to vote of every Parish on the third Monday in January, or some other day appointed by the vote of the Parish, for the purpose of electing the Wardens, members of the Vestry, Clerk and Treasurer, and of transacting such other business as may legally come before such meeting.

Special Parish meetings shall be called by vote of the Vestry, or upon the written request of 10% of the voting members of the Parish.

The warnings of all Parish meetings shall be signed by the Clerk, or in the absence of the Clerk, by one of the Wardens, and shall be posted at the door of the Parish Church, or sent by the Clerk to every member of the Parish, at least one week before the time of the meeting.

The warnings of all Parish meetings, except the annual meeting, shall contain a statement of the objects for which the meeting is called; and at all meetings the Rector of the Parish, if he be present, shall preside.

Section 12. Every Parish is responsible to live within a system of support and accountability that links its life and ministry with that of the Bishop and with those of other Parishes in the Diocese.

Section 13. a) The Bishop shall make available to the parishes of the Diocese a system of support and accountability to encourage and enable the development of their life and ministry. Specific provisions shall be made to assist parishes not served by full-time clergy, or unable to meet financial obligations. Such assistance may be in the form of financial subsidy included in the diocesan program budget, permission to make use of different forms of ordained ministries (e.g. cluster, shared or part-time clergy leadership, and the like), or pastoral intervention. Such parishes shall be subject to the following conditions: They shall work with the Diocese within a system of accountability and support in close relationship with the Bishop's Office with special emphasis on the development of their life and ministry. Their clergy shall be designated Vicars and shall be appointed by the Bishop in consultation with the Vestry.

b) Where, in the judgment of the Bishop, any such Parish shall fail to fulfill the obligations set forth in Canon 1, Sections 12 and 13 (a) and shall fail to implement on its own initiative the provisions of Canon I, Section 14, the Bishop may, with the advice and consent of the Standing Committee and upon the recommendation of the Bishop and Diocesan Executive Council, terminate the existence of any such Parish after due notification of such intent at least six (6) months prior to such termination. Such notification shall also set forth the right of such parish to appear before the Bishop and Diocesan Executive Council prior to termination.

Section 14. Any Parish desiring to terminate or to suspend its parochial organization, may do so by vote of two-thirds of the adult communicants in good standing entitled to vote present at a Parish meeting legally warned for that purpose, with the approval of and under such conditions as shall be required by the Bishop and Standing Committee provided that such conditions shall include the valid transfer by the Parish to the Missionary Society of the Diocese of Connecticut of all right, title and interest of such Parish to all property, real and personal, theretofore owned or controlled by it, and the valid and effective succession of said Society to all fiduciary rights and obligations of such Parish.

Section 15. For the purpose of this Canon the word "member" shall mean a member of a particular parish corporation qualified as such under Section 4 of this Canon, whether or not such member shall be entitled to vote at any parish meeting in accordance with the provisions of Section 6 and 8 hereof.

Section 16. Two or more parishes may merge or consolidate into a single parish with the approval of, and in such manner and under such conditions as shall be required by the Bishop and Standing Committee. Such approval shall be effective upon and after the adjournment of the Diocesan Convention next following such action by the Bishop and Standing Committee, upon a finding by such Convention that such requirements by the Bishop and Standing Committee have been fully complied with. The resulting parish shall be a single ecclesiastical corporation possessing all of the rights, privileges, immunities, franchises and obligations of each of the merging or consolidating parishes, and all the rights and interests in property belonging to or due to each of the parishes so merged or consolidated shall be vested in such resulting parish without further act or deed. Any Diocesan Convention shall have full power to take any and all action to implement effectively the purpose and intent of this section.

Section 17. All Parishes receiving aid to carry on special ministries or projects shall make quarterly financial and progress reports on these special ministries and projects as shall be required by the Diocesan Executive Council.

Section 18. All Parishes receiving grants or no-interest loans for capital projects shall submit such financial statements as may be required by the Executive Council and in addition such grants are subject to such restrictions as may be voted by the Diocesan Executive Council.

CANON II - OF PAROCHIAL REGISTERS AND REPORTS

Section 1. In order to give effect to Title I, Canon 6 and Title III, Canon 14 of the General Convention, it is hereby required that every Minister of this Church shall keep a Register of all the baptisms, marriages and funerals solemnized by the said minister, specifying the names of the parties married, of those baptized, and of their sponsors, and of the persons buried, and the time when each rite was performed. If the Minister be in charge of a Parish, such minister shall make these entries in the Parish Register, and shall also enter therein the names of persons confirmed, and shall keep in the said Register a list of the Communicants and a list of the families belonging to the Parish; which Register, in case of the Minister's removal from the Parish, shall be deposited with one of the Wardens; and in such case, the Wardens shall cause all needful entries to be made in the Register until the Parish shall be again in charge of Clergy.

Section 2. Names of persons removing from one Parish or Congregation to another within the Diocese shall not be entered on the list of Communicants in the Parish or Congregation to which the persons remove until they have presented to the Rector or Minister, or to the Wardens, if there be no Rector or Minister, the certificate required by Title I, Canon 17, Section 4(a), of the General Convention. Nor shall such names be stricken from the list of Communicants in the Parish or Congregation from which the persons remove until the Rector or Minister or Wardens of that Parish shall receive the Rector or Minister or Wardens of the Parish or Congregation to which such persons have removed, a duly authenticated certificate that the names have been entered in the Register of that Parish or Congregation; and it shall be the duty of said Rector or Minister or Wardens to transmit such certificate within one month of such entry.

Any Rector or Minister in charge of a Parish may transfer to another Parish a Communicant who has attended the services of said Parish for two years, said Communicant having first consented to such transfer, or having made no objection after due notice of such intended transfer.

Section 3. The Rector and Vestry of every Parish, or if a Parish be vacant, the Wardens and Vestry, and every Minister in charge of a Mission Station, shall present or cause to be delivered, on or before the first day of February of each year to the Bishop of the Diocese, or, if there be no Bishop, to the Secretary of the Diocese, a statement in duplicate in the form prescribed by the Canons of the General Convention.

No name shall be dropped from the Parish Register for the reason that the person is not reckoned a present Communicant for the purpose of the annual report.

The items under the head of "Parochial Reports" shall be for the year ending on the 31st day of December.

Section 4. All clergy, not regularly settled in any Parish Church, shall report the occasional services performed; and if that minister has performed no such services, the causes or

reasons which have prevented the same. These reports, or such parts of them as the Bishop shall think fit, may be read in Convention, and shall be entered on the Journals thereof.

Section 5. At every visitation it shall be the duty of the Minister of the Parish, and that of the Wardens or Vestry or of some other officer to submit the Parish Register to the Bishop for inspection, and to give information on the state of the Congregation, spiritual and temporal, under such headings as shall have been previously signified to them in writing by the Bishop.

Section 6. The basis of financial assessments laid by the Convention upon the several Parishes and Mission Stations shall be on a basis voted by the Annual Diocesan Convention. The Diocesan Executive Council is responsible to present an assessment and quota proposal to the Diocesan Convention for all monies to be raised in the support of budgets adopted by the Convention.

CANON III - OF DEANERIES

Section 1. a) The Diocese shall be divided into not fewer than eight nor more than twenty Deaneries. The number and boundaries of such Deaneries shall be determined and may be altered or changed from time to time by the Bishop and Diocesan Executive Council as they may deem to be best, considering the interests and needs of the parishes and of the Diocese.

b) In each Deanery there shall be a Deanery Council, the members of which shall consist of (1) the Clergy canonically resident in the Diocese who are serving in the Parishes, Mission Stations and as Chaplains of institutions, listed in the Diocesan Journal, (2) the non-parochial Clergy who are communicants of such Parishes and Mission Stations and who are canonically resident in the Diocese, and (3) each Lay Delegate and each Substitute Delegate chosen by the member Parishes and Mission Stations to serve in the Diocesan Convention in accordance with Article IV of the Constitution of the Diocese of Connecticut.

For the purpose of this Canon, the term "Parish" shall include the Cathedral Congregation.

The Clerks of the several Parishes and Mission Stations in each Deanery shall immediately after the election of Lay Delegates transmit to the Secretary of their Deanery a certificate of each election, adding the names of Substitutes for Delegates if any such have been elected, and the Secretary shall thereupon prepare a Roll of the Lay Delegates to be used at meetings of the Deanery.

No Parish or Mission Station shall be represented by a number of representatives exceeding the number of Lay Delegates to which such Parish or Mission Station may be entitled and a like number of Substitute Delegates. In the event that a Parish or Mission Station shall have elected *additional* Substitute Delegates as provided in Article IV of the Constitution such Substitute Delegates shall not serve on the Deanery Council unless designated by the Parish or Mission

Station in such manner as it may determine, to substitute for one of the regular Delegates or Substitute Delegates. Such designation shall be certified to the Secretary of the Deanery by the Clerk of the Parish or Mission Station.

c) Each Deanery Council shall elect from the communicants of the Parishes and Mission Stations of the Deanery a Dean, who may be from either order, and a Sub-Dean from the opposite order, but not from the same Parish or Mission Station, who shall become voting members of the Deanery Council (if not already so entitled). Each Deanery Council shall elect annually a secretary and a treasurer. Any vacancy in the office of the Dean, Sub-Dean, secretary or treasurer may be filled for the balance of the term at a special meeting of the Deanery Council called for the purpose. The Dean, and in the absence of the Dean, the Sub-Dean, shall preside at meetings of the Deanery Council.

d) Each Deanery Council shall elect from the communicants of the Parishes and Mission Stations of the Deanery one clerical and one lay member to the Executive Council, who shall not be a Dean or Sub-Dean, to serve for a term of three years from the date of election. No person, after the completion of two successive terms, shall be eligible for election to such office until one year following the termination of a second successive term. Any person so elected to the Diocesan Executive Council shall during his term or terms be an ex-officio member of the Deanery Council if he be not a member of said council, and make regular reports to the Deanery Council of Executive Council activities. Any vacancy may be filled for the balance of the term at a regular or special meeting of the Deanery Council called for that purpose.

e) The term of office of any Dean or Sub-Dean shall be one year, and they shall serve until successors are elected and qualified. No person after the completion of three successive terms shall be eligible for election to such office until one year following such third completed term.

f) Each Deanery Council shall have the right of direct approach to the Bishop and Diocesan Executive Council through its representatives on the Diocesan Executive Council with respect to any request for funds or any other matter of concern to the Deanery.

g) Each Deanery Council may elect up to ten additional members with full voice and vote, such members to be communicants in good standing, to serve until the next annual meeting of the Deanery Council. There shall not be more than ten additional members of a deanery council including ex-officio members.

Section 2. a) Each Deanery Council shall foster cooperation among the member Parishes and Mission Stations, develop such programs as from time to time may be deemed desirable, and carry them out within the limits of such funds as may be locally available or allocated by the Bishop and Diocesan Executive Council, or the Diocesan Convention, and shall periodically evaluate all such programs.

b) The member Parishes and Mission Stations may subscribe funds for the support of the work of the Deanery, provided, however, that such funds shall not be in lieu of payments for the proportionate share of the Budgets of the Diocese, Province and National Church.

Section 3. a) Each Deanery Council shall hold an annual meeting during February to elect officers, and shall hold a meeting to prepare for the next annual Convention of the Diocese, shall hold regular meetings at such times as it may determine. The Bishop or the Dean may call, and the Dean upon request of 25% of the members shall call a special meeting of the Deanery Council. Notice of the time, place and objects of each meeting shall be given at least two weeks prior to the date of the meeting to the Bishop and to each member of the Deanery Council.

b) Each Deanery Council may adopt bylaws, subject to the approval of the Bishop and Diocesan Executive Council, and may constitute such committees as it may deem advisable. The Deanery Council may co-opt persons who are not members thereof for such services as it may deem advisable, including membership on such committees.

c) Whenever the Diocesan Convention, or the Bishop and Diocesan Executive Council, or the Bishop shall refer any matter to the Deanery Council, it shall consider the subject or subjects so referred at its next meeting and report its action and judgment to the Executive Secretary of the Diocese.

d) The Deanery Council shall file such reports as the Bishop and Diocesan Executive Council may require.

CANON IV - OF THE DIOCESAN EXECUTIVE COUNCIL

Section 1. There shall be an Executive Council of the Diocese to be known as the Bishop and Diocesan Executive Council. The Diocesan Executive Council shall be composed of:

i) The Bishop who shall be president, the Bishop Coadjutor who shall be a vice-president, and the Suffragan Bishops, if there be any, who shall be vice presidents in order of their consecrations.

ii) Two members, one clerical and one lay, elected by each Deanery as hereinbefore provided.

iii) The Treasurer of the Diocese and the Chancellor of the Diocese, ex-officio.

iv) Not more than six members at large, to be chosen annually by the Bishop with the concurrence of the Diocesan Executive Council. Any vacancy in this category may be filled for the unexpired balance of the term by the Bishop with the concurrence of the Diocesan Executive Council.

v) The Director of Administration and Finance and the Director of Program and Mission shall be ex-officio members with voice but without vote.

Section 2. a) The Bishop and Diocesan Executive Council shall coordinate and periodically evaluate the work and composition of the Deaneries, shall have power to expend and allocate funds within the limits of such budget as may have been adopted by the Diocesan Convention, may initiate and establish Diocesan programs and administrative policies and, in general, may exercise the full power and authority of the Diocese between sessions of the Diocesan Convention except in relation to amendments to the Constitution and Canons, the adoption of the budget, the admission of new parishes, or such other matters as may be reserved by Constitution or Canon to the Diocesan Convention, or the Bishop, or the Standing Committee, or when any such action would be inconsistent with any action or directives of the Diocesan Convention.

b) The Bishop and Diocesan Executive Council shall have and may exercise the full power and authority of the Diocese and of the Convention of the Diocese to direct the disposal of the income of the funds held in trust by the Church Pension Fund and known as the "Fund for Aged and Infirm Clergy and Widows and Orphans of Clergymen of the Diocese of Connecticut" and the "Clergymen's Retiring Fund of the Diocese of Connecticut"; whether such power and authority exist by virtue of an agreement relating to said funds entered into on January 12, 1923, or by virtue of any law or custom; and the Diocesan Executive Council is constituted the agent of the Diocese and of the Convention for the purpose of exercising such power and authority in such manner and to such extent as the Diocesan Executive Council may consider proper, notwithstanding the provisions of any other Canon of the Diocese relating to Assessments levied by the Church Pension Fund.

Section 3. The Bishop and Diocesan Executive Council shall have the power to adopt such bylaws, Rules, and Regulations as may be necessary for its own government, subject to the provisions of the Constitution and Canons of the Diocese of Connecticut. The Council shall hold stated meetings, and shall make and preserve a full record of all its acts. Special meetings of the Council may be held upon call of the President and shall be called by the President upon the written request of any five members thereof upon five days' written notice, which shall state the purpose of such meeting, except that during the sessions of the Convention a special meeting may be called at any time by the President and shall be called upon the written request of any five members, but such special meeting held during the Convention shall be legal only if a majority of the Council are present.

Section 4. The Bishop and Diocesan Executive Council shall constitute a Finance Committee and may constitute from time to time such other standing and ad-hoc committees as they deem advisable, and may appoint persons not members of the Council to serve on such committee, or to perform such other services as may be required. No person shall serve as chair of a standing committee unless that person be a member of the Diocesan Executive Council. There shall be appointed to each ad-hoc committee at least one member of the Diocesan Executive Council. The chair of such ad-hoc committee need not be a member of the Diocesan Executive Council.

Section 5. The Bishop and Diocesan Executive Council shall submit to each Annual Diocesan Convention a report of the work done under its supervision for the preceding calendar year. The report shall also contain an itemized statement of all receipts and disbursements a statement of all trust funds, of property in its possession or under its control, and a detailed statement of the salaries, if any, paid to each of its officers. This report shall be printed and sent to all the members of the Diocesan Convention not later than one week prior to the annual meeting of the Convention.

Section 6. The Bishop and Diocesan Executive Council shall at each annual meeting of the Diocesan Convention not later than one week prior to the annual meeting submit for its consideration and action, a budget for all the work committed to the Council, including the work of the Deaneries, and such other work as it may have undertaken, or may propose to undertake, for the ensuing calendar year. Provision shall be made in such budget for the necessary expenses of the Council and of its officers. Such budget shall be printed and sent to all the members of the Diocesan Convention not later than one week prior to the annual meeting of the Convention.

Section 7. The Bishop and Diocesan Executive Council may elect an Assistant Treasurer who shall perform such duties as may be requested of him by the Treasurer or the Bishop and Diocesan Executive Council.

Section 8. The Bishop and Diocesan Executive Council may from time to time appoint such administrative assistants with particular talents or for specific purposes as they may deem necessary within the limits of the Budget of the Diocesan Convention.

Section 9. The Bishop and Diocesan Executive Council shall establish standards and procedures for annually evaluating administrative personnel including the Director of Administration and Finance, the Director of Program and Mission and Deanery Coordinators.

CANON V - OF THE DIRECTOR OF ADMINISTRATION AND FINANCE

Section 1. The Bishop and Diocesan Executive Council shall elect a Director of Administration and Finance, who shall be responsible for managing the administration of the

Diocese. It shall be his duty to collect and disburse, under the direction and supervision of the Council, or of such Agencies as have Funds in their charge, the income from all the Trust Funds of the Diocese, to receive and collect all assessments, apportionments, pledges, and contributions for both Diocesan and extra Diocesan purposes and disburse the same.

Section 2 The Bishop and Diocesan Executive Council shall prescribe the respective duties of the Director of Administration and Finance and may assign such further duties to him or her as in their judgment may be necessary from time to time, and fix the salaries, and provide suitable offices and the necessary equipment and personnel for the furtherance of the work.

Section 4. The Bishop and Diocesan Executive Council may elect an Assistant Director of Administration and in their discretion, within the limits of the budget, who shall act under the Director and report to that Director.

CANON VI - DEANERY COORDINATORS

Section 1. There may be appointed by the Bishop, at the request of and in consultation with the Deanery Council, or a duly appointed committee of the same, a Coordinator, who shall not be the Dean or the Sub-Dean. The Coordinator shall, under the direction of the Bishop, perform such administrative duties as the Bishop and the Deanery Council may determine and as the needs of the Deanery and the Diocese require. Such Coordinator shall consult regularly with the Dean and shall report to the Bishop. The Coordinator shall attend meetings of the Deanery Council without vote, unless a member of the Council.

CANON VII - OF THE CATHEDRAL

Section 1. Christ Church Cathedral, Hartford, being established by the Convention as the Cathedral Church of the Diocese of Connecticut, shall have the same rights, privileges, and obligations as a Parish in union with the Convention. In any case where the terms of any Canon cannot exactly be complied with, the Chapter shall determine the mode of compliance which shall always approximate as nearly as possible to that required by the Canon.

Section 2. At each annual meeting of the Diocesan Convention, Clerical and Lay Members of the Cathedral Chapter shall be chosen to serve in accordance with the Constitution of the Cathedral.

CANON VIII - OF BUSINESS METHODS IN CHURCH AFFAIRS

Section 1. The fiscal year shall begin January 1.

Section 2. In every Parish, Mission Station and Institution, connected with the Diocese through its Convention, the following standard business methods shall be observed.

(1) Trust and permanent funds and all securities of whatsoever kind shall be deposited with a Federal or State Bank, or a Diocesan Corporation, or with some other agency approved in writing by the Bishop and Finance Committee of the Diocese, under either a deed of trust or an agency agreement, providing for at least two signatures on any order of withdrawal of such funds or securities.

But this paragraph shall not apply to funds and securities refused by the depositors named as being too small for acceptance. Such small funds and securities shall be under the care of the persons or corporations properly responsible for them.

(2) Records shall be made and kept of all trust and permanent funds showing at least the following:

- (a) Source and date.
- (b) Terms governing the use of principal and income.
- (c) To whom and how often reports of conditions are to be made.
- (d) How the funds are invested.

(3) Treasurers and custodians, other than banking institutions, shall be adequately bonded, except treasurers of funds that do not exceed five hundred dollars at any one time during the fiscal year.

(4) Books of account shall be so kept as to provide the basis for satisfactory accounting.

(5) All accounts shall be audited annually by an independent Certified or independent licensed Public Accountant, or by such an audit committee as shall be permitted by the Bishop and Finance Committee of the Diocese. All audit reports, any supplemental memorandum, and summaries of actions taken or to be taken to correct any deficiencies or to implement other recommendations shall be filed with the Bishop not later than 30 days following the date of such report, and in no event later than September 1 of each year, covering the financial reports of the previous calendar year.

(6) All Parishes, Mission Stations and Institutions connected with the Diocese through its convention shall participate in a Diocesan Property/Casualty Insurance Program approved by the Bishop and Diocesan Executive Council, which provides that all property (real and personal) shall be adequately insured including adequate public liability insurance and other coverages deemed necessary by Bishop and Diocesan Executive Council; and that the premiums for said insurance program shall be paid by the parish, mission station and/or other insured institution.

All *full-time* Clergy of Parishes and Mission Stations shall participate in a Diocesan Group Life, Medical, Dental Plan(s) approved by the Bishop and Diocesan Executive Council, which provides adequate coverage as deemed necessary by Bishop and Diocesan Executive Council; and that the premiums for said insurance program shall be paid by the parish or mission station; and that waiver of this participation may be approved by the Bishop with the advice of the Insurance Board.

(7) The Bishop and Diocesan Executive Council shall take such steps as it may deem desirable to secure compliance with this Canon and may require copies of any or all accounts described in this Section to be filed with it and shall report annually to the Convention of the Diocese upon its administration of this Canon.

Section 3. No Vestry, Trustee, or other body, authorized by Civil or Canon law to hold, manage or administer real property for any Parish, Mission Station, Congregation, or Institution, shall encumber or alienate the same or any part of thereof (save for the refinancing of an existing loan), without the written consent of the Bishop and Standing Committee of the Diocese, except under such regulations as may be prescribed by Canon of the Diocese, and except insofar as such requirement is inconsistent with provisions of the particular charter, trust, devise or deed of gift affecting ownership of such real property.

CANON IX - ECCLESIASTICAL DISCIPLINE

Section 1. Controlling effect of National Canons. All matters of Ecclesiastical Discipline in this Diocese are completely comprehended and governed by the provisions of Title IV of the Canons for the government of the Protestant Episcopal Church in the United States of America as adopted by the General Convention, and as amended and in effect from time to time. No Member of the Clergy of this Diocese may resort to the secular courts for the purpose of delaying, hindering or reviewing any proceeding under this Canon. No secular court shall have authority to reconsider, annul, reverse, restrain or otherwise delay any proceeding under this Canon.

Section 2. Ecclesiastical Nature. Disciplinary proceedings under Title IV and this Diocesan Canon are neither civil nor criminal, but ecclesiastical in nature and represent determinations by this Church of who shall serve as Members of the Clergy of this Church, and further represent the polity and order of this hierarchical Church. Clergy who have voluntarily sought and accepted ordination in this Church have given their express consent and subjected themselves to the discipline of this Church and may not claim (in proceedings under Title IV or this Diocesan Canon) constitutional guarantees afforded to citizens in other contexts.

Section 3. Establishment of the Diocesan Ecclesiastical Trial Court. The Ecclesiastical Trial Court shall consist of five persons, three of whom shall be Priests or Deacons canonically resident in the Diocese, and two of whom shall be lay persons who are adult confirmed communicants in good standing of a parish or mission station admitted into union with the

Convention. At each Diocesan Convention at which members of the Court are to be elected, the Diocesan Executive Council shall present to the Convention the names of at least one nominee for each position to be filled by the Convention, and shall include in its agenda for the Convention the names and qualifications of the persons so nominated. Additional nominations may be made from the floor of the Convention. A member of the Standing Committee is not eligible to be elected or serve as a member of the Court.

Section 4. Terms of Members

(a) The members of the Ecclesiastical Trial Court shall serve for a term of four years. A member of the Ecclesiastical Trial Court may serve for not more than two successive four year terms. Each term shall run until the dissolution of the Annual Convention held four years from the date of the member's election.

(b) If the term of a member of the Ecclesiastical Trial Court ends following the commencement of a Trial on which the member is sitting, the member shall continue to serve until the completion of the Trial and the rendering of a Verdict thereon.

(c) At the convention at which this amendment is adopted, two clerical members and one lay member shall be elected for a term of four years, and one clerical member and one lay member shall be elected for an initial term of two years, provided that this subsection (c) shall expire on the fourth anniversary of the adoption of this amendment.

Section 5. Presiding Judge. The Ecclesiastical Trial Court shall annually elect from its members a Presiding Judge within two months following Diocesan Convention. The Presiding Judge shall notify the Secretary of the Diocese of the person elected to be the Presiding Judge.

Section 6. Clerk and Reporter. The Presiding Judge shall notify the Secretary of the Diocese of the persons appointed by the Court to be Clerk and Reporter, respectively, of the Court.

Section 7. Lay Assessors. The Ecclesiastical Trial Court, when necessary, shall appoint at least one, but no more than three, Lay Assessors, to serve at the pleasure of the Court. Lay Assessors shall be qualified as required by Title IV.15.1. The Presiding Judge shall notify the Secretary of the Diocese of persons appointed to be Lay Assessors.

Section 8. Vacancies on the Court. A vacancy in the membership of the Ecclesiastical Trial Court (created by a reason other than for cause under Title IV.4.8.) shall be filled by a person nominated by the Bishop and confirmed by the Diocesan Executive Council. If the office of Bishop is vacant at the time, the vacancy on the court shall be filled by the Diocesan Executive Council. A person thus filling a vacancy shall serve until the dissolution of the next Annual Convention of the Diocese, at which the vacancy shall be filled by a person from the same order as the member whose death, disability, declination or resignation created the vacancy.

Section 9. Challenges. A challenge to a member of the Ecclesiastical Trial Court may be made and determined as provided in Title IV.4.8. In determining the challenge, the member challenged is not disqualified from voting within the Court in determining the challenge.

Section 10. Church Attorney. A Church Attorney shall be appointed from time to time by the Bishop with the advice and consent of the Standing Committee. A person appointed to be Church Attorney shall meet the qualifications specified in Title IV.15.1. The Standing Committee may designate a Charge or Trial in which a particular Church Attorney shall investigate, report, and appear before the Trial Court on behalf of the Standing Committee. The Chancellor may assist the Standing Committee in resolving any question of law that arises on its deliberations under Title IV.3.11. If there is more than one Charge before the Standing Committee, a different person may be appointed to act as Church Attorney with respect to each Charge.

Section 11. Mode of Trials.

(a) Summons. Upon the filing of a Presentment with the Ecclesiastical Trial Court pursuant to Title IV.3.17, the Clerk shall issue a summons. The summons shall be signed by the Clerk, identify the Court, be directed to the Respondent, and state the name and address of the Church Attorney. The summons shall state the time within which the Respondent must appear and defend, including the filing of a responsive pleading, and shall notify the Respondent that failure to do so may result in judgment of guilt and place the Respondent at risk for a Sentence to be pronounced at a later date. The Court may allow a summons to be amended.

(b) Service of Summons and Presentment. Service of the summons and a copy of the Presentment shall be made as provided in Title IV.14.17 and Title IV Appendix A, Rule 4(c). Waiver of service may be requested as provided in Title IV, Appendix A, Rule 4(d). If a Respondent fails to comply with a request for waiver of service, the Court shall impose on the Respondent the costs subsequently incurred in effecting service unless good cause for the failure be shown.

(c) Pretrial matters generally. Upon completion of service or waiver thereof, all pretrial matters including filing of the Respondent's answer of responsive pleading, amendments to the pleadings, Discovery, Depositions, Interrogatories, Document Production, and Requests for Admissions shall proceed as provided in Title IV, Appendix A.

(d) Pretrial Conferences; Scheduling; Management. The Court may in its discretion order the Respondent, counsel for the Respondent, Church Attorney, and any unrepresented party to appear before it for a conference or conferences before Trial for the purposes specified in Rule 16 of the Federal Rules of Civil Procedure, so far as appropriate to the trial of the issues raised by the Presentment and the responsive pleadings. Failure of a party or a party's attorney to participate in a scheduling or pretrial conference may be made the grounds for such sanctions as the Court may deem just, unless the Court finds that the failure was substantially justified or that circumstances make the imposition of sanctions unjustified.

(e) Presumption of innocence; standard of proof; burden of proof. In a Trial before the Ecclesiastical Trial Court, there is a presumption of innocence until the presumption is overcome by Clear and Convincing evidence. The standard of proof required to establish an Offense by the Respondent shall be that of Clear and Convincing evidence. The burden of proof to establish an Offense by a Respondent in a Trial is upon the Church Attorney.

(f) A Trial before the Ecclesiastical Trial Court shall be private unless with the consent of the Respondent it is otherwise ordered by the Court and all meetings of the Court shall be private unless otherwise ordered by the Court. The Bishop of the Diocese may be present at a Trial unless otherwise ordered by the Court. Voting by members of the Court shall be by secret written ballot on the findings and Sentence to be adjudged. No member shall disclose his or her vote or the vote of any member.

(g) At any time before or during a Trial, the Respondent may by written stipulation agree that the Verdict may be rendered by fewer than the full membership of the Court as provided in Section 3, provided that a majority of the members participating in the Verdict shall be Members of the Clergy.

(h) The Ecclesiastical Trial Court shall permit the Respondent to be heard in person and by counsel of the Respondent's own selection. If a Respondent shall plead financial hardship, the Presiding Judge may, in her or his discretion, appoint Counsel for the Respondent. The reasonable fees and expenses of such appointed Counsel shall be an expense of the Diocese. Each Complainant and Victim shall be entitled to be present throughout and observe the Trial, and each Complainant and Victim may be represented at their own expense by counsel of their own choosing. The Court may limit the number of Counsel who may address the Court or examine witnesses.

(i) The mode of conducting a Trial in the Ecclesiastical Trial Court shall be as provided in Title IV, as enlarged and supplemented by this Section.

Section 12. Failure to comply with procedural requirements. Non-compliance with any procedural requirement of this Diocesan canon or of Title IV shall not be grounds for dismissal of a proceeding unless non-compliance shall cause material and substantial injustice to be done or shall seriously prejudice the rights of a Respondent as determined by the Trial Court on motion and hearing.

Section 13. Definitions and References. References to Title IV of the Canons of the General Convention are given thus: "Title IV ____.", with the numbers referring to the Canon of Title IV and the Section, respectively. Where a word or phrase (such as "Offense", for example) appears in this Diocesan Canon with initial capital letter(s), the word or phrase is used in the sense in which it is defined in Title IV.15.

Section 14. Effective Date. The amendments herein provided for shall become effective October 27, 1995 and the members of the Ecclesiastical Trial Court elected at the Convention at which this amendment is adopted shall take office as of the effective date of this amendment.

CANON X - OF CLERICAL SETTLEMENT AND REMOVAL

Section 1. On the election of a Rector or the selection of an Assistant Minister by any Church or Parish, in accordance with Canon 1, Section 10, the Vestry shall deliver, or cause to be delivered, within five days thereafter, to the Ecclesiastical Authority of the Diocese, notice of such election or selection signed by the persons certifying thereto in such of the following forms as shall be appropriate.

In the case of the election of a Rector the notice shall be in form as, follows:

"We, the Church Wardens, do certify to the Ecclesiastical Authority of the Diocese of Connecticut that (naming person to be elected) was, at a duly called Parish meeting on _____ day of _____, (or at a meeting of the Vestry held on the _____ day of _____ authorized by a dully called Parish Meeting held on the _____ day of _____ elected Rector of (naming Parish or Church or Churches) to take charge thereof as of the _____ day of _____, at a stipend of \$_____ per year, and additional allowances and benefits as follows:"

In the case of the election of an Assistant Minister the notice shall be in form as follows:

"We, the Rector and Church Wardens, do certify to the Ecclesiastical Authority of the Diocese of Connecticut that (naming the person selected) was at a meeting of the Vestry held on the _____ day of _____ selected and approved as Assistant Minister of (naming the Parish or Church or Churches) effective as of the day of _____ at a stipend of \$_____ per year and additional allowances and benefits as follows:"

Section 2. When the rectorship of any Parish becomes vacant, it shall be the duty of the Church Warden forthwith to give notice thereof to the Ecclesiastical Authority of the Diocese.

Section 3. No Clergyman shall enter upon the rectorship of any Parish within this Diocese, or shall change his parochial cure within the Diocese, until he shall have obtained the written permission of the Bishop, or, if there be no Bishop, of the Standing Committee.

CANON XI - OF THE RECORDS OF THE STANDING COMMITTEE

It shall be the duty of the Secretary of the Standing Committee to keep a journal of its proceedings, which shall be subject to the inspection of the Convention, and to prepare an abstract of the journal each year, under the direction of the Committee, and present the same to the Annual

Convention. The abstract shall specify the time and place of each meeting of the Committee during the year; the number present; the names of persons recommended to the Bishop to be admitted Candidates for Holy Orders, or to be ordained Deacon or Priests; and the substance of all other matters which shall have been brought before them; and such abstract shall be entered on the journals of the Convention and published therewith.

CANON XII - OF THE CHANCELLOR

The Chancellor of the Diocese, who shall be a man learned in the law and a Communicant of this Church, shall be elected by the Convention, upon nomination by the Bishop, to hold office until his successor shall be elected in like manner. He shall be the legal adviser of the Bishop in such matters as may be referred to him. In case of a vacancy in the office of the Chancellor the Ecclesiastical Authority shall have power to fill such vacancy until the meeting of the next Annual Convention.

There may be a Vice-Chancellor of the Diocese who shall possess the same qualifications as the Chancellor, and be elected in the same manner as prescribed for the Chancellor, who shall perform such duties as may be requested of him by the Bishop or Chancellor.

CANON XIII - OF THE ROLL OF THE CONVENTION

The Bishop and Clerical Members of the Standing Committee, or in the case of a vacancy in the episcopate the Clerical Members of the Standing Committee, shall, before the meeting of any Convention, prepare a roll of the Clergy entitled to seats and votes to be used at the organization of the Convention.

The Clerk of the Cathedral Congregation and the Clerks of each Parish and Mission Station in the Diocese shall, immediately after the election of Lay Delegates and Substitute Delegates in such Congregation, Parish, or Mission Station, transmit to the Secretary of the Diocese a certificate of such election. The Secretary, with Lay Members of the Standing Committee, shall, before the meeting of any Convention, prepare a roll of the Lay Delegates to be used at the organization of the Convention.

At the opening of any Convention, after Divine Service, the President having taken the chair, the Secretary shall call the rolls of the Clergy and of the Lay Delegates which have been prepared in accordance with the preceding paragraphs of this Canon; and if a constitutional quorum of those appearing to be entitled to seats in both orders is present, the President shall declare the Convention organized for business.

CANON XIV - OF THE CHURCH PENSION FUND

Section 1. It shall be the duty of the Executive Council:

(a) To be informed of, and to inform the clergy and laity of this Diocese of the pension system created by the General Convention and committed by it to the Trustees of the Church Pension Fund.

(b) To receive, examine and file reports from The Church Pension Fund.

(c) To make an annual report to the Convention of this Diocese on such matters relating to The Church Pension Fund as the Council may deem of interest to the said Convention.

(d) To cooperate with The Church Pension Fund to the end that the clergy of this Diocese may obtain the fullest pension protection by said Fund under its established rules.

Section 2. It shall be the duty of this Diocese and of each Parish, Mission Station, and other ecclesiastical organization therein, through its treasurer or other proper official, to inform The Church Pension Fund of current or past salaries and other compensation of clergy associated therewith or resident therein, and of changes in such salaries and other compensations as they occur and to pay promptly to The Church Pension Fund the pension assessments required under the Canons of General Convention and in accordance with the Rules of said Fund.

Section 3. It shall be the duty of every cleric canonically resident or serving in this Diocese to inform The Church Pension Fund promptly of such facts as the Trustees thereof may deem necessary for its proper administration, and to cooperate with said Fund in such other ways as may be appropriate to assist the Fund in discharge of its canonical obligations.

Section 4. The Assessments levied on behalf of the Bishop, and of the Bishop Coadjutor and Suffragan Bishops if there be such, shall be paid by the Trustees for Receiving Donations for the Support of the Bishop.

Section 5. It shall be the duty and obligation of this Diocese and of each Parish and Mission Station and other ecclesiastical organizations or bodies subject to the authority of the Diocese of Connecticut which under the regulations of the Church Pension Fund have elected or shall elect to come into the pension system, to provide all lay employees who work a minimum of 1,000 hours annually retirement benefits through participation in the Episcopal Church Lay Employees Retirement Plan (ECLERP) of the Church Pension Fund or in an equivalent plan, the provisions of which are least equal to those of ECLERP. Such participation shall commence no later than January 1993. At its commencement, if the plan is a defined benefit plan, the employer contribution shall be not less than 9% of the employee's salary; if the plan is a defined contribution plan, the employer shall contribute not less than 5% and agree to "match" employee contributions of up to another 4%. The employer may impose a minimum employment period not to exceed one year of continuous employment before an employee would be able and eligible to participate.

CANON XV - OF THE ORGANIZATION OF MISSION STATIONS

Section 1. A Mission Station may be established by the Bishop on the application to him of parties residing in the given area. The form of application may be as follows:

To the Right Reverend _____, Bishop of Connecticut:

We, the subscribers, baptized persons over sixteen years of age, respectfully request that a Mission Station be established in the Town of _____, in the County of _____; and we hereby promise obedience of such Mission Station, if established, to the authority of the Bishop of Connecticut and conformity to the Constitution and Canons and to the doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America and the Diocese of Connecticut. We also hereby signify our intention to attend and to support this Mission Station.

The Rector and Vestry of each parish in the area wherein the establishment of a Mission Station has been applied for, shall be notified thereof by the Bishop and shall have reasonable opportunity to be heard with respect thereto.

If such application be approved, the Bishop shall appoint a Vicar and shall designate the name by which the Mission Station shall be known.

Section 1. (a) All Mission Stations shall be under the exclusive supervision, direction and control of the Bishop, who may, from time to time, make and issue such regulations for their establishment and administration as Bishop may deem appropriate. A Council of Advice shall be appointed by the Bishop upon nomination of the Vicar, from among the communicant members of the Mission Station. The Bishop may appoint a lay Vice Chairman, Treasurer and Clerk from the Mission Station's Council of Advice.

Any baptized person sixteen years or older enrolled on the register of a Mission Station shall become a member of such Mission Station for the purposes of voting at meetings of the Mission Station Congregation.

(b) A Mission Station may apply to become a Parish in accordance with Canon I, Sections 1 and 2.

Section 2. The Vicar of a Mission Station shall be appointed by the Bishop and the Bishop shall have exclusive power to remove such Vicars.

It shall be the duty of every Vicar to make periodic reports as directed by the Bishop, upon forms provided by the Diocese, of the condition of the Mission Station and of his official acts as Vicar.

Section 3. All recommendations and actions of the Councils of Advice of Mission Stations are subject to review by the Bishop before such recommendations and actions become final and effective. Every Mission Station shall have a parochial register, such register to be kept by the Vicar or other person designated by the Bishop.

Section 4. The Title of all property, real or personal, given or purchased for the use of any Mission Stations, shall be vested in the Missionary Society of the Diocese of Connecticut.

Section 5. The Bishop, after due notice, may terminate the existence of any Mission Station.

Section 6. A Parochial Mission may be established by a Parish, with the written approval of the Bishop, and the advice and consent of the Standing Committee and until a due canonical change in its status as such, shall be the responsibility of the Parish and under its authority, direction and control. In any case wherein a separate congregation is established by a Parish it shall be considered as the establishment of a Parochial Mission as defined herein.

The Bishop, at the request of a Parish, may, with the advice and consent of the Standing Committee, terminate the existence of any Parochial Mission in said Parish, or constitute the same as a Mission Station.

CANON XVI - THE COMMISSION OF THE MINISTRY

Section 1. To the Annual Convention adopting this Canon and to each Annual Convention thereafter the Bishop shall nominate fourteen persons, clerical and lay, of whom not more than eight of these shall be from the same order. One of the nominees shall be a member of the Standing Committee. All members of the Commission shall be clergy canonically resident or lay communicants domiciled in this Diocese. Upon confirmation by the vote of said Convention the nominees shall constitute the Commission on the Ministry.

Section 2. The members of the Commission shall serve for terms of one year and may be renominated and confirmed annually provided that no member shall serve more than six terms in succession.

Section 3. The Bishop shall be *ex-officio* a member of that Commission. The Bishop Coadjutor or Bishop or Bishops Suffragan, if there be such, may be appointed by the Bishop as additional members.

Section 4. Vacancies in the Commission membership occurring between Annual Conventions shall be filled by appointment by the Bishop with the advice and consent of the Standing Committee.

Section 5. The duties of the Commission shall be those set forth in the Canons of the General Convention and such other duties as the Bishop may appropriately assign.

Section 6. The Commission on the Ministry shall have the power to adopt rules for its work subject to the approval of the Bishop provided the same are not inconsistent with the Canons of the General Convention and the Canons of the Diocese. Subject to the approval of the Bishop the Commission on the Ministry shall have authority to appoint such committees from and beyond its membership as it may find necessary to act on its behalf; provided, however, that ultimate responsibility shall remain with the Commission as a whole to report to the Bishop concerning an applicant's fitness for admission as a Postulant or Candidate, and, if requested by the Bishop, for ordination to the Diaconate and to the Priesthood.

CANON XVII - REPEALING FORMER CANONS

All former Canons of this Diocese, not included in these Canons, are hereby repealed.

The Secretary shall make such changes in the numbering of Canons or Sections, or in references to Canons or Sections, as may be required at any time by resolutions or amendments to the Canons adopted by the Convention.

CANON XVIII

The provisions of these Canons shall be equally applicable to men and women.

CANON XIX

The Episcopal Church in the Diocese of Connecticut shall not discriminate in its hiring practices, terms, or conditions of employment because of race, color, national origin, ancestry, sex, sexual orientation, age, marital status, or physical disability.

CANON XX - OF THE ARCHIVIST AND HISTORIOGRAPHER

Section 1. There shall be an Archivist and Historiographer of the Diocese who shall be appointed by the Bishop.

Section 2. It shall be the duty of the Archivist and Historiographer to receive and keep safely all books, documents and manuscripts belonging to the Diocese and not required to be kept by any other person or officer and to collect and preserve such materials as can be obtained relative

to the history of the Diocese and of particular Parishes. The Archivist and Historiographer shall catalogue and classify all books, documents and papers so as to make their contents accessible for reference.

CANON XXI - OF LAY DELEGATES TO CONVENTION TO BE MEMBERS OF VESTRY

All duly elected Lay Delegates to the Annual Diocesan Convention who are not serving on the Vestry or Council of Advice of their respective Parish or Mission Station, shall become, upon their election at the Annual Meeting of the Parish or Mission Station, *ex-officio* members of the Vestry or Council of Advice with voice but without vote.

CANON XXII - OF PARISH HISTORIANS

Section 1. There shall be an historian for each parish in the diocese appointed by the rector or vicar and approved by the vestry.

Section 2. It shall be the duty of the parish historian to collect and safely maintain all manuscripts, photographs, news clippings and other memorabilia relating to the history of the parish; not directed by any other canon to be kept by parish officers, and arrange them so they are accessible for reference.

CONSTITUTION OF THE MISSIONARY SOCIETY OF THE DIOCESE OF CONNECTICUT

Article 1. This Society shall be called "The Missionary Society of the Diocese of Connecticut."

Article 2. The members of the Church in this Diocese shall constitute this Society; and it shall be represented by the Convention.

Article 3. The Diocesan Executive Council of the Diocese shall constitute the Board of Directors. The officers of the Diocesan Executive Council including the President, Vice-Presidents, the Executive Secretary, the Assistant Executive Secretary, the Treasurer, and the Assistant Treasurer of the Diocese shall be President, Vice-Presidents, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer *ex-officio*. Twelve members of the Board shall constitute a quorum.

Article 4. The Annual Meeting of the Board of Directors shall be held on the third Thursday in January, or such other time as the Board shall determine.

Regular meetings of the Board shall be held on such days and at such places as the Board may appoint; and special meetings, for the transaction of any business, may be held at such times and places as the Bishop, upon the written application of two (2) members of the Board may designate.

Article 5. No alteration shall be made in this Constitution without having been proposed to the Convention at least one day before it is acted upon; and the Convention alone shall have the power to make alterations.

ORDERS OF THE DAY

(Times to be established in accordance with the Standing Resolution of 1969)

Opening at the polls for election.

Notice of Motions or Resolutions which are to be introduced as New Business; Motions of reference to Committees or Commissions already appointed; Motions for Special Orders of the Day; Report of Committee on Constitutions and Canons.

The Bishop's Address in the Cathedral (Reports of Suffragan Bishops or Bishop Coadjutor, if there be such, to be at a time appointed by the Bishop.)

Recess will be taken for luncheon to be served.

Report of the Diocesan Executive Council.

Recommendations of Committee on the Bishop's Address.

Report of the Committee on Constitution and Canons appointed at this Convention.

RULES OF ORDER OF THE ANNUAL CONVENTION

Rule 1. This order will be interrupted to consider the Orders of the Day at the hours given below, and the recess luncheon from 1 to 1:45.

Opening of Business Session.

Rule 1. The Secretary of Convention shall prepare a proposed agenda for each Regular and Special Convention.

- (1) Report of Standing Committee on roll of clergy and acceptance. Report of the Committee to prepare roll of Lay Delegates and its acceptance.
- (2) Secretary to call Rolls unless it be voted to dispense with such calling; and if a constitutional quorum be present the President shall declare the Convention organized for business.
- (3) Election of a Secretary of Convention and the appointment of such Assistants as desired.
- (4) Election of a of a Secretary of the Diocese and a Treasurer, if the office be vacant.
- (5) Resolutions of Courtesy to Visitors.
- (6) Resolutions amending the Rules of Order.
- (7) Presentation by the Secretary of business remaining unfinished at last Convention, mentioning Committees which ought to report and any communications received by him for the Convention.
- (8) Reception and reference of papers concerning the admission of New Parishes.
- (9) Reports of committees appointed at last Convention.
- (10) Report of Treasurer.
- (11) Report of the Trustees of the Fund for Support of the Episcopate.
- (12) Report of the Trustees of Donations and Bequests for Church Purposes.
- (13) *Report of the Committee on Admission of New Parishes, the Admission of the Parishes and reception of their Lay Delegates.*
- (14) Report of the Committee on Nominations and action thereon.
- (15) Nominations and Confirmation of the Commission on Ministry.
- (16) *Report of Archivist.*
- (17) *Report of Treasurer of Missionary Society.*
- (18) *Miscellaneous Business.*

(19) *Closing Prayers.*

Rule 1A. That the President of the Convention shall appoint *a Committee on the Admission of New Parishes*, a Committee on Constitution and Canons, a Committee on Resolutions, and a Committee on Nominations *to Report Vacancies in any of the Boards of Trustees elected by the Convention and to nominate persons to fill the same*, each committee to consist of seven persons, not more than four from one Order. The President shall appoint these committees at least six weeks prior to the date of the Convention, and their names shall be published in the *Pre-Convention Journal* and their names shall be distributed *sent to all members of the Convention three* prior to the Convention.

Rule II.(1) There shall be an Elections Committee consisting of at least *two* one member of the clergy and *two* one lay persons appointed by the Bishop from members and members-elect of the Convention, who shall have charge of the elections and shall appoint, from Communicants of the Parishes in union with the Convention, two sets of Tellers who need not be members of the Convention, *four* three or more for each Order, to receive and count the vote.

(2) All nominations for positions to be filled by ballot by the Diocesan Convention must be made in writing and signed by ten members or members-elect of the next Diocesan Convention. All such nominations shall be in the hands of the Secretary at least eight weeks before the Convention.

(3) The Standing Committee of the Diocese shall then act as a nominating committee to nominate additional nominees, where needed, equal to the number to be elected to each position. This will apply to nominations for the Standing Committee, Deputies and Supplemental Deputies to the General Convention and the Provincial Synod.

(4) The Secretary of Convention shall at once notify any person so nominated and request from him the necessary information that is to be mailed to all delegates of the Convention. Not less than three weeks prior to the Convention, the Secretary will mail to all delegates a list of eligible nominees, which list shall include for each nominee a brief appropriate biography and may include a statement by the nominee addressing the major issues confronting the Church.

(4a) *The Secretary shall have printed ballots prepared for the Convention made up of all nominations of eligible persons.*

(5) The Secretary shall have printed ballots prepared for the Convention made up of all nominations of eligible persons. There shall be ballot boxes conveniently accessible in or adjacent to the room where the Convention meets. The President shall declare the polls open, and they shall remain open until, in his judgment, every delegate present has had sufficient opportunity to vote. The President may declare recesses for the purpose of balloting, whenever in his judgment that would expedite the procedure. Balloting may take place, if the Convention so directs, while the delegates are seated in Convention.

(6) The balloting shall be by the Australian *method*, ballot, as already provided, each voter marking the names of the persons whom he would have elected, either printed as nominees or written by himself in the blank spaces. When the Elections Committee is ready to report, the Reports shall be presented to the President; first, that of the votes for the election of the Standing Committee; second, for the election of Clerical and Lay Deputies to the General Convention; third, for the election of Clerical and Lay Deputies to the Synod of the First Province.

(7) The Secretary of Convention shall provide to the delegates the results of each ballot. *A bulletin board shall be placed in the room where the Convention is held, and after the first ballot for any of the offices the names of those receiving the highest vote shall be written upon the board, the number of names so written to be limited to the number still to be elected, plus two; but in the election of Deputies to General Convention or to the Provincial Synod or in any election requiring the choice of Supplemental Deputies, the number of names so written are to be limited to the number still to be elected plus the number of Supplemental Deputies to be chosen. This shall not limit in any way the right of delegates to vote for whomsoever they choose.* Where a blank ballot is cast in the case of any group being voted for it shall not be counted to determine the majority required for election *in that particular group*. This provision shall not affect the ballot in other respects.

(8) In any election not otherwise governed by the Constitution of the Diocese or by Diocesan Canon or by these Rules of Order, the candidates (to the required number) receiving the highest number of votes shall be declared elected, provided that, in the case of the first ballot that number be a majority of the whole number of votes cast for said office; and provided further that, if there be a failure to elect the required number of person on the first ballot, or if a tie occur in the case of two or more persons having the same number of votes, another ballot shall be taken immediately for the places unfilled and, in either of such events, the candidates (to the required number) receiving the highest number of votes shall be declared elected, the polls to be opened for that purpose for such time as the President shall direct. After Deputies to the General Convention or to the Provincial Synod have been elected, nominations shall then be made *by each Order for Supplemental* Alternate Deputies. The four highest names voted for but not elected on the last ballot for Deputies shall be considered to have been placed in nomination automatically *and their names shall be the first names written upon the bulletin board.* The *Supplemental* Alternate Deputies shall be elected by ballot in the same manner as Deputies or by voice vote as determined by the Convention. *and the priority of their election shall be determined by the Order which elects them.*

(11) No *clergyman* member of the clergy shall be eligible for election to more than one of the following offices at any one Convention: Member of the Standing Committee Member of the Diocesan Executive Council, Deputy to the Provincial Synod. If any *clergyman* member of the clergy shall be nominated for more than one of these offices, the member of the clergy shall indicate in writing to the Secretary of the Diocese, not later than forty-eight hours after the nominations close, the office for which he or she chooses to be a candidate. In the event of *his* the

failure of the member of the clergy to so indicate his or her choice, he or she shall then be eligible for election only to that office for which he first received the required number of nominations.

Rule III. When the President takes the chair, no member shall continue standing, or shall afterwards stand, unless to address the chair.

Rule IV. When any member is about to speak in debate, or present any matter to the Convention, *he* that person shall rise *from his seat*, and, with due respect, address *himself* to the President.

Rule V. Anyone moving the adoption of a resolution may speak to it for up to five minutes. Any subsequent speakers pro or con will be limited to two minutes each. No member shall speak more than twice in the same debate, nor on a question of appeal more than once, without leave of the Convention.

Rule VI. A question being once determined, shall stand as the judgment of the Convention, and shall not again be drawn into debate during the session, unless with the consent of two-thirds of the members present, upon a motion to reconsider, made by one of the majority on the first decision.

Rule VII. Every member present shall vote when a question is put, unless excused by the Convention.

Rule VIII. No motion shall be considered as before the Convention unless it be seconded and reduced to writing when required, and announced by the Chair.

Rule IX. When a question is under consideration, no motion shall be received except to lay on the table, to postpone indefinitely, to postpone to a certain time, to commit or to amend; and motions for any of these purposes shall have precedence in the order herein named. Conform to Roberts Rules of Order

Rule X. Motions to lay upon the table and to commit shall be decided without debate.

Rule XI. A motion to adjourn shall always be in order when no member is speaking and, if unqualified, shall be decided without debate.

Rule XII. All amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made; no after amendment to such second amendment shall be in order; but a substitute for such second amendment, or a substitute for the whole matter, may be received. No proposition on a subject different from that under consideration shall be received under color of a substitute.

Rule XIII. The mover may withdraw a motion or resolution at any time before decision or amendment, with the consent of the Convention; in which case it shall not be entered upon the Minutes.

Rule XIV. If the question under debate contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately; except that a motion to strike out and insert shall be indivisible.

Rule XV. In elections by ballot, all votes cast for eligible candidates are to be counted, whether such candidates have been nominated or not; but blank ballots shall not be counted, unless it be necessary to determine a quorum, or the number voting.

Rule XVI. All special Committees shall be appointed by the President unless otherwise ordered. The President shall appoint at each Convention a Sergeant-at-Arms and such assistants as he may deem necessary, to serve as such during that Convention.

Rule XVII. The reports of all Committees shall be in writing and shall be received, in course, without motion. They shall be entered upon the Minutes unless otherwise ordered. If recommending or requiring any action or expression of opinion by the Convention, they shall be accompanied by a resolution for its consideration.

Rule XVIII. No printed matter of any kind shall be distributed in the Convention or placed in the seats, except by the authority of the President or the Secretary.

Rule XIX. No applause or audible expression or approval or disapproval shall be permitted during any debate or discussion of any matter pending before the Convention.

Rule XX. The Rules of Order shall be permanent and remain in force at every Convention until otherwise ordered; and they shall govern the procedure in either Order sitting separately for any purpose, so far as they apply.

Rule XXI. No Rule of Order shall be suspended, unless by a vote of two-thirds of the members present; nor shall any be changed or rescinded except at the first session, and by a vote of a majority of the members present.

Rule XXII. A person who is not a member of the Convention may be invited to address the Convention upon motion of a member of the Convention provided that such motion be accepted by a vote of at least two-thirds of the members present.

Rule XXIII. Except when in conflict with the Constitution or Canons of the Episcopal Church or in conflict with the Constitution or Canons of the Diocese of Connecticut or any Rule herein contained, the latest edition of Robert's Rules of Order shall govern the interpretation of these Rules and the procedure to be followed.

STANDING RESOLUTIONS

1897 *RESOLVED*, That the Secretary of the Diocese be instructed to prepare from such information, sufficiently attested, as may from time to time be furnished him, and to publish in the Journal at least every fifth year, beginning with the year 1900, a list of Parishes. *The names of which have been changed, wholly or in part since the date of their organization, setting forth the said changes with the dates hereof, as far as they can be ascertained.*

1916 *RESOLVED*, *That there be printed in the Journal following the Standing Resolutions of this Convention such Canons of the General Convention, relating to the duties of Clergymen and Lay Persons as the Bishop shall direct.*

1929 *RESOLVED*, That the offering taken in any Parish or Mission Station at the time of any Episcopal Visitation shall be given to whatever object the Bishop shall designate (Transfer this to Canon II Sec. 5).

1944. *RESOLVED*, That all proposed changes to the Constitution and Canons shall be submitted in writing to the Chairman of the Committee on Constitution and Canons at least eight weeks before the opening of the Convention at which they are to be presented, and that copies or summaries thereof shall be included in the Report of that Committee together with its recommendations thereon, and such Report shall be mailed to all members of the Convention. This resolution shall not apply to matters which may come before the Committee on Constitution and Canons appointed at the Convention itself.

1965. *RESOLVED*, That all motions and resolutions received by the Secretary of Convention at least eight weeks before the opening of the Convention shall be referred by him to the Committee on Resolutions or to the Committee on Constitutions and Canons as appropriate.

1967. RESOLVED, That parish vestries be requested to review in the light of rising living costs the salaries and allowances of clergy and lay workers annually prior to the Annual Parish Meeting, and in so doing consideration should be given to the fact that clergy are required to pay social security taxes in full while half is paid for lay employees, so that proper action may be taken thereon.

1969. *RESOLVED*, All reports other than the reports of committees appointed under rule (1)(7), the Archivist, the Committee on the Bishop's address, the Treasurer, Trustees of the Fund for the support of the Episcopate, the Trustees of Donations and Bequests for Church Purposes, and the Abstract of the Proceedings of the Standing Committee shall be submitted to the Secretary of the Convention by June 1st to be published with the Report of the Diocesan Executive Council and be *mailed* distributed to all delegates., *four weeks prior to convention.*

1969. *RESOLVED*, That the Bishop and Diocesan Executive Council be authorized to establish the hours of the Opening of the Business Session and of the Order of the Day, and that notice thereof be given to the Clergy and Lay Delegates by the Secretary of Convention.

1969. *RESOLVED*, That it is requested that all reports not requiring action be presented to the Convention by title.

1970. *RESOLVED*, That this Diocesan Convention recommends to the Diocesan Executive Council, all vestries, and all mission councils that beginning in 1971 they support their clergy in their professional development by:

1. providing an annual study leave of at least one week, in addition to vacation time, and by
2. providing financial aid for such study amounting to at least \$100 per year for each clergyman.

Since in some instances the purposes of continuing education can be better achieved by taking longer leaves periodically, it is recommended that the annual leave and financial aid be made cumulative.

1973. *RESOLVED*, That all motions and resolutions upon which the Convention shall express its mind shall be sent to the Secretary of Convention at least eight weeks before the opening of the Convention and the Secretary shall *send* distribute to all delegates a published copy of these motions and resolutions along with explanatory comments of not more than 100 words to be provided by the *proposers* Secretary at least *eight* three weeks before the meeting of the Convention. Any motion or resolution which has not been presented in this manner shall be presented at the opening of the business session. No debate will be allowed at this time, provided that the proposer may, if he/she chooses, state in not more than one minute any facts which may have prevented the timely submission of the motion or resolution, and an immediate vote shall thereupon be taken as to whether or not the Convention desires to add this motion or resolution to the agenda. In the event that the motion or resolution be accepted by at least a two-thirds vote the President shall immediately refer the motion to the appropriate committee. Such committee will include motions or resolutions so referred in their report for action by the Convention.

1973. *RESOLVED*, That in addition to the biographical sketches of the candidates for election to office by the Diocesan Convention such candidate may provide a statement of not more than fifty words about their basic convictions concerning the Church. This is to be mailed with the biographical information to Convention delegates.

1974. *RESOLVED*, That the abstract of the proceedings of the Standing Committee shall be submitted to the Executive Secretary of the Diocese at least eight weeks prior to the Convention

and be *mailed* distributed to all delegates prior to or at *with the report of the Diocesan Executive Council at least three weeks prior to the Convention.*

"All references to the Constitution and Canons of the Protestant Episcopal Church in the United States are to those revised and adopted at the 1997 General Convention."

ATTESTATION

I certify that the foregoing is a true copy of the Constitution and Canons of the Diocese of Connecticut as amended at sundry times through October 24, 1998.

Edwin Gordon Hebb, Jr.
Chancellor of The Diocese of Connecticut