2006 Edition

THE CONSTITUTION AND CANONS

OF THE EPISCOPAL DIOCESE OF CHICAGO

Through the 168th Annual Convention, 2005

Summary of Canonical Actions: 2005 Convention ..... p. 1

Table of Contents of the Constitution and Canons ..... p. 2

THE CONSTITUTION..... p. 6

THE CANONS..... p. 15

Rules of Order of Convention ..... p. 77

Province V – Constitution and Ordinances, Standing Rules and Bylaws ..... p. 80

The Rt. Rev. William D. Persell
Bishop of Chicago

The Rt. Rev. Victor A. Scantlebury
Assistant Bishop

Todd M. Young, Esq.
Chancellor

Marc O'Brien, Esq., Assistant Chancellor

Thea Pazen, Esq., Assistant Chancellor

Richard J. Hoskins, Esq., Chancellor Emeritus

5724487v3 726878

Summary of Canonical Actions
at the 168th Annual Convention, 2005

The 168th Annual Convention of the Diocese of Chicago met on Friday and Saturday, November 11 and 12, 2005, in Arlington Heights, Illinois. The Convention adopted amendments to Article 10 and 16 of the Constitution of the Diocese, and approved a first reading of an amendment to Article 5 of the Constitution of the Diocese.

Constitution, Article 10. The Convention approved an amendment to Article 10. Previously, the Constitution required that a member of Standing Committee was not eligible for reelection to successive terms, and a one-year break in service was required before a member of Standing Committee could be elected to a successive term. The amendment permits members of Standing Committee to serve two successive full terms of office before being required to take a one-year break in service. The use of the phrase "full terms" was intended to clarify that an individual who serves out another person's uncompleted term may still serve two successive terms before the required break in service. Pursuant to Article 19 of the Constitution, amendments to the Constitution must be approved at one Convention and then must be referred to the next Convention for final consideration and action. If approved and adopted by that Convention by a majority of both Orders, voting separately, and concurred by the Bishop, the constitutional amendment becomes effective. This amendment to the Constitution was first proposed at the 167th Convention in 2004, at which time it was approved. The amendment was approved on its second reading by the 168th Convention.

Constitution, Article 16. The Convention approved an amendment to Article 16. Previously, the Constitution required that for a clergy person to be eligible to vote in the election of a Bishop, he or she must have been personally and canonically resident in the Diocese for at least six months immediately preceding the election. The amendment provides an exception for clergy serving outside the Diocese (a) as the Presiding Bishop, (b) on the staff of the Presiding Bishop, (c) as military chaplains on active duty, (d) as full-time instructors at accredited theological seminaries, or (e) as interim ministers with the permission of the Bishop. Pursuant to Article 19 of the Constitution, amendments to the Constitution must be approved at one Convention and then must be referred to the next Convention for final consideration and action. If approved and adopted by that Convention by a majority of both Orders, voting separately, and concurred by the Bishop, the constitutional amendment becomes effective. This amendment to the Constitution was first proposed at the 167th Convention in 2004, at which time it was approved. The amendment was approved on its second reading by the 168th Convention.

Todd M. Young,
Chancellor

TABLE OF CONTENTS

THE CONSTITUTION

ARTICLE 1 The Title and Bounds of the Diocese 6
ARTICLE 2 Accession to Constitution and General Convention of the Episcopal Church 6
ARTICLE 3 The Ecclesiastical Authority 6
ARTICLE 4 Annual and Special Conventions 6
ARTICLE 5 Members of the Convention 7
ARTICLE 6 The President of the Convention 8
ARTICLE 7 The Secretary of the Convention 8
ARTICLE 8 The Treasurer of the Diocese 9
ARTICLE 9 The Registrar of the Diocese 9
ARTICLE 9A The Historiographer of the Diocese 9
ARTICLE 10 The Standing Committee 9
ARTICLE 11 The Deputies to the General Convention 11
ARTICLE 12 The Mode of Election of Officers 11
ARTICLE 13 The Transaction of Business 11
ARTICLE 14 The Admission of New Parishes 12
ARTICLE 15 The Forfeiture of Privileges 12
ARTICLE 16 The Election of a Bishop 12
ARTICLE 17 The Date of the Fiscal Year 13
ARTICLE 18 Assessments 13
ARTICLE 19 Alterations and Amendments 14
ARTICLE 20 Repeal 14

THE CANONS

Title I: THE CONVENTION

CANON 1 The Clerical Members 15
CANON 2 The Lay Delegates 15
CANON 3 The Officers of the Convention 17
CANON 4 The Business of the Convention 19
CANON 5 Rules of Order for Convention 22

Title II: THE CLERGY

CANON 6 Definition of Titles of the Clergy 22
CANON 7 Qualification for Pastoral Charge or Ministration 23
CANON 8 The Election or Appointment of Clergy 23
CANON 9 The Authority of Rectors, Priests-in-Charge, and Deacons-in-Charge 24
CANON 10 Instruction of Children and Adults 25
CANON 11 Officiating Within Other Parochial Cures 25
CANON 12 Dissolution of the Pastoral Connection 25
CANON 13 Vacancy in Rectorate 26
CANON 14 Differences Arising Between a Rector and the Vestry or Parish 26
CANON 15 Registers and Reports 27
CANON 16 Alms and Contributions of the Holy Communion 28

Title III: THE MISSION AND THE PARISH

CANON 17 The Mission 29
CANON 18 The Parish and Its Organization 31
CANON 19 The Wardens 34
CANON 20 The Corporation and Vestry 35
CANON 21 Officers of the Vestry 37
CANON 22 Parish Meetings and Elections 38
CANON 23 The Church Building 40

CANON 24 The Sale or Encumbrance of Real Estate 41
CANON 25 Parishes with a Vacancy In Rectorate 42
CANON 26 Parochial Boundaries 42
CANON 27 Acts of Convention Binding 42
CANON 28 Distressed Parishes 42
CANON 29 Episcopal Visitations 46

Title IV: INSTITUTIONS OF THE DIOCESE

CANON 30 Deans and Deaneries 47
CANON 31 The Diocesan Council 48
CANON 32 The Board of Apportionment Review 49
CANON 33 The Commission on Ministry 50
CANON 34 The Cathedral 51
CANON 35 The Bishop and Trustees 52
CANON 35A The Diocesan Foundation 55
CANON 35B Episcopal Charities 58
CANON 36 The Chancellor 58
CANON 36A Diocesan Agencies 59
CANON 37 The Registrar of the Diocese 62
CANON 37A The Historiographer of the Diocese 62
CANON 38 Licensed Ministries 62

Title V: BUSINESS AND FINANCE

CANON 39 Business Methods in Church Affairs 63
CANON 40 The Apportionment 64
CANON 40A Group Insurance Payments 66
CANON 40B Support of Seminaries 67
CANON 41 The Church Pension Fund 67
CANON 42 Clergy Compensation 68
CANON 43 Notice of Diocesan Offerings 68
CANON 44 Annual Offering for the Endowment Fund of the Diocese 68

Title VI: DISCIPLINE

CANON 45 Ecclesiastical Discipline 69
CANON 46 The Court of Appeals 71
CANON 47 Contempts 71
CANON 48 Sentence of Suspension 71
CANON 49 Complaint on Repulsion 72
CANON 50 Communicants Who Neglect the Holy Communion 72
CANON 51 The Transfer of Communicants 73
CANON 52 The Due Celebration of Holy Days 73

Title VII: OTHER PROVISIONS

CANON 53 Election at Convention 74
CANON 54 Quorum 74
CANON 55 Deputies to the General Convention 75
CANON 56 Representatives to the Synod 75
CANON 57 The Amendment and Enactment of Canons 75
CANON 58 Numbering and Placement of New or Amended Canons 75

RULES OF ORDER

Rules of Order of Convention 77

PROVINCE V DOCUMENTS

Province V – Constitution and Ordinances, Standing Rules and Bylaws 80

THE CONSTITUTION
OF THE DIOCESE OF CHICAGO

ARTICLE 1
The Title and Bounds of the Diocese

This Diocese shall be known and distinguished as the "Diocese of Chicago," and its bounds shall be all that portion of the State of Illinois lying north of the counties of Rock Island, Henry and Bureau, east of the Illinois River, and north of the counties of Woodford, McLean, Champaign, and Vermillion.

ARTICLE 2
Accession to Constitution and General Convention of the Episcopal Church

The Church in the Diocese of Chicago accedes to the Constitution of that Branch of the Holy Catholic Church known as the Protestant Episcopal Church in the United States of America, and recognizes the authority of the General Convention of the same.

ARTICLE 3
The Ecclesiastical Authority

The Ecclesiastical Authority of the Diocese shall be the Bishop; or if there is no Bishop, then the Bishop Coadjutor; or if there is no Bishop Coadjutor, then the Suffragan Bishop senior in time of Consecration; or if there is no Suffragan Bishop, then the Standing Committee.

ARTICLE 4
Annual and Special Conventions

Sec. 1. There shall be a Convention of the Church in this Diocese to be convened annually at a date, time, and place to be set by the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee of the Diocese.

Sec. 2. The Ecclesiastical Authority may call Special Conventions and fix the time and place at which they shall convene.

Sec. 3. Notice of the time and place at which a Convention, Annual or Special, is to convene shall be mailed, at least one month before the time appointed, to every member of the Clergy entitled to a seat in the Convention and to every Parish and Organized Mission in union with the Convention. Such notice, in case of a Special Convention, shall also specify the purpose

or purposes for which the Special Convention is called, and no matters other than those so specified shall be considered at such Special Convention.

Every session of a Convention, Annual or Special, convened before noon, shall be opened with a Celebration of the Holy Eucharist.

ARTICLE 5
Members of the Convention

Sec. 1. The Convention shall be composed of Clergy and Lay persons.

Sec. 2. Clergy entitled to seats in, and, subject to the provisions of Article 16, to vote in, the Convention shall be the Bishop; the Bishop Coadjutor; the Suffragan Bishops; and every member of the Clergy canonically connected with this Diocese who shall be settled in a Parish or Mission in union with the Convention, appointed to serve at the Cathedral, engaged as Dean or Missionary within the bounds of the Diocese under the appointment of the Ecclesiastical Authority, employed as a national or regional ecclesiastical officer, employed as an officer or instructor in any institution of learning or beneficence, engaged as a Chaplain in the armed forces or with any branch of the government of the United States, engaged in a business or profession with the consent of the Bishop and the Standing Committee in accordance with the provisions of Canon 44, Sec. 4a of the Episcopal Church, or retired because of age or infirmity.

Sec. 3. The Lay Members shall consist of a Delegate or Delegates, not exceeding three, from the Cathedral congregation and from each Parish in union with the Convention. All Lay Delegates shall be communicants and the Lay Delegates from each Parish shall be chosen by the Vestry or at a Parish Meeting from among the communicants of the Parish entitled to vote for Wardens and Vestry at an Annual Parish Meeting.

Sec. 4. Each organized Mission in the Diocese, recognized by the Ecclesiastical Authority shall be entitled to representation in the Convention by two communicants of the Mission who shall be nominated by the Priest-in-Charge, if there be one, and the Bishop's Committee, for appointment by the Ecclesiastical Authority. The Representatives of Missions shall have all the rights of Representatives of Parishes. In addition to Lay members representing Parishes and Missions of the Diocese, there may be Youth Representatives as provided in the Canons of the Diocese of Chicago.

Sec. 5. No person under ecclesiastical censure or process, whether Clergy or Lay, shall be allowed a seat in the Convention.

Sec. 6. It is the duty of every member of the Clergy entitled to a seat to attend the meetings of the Convention, and of every Parish in union with the Convention to send one or more delegates.

Note (Art. 5)\\\Only Members of Convention, as defined herein, have the right to vote or to initiate legislation or motions. However, with the permission of the President, a non-Member may speak at Convention, and any person or group of persons may be invited by the Convention to have temporary or permanent seat and voice (but not vote). Thus, the 1997 Convention authorized the seating at future Conventions with voice (but not vote) of "rectors or vicars in the Diocese" who "belong to other churches in full communion with the Episcopal Church" (Res. I).

ARTICLE 6
The President of the Convention

The Bishop of the Diocese is *ex officio* President of the Convention. In the absence of the Bishop, the Bishop Coadjutor, if there be one, or in his absence the Suffragan Bishop senior in time of Consecration, if there be one, shall preside, with like powers. If there be no Bishop, or in the case of his absence, and that of the Bishop Coadjutor, and that of a Suffragan Bishop, if there be one, the President of the Standing Committee shall preside.

ARTICLE 7
The Secretary of the Convention

At each Annual Convention a Secretary shall be elected from among the members thereof, who shall continue in office until a successor is appointed. The Secretary's duty shall be to take minutes of the proceedings, and when approved, to enter them in a proper book; to preserve the journals and records; to attest the public acts of the body; and faithfully to deliver to his or her successor all books and papers which may be in his or her possession relating to the affairs of the Convention. The Secretary shall also give due notice to each member of the Clergy, Parish and Mission, of the time and place appointed for the meeting of the succeeding Convention. One or more Assistant Secretaries may be appointed by the Secretary, with the approval of the Convention.

Whenever there shall be a vacancy in the office of the Secretary of the Convention occurring during the progress of the Convention, the duties of the Secretary of the Convention shall devolve upon the Assistant Secretary, if there be one, or if more than one, then such one of the Assistant Secretaries as shall be designated by the President of the Convention. If the vacancy shall occur after the adjournment of the Convention, any person deemed qualified may be appointed by the Ecclesiastical Authority to carry on the post-Convention duties of the Secretary of the Convention, including the preparation or completion of the Journal of the Convention. The Bishop may at his discretion appoint a Secretary to serve during the Convention, who shall be designated the Bishop's Secretary.

ARTICLE 8
The Treasurer of the Diocese

Sec. 1. At each Annual Convention there shall be elected a Treasurer of the Diocese, who shall remain in office until a successor is appointed. It shall be the duty of the Treasurer to receive and disburse all moneys collected under authority of the Convention, and of which the collection and distribution shall not be otherwise regulated. The Treasurer shall render account annually to the Convention. The Treasurer when not a delegate shall be entitled *ex officio* to all the rights and privileges of membership except that of voting.

Sec. 2. In case the Treasurer die, resign, remove from the Diocese, or become incapable of acting, the Standing Committee shall have power to appoint a Treasurer to act until the next succeeding Convention, who shall have the authority to receive all moneys, bonds, mortgages, notes or other property, and papers that may be in the Treasury at the time of such decease, resignation, removal or incapacity.

ARTICLE 9
The Registrar of the Diocese

Sec. 1. At each Annual Convention there shall be elected a Registrar, who shall be custodian of the Archives of the Diocese. The Registrar shall continue in office until a successor is elected.

Sec. 2. In case the Registrar should fail to complete the term of office or become incapable of acting, the Bishop shall appoint an Acting Registrar to serve until the Annual Convention next succeeding.

ARTICLE 9A
The Historiographer of the Diocese

Sec. 1. At each Annual Convention there shall be elected an Historiographer, who shall continue in office until a successor is elected.

Sec. 2. In case the Historiographer should fail to complete the term of office or become incapable of acting, the Bishop shall appoint an Acting Historiographer to serve until the Annual Convention next succeeding.

ARTICLE 10
The Standing Committee

Sec. 1. The Convention which approves and adopts this Article shall elect, by the concurrent votes of both Orders, a Standing Committee, to consist of three Presbyters and/or Deacons and three Lay persons. Those so elected to the Standing Committee shall divide themselves into three groups, each group to consist of one Presbyter or Deacon and one Lay person. The

terms of office of those of the first group shall expire at the Annual Convention held one year after the approval and adoption of this Article; of the second group at the Annual Convention held two years after the approval and adoption of this Article; and the third group at the Annual Convention held three years after the approval and adoption of this Article. At each Annual Convention held after the Convention which approves and adopts this Article there shall be elected to the Standing Committee one Presbyter or Deacon and one Lay person each to serve for a term of three years. After a member of the Standing Committee has served two successive full terms of office he shall not be eligible for reelection to Standing Committee until one year shall have elapsed after the expiration of his second full term of office.

Sec. 2. To be eligible for election to the Standing Committee, presbyters must be entitled to seats in the Convention and Lay persons must be communicants of the Church and resident in this Diocese.

Sec. 3. The Standing Committee shall meet within one calendar month after the adjournment of the Convention, and at their first meeting shall choose a President and a Secretary (from among the members), either Clerical or Lay, giving immediate notice of the same to the Bishop of the Diocese. The Secretary shall record their proceedings in a book provided for this purpose; which book, and all papers in their hands relative to the Church, shall be subject to the examination of the Bishop and the Convention. Any four members, the whole having been summoned, shall be a quorum, except for such purposes as agreeable to their own rules may require a larger number. They may make rules of meeting and business and alter and repeal them from time to time. The Standing Committee shall have power to fill any vacancy in its membership, and *ad interim* members so chosen shall serve until the next Annual Convention, which shall elect members to the Standing Committee to fill any unexpired terms. A full report of their acts shall be made at each Annual Meeting of the Convention.

Sec. 4. The Standing Committee shall have power, between meetings of the convention, to authorize the payment of such claims and accounts as may have not been acted upon by the Convention, but only if such claims and accounts shall have been approved for payment by the Board of Financial Review elected or appointed, as may, from time to time, be provided by Canon.

Sec. 5. In the case of a vacancy in the Episcopate, the powers and duties to be performed by the Bishop in matters of discipline shall be performed by the Standing Committee, except in those cases where those powers or duties are or may be especially delegated to or enjoined upon the Clerical Members of said Committee; in which case such powers and duties shall be exercised by said Clerical Members alone; provided, that no sentence shall be pronounced upon a member of the Clergy but by a Bishop, who shall be invited from some neighboring Diocese to perform the office.

ARTICLE 11
The Deputies to the General Convention

At the last Annual Convention occurring not less than twelve months before the triennial session of the General Convention, four Clerical and four Lay Deputies shall be elected to represent this Diocese in the General Convention. The Clerical Deputies shall be Presbyters or Deacons canonically connected with the Diocese; and the Lay Deputies shall be communicants of the Diocese. At the same meeting there shall also be chosen, in the same manner and with the same qualifications as the other Deputies, four members of the Clergy and four Lay persons as Alternate Deputies, from whom the Bishop shall designate one or more, as the case may require, to supply any vacancy which in any way may occur in the representation of the Diocese. And the person or persons so designated by the Bishop, being furnished with his certificate thereof, shall have all the power and authority of the Deputies duly elected by the Convention. In case of a vacancy in the Episcopate, or of inability in the Bishop to act, this power of designation shall be exercised by the Standing Committee.

ARTICLE 12
The Mode of Election of Officers

The election of all officers provided for in this Constitution, except the Assistant Secretary and the Bishop's Secretary, shall be by ballot, unless the same be unanimously dispensed with by the Convention; and in the event of a failure or neglect to elect at any Convention, the person or persons already in office, if still eligible, shall hold over until successors are regularly elected.

ARTICLE 13
The Transaction of Business

Sec. 1. Fifty of the Clergy entitled to seats in the Convention, and Lay delegates from thirty of the Parishes entitled to representation, at any time duly assembled, shall constitute a quorum for the transaction of business, except that a lesser number may adjourn from time to time. The presence of delegates from Organized Missions shall in no case be required for the validity of the proceedings of any Convention.

Sec. 2. In all matters which shall come before the Convention, the Bishop and other Clergy and the Laity shall deliberate as one body. In voting the Clergy and Laity shall vote as individuals. A majority of votes of the two Orders jointly shall be decisive, except as otherwise provided in this Constitution. On the call of any five members of the Clergy or delegations entitled to vote the two Orders shall vote separately, and their concurrence shall be necessary to constitute a decision.

Sec. 3. The delegates from the Cathedral Congregation shall be entitled to vote on all matters which shall come before the Convention, including the election of a Bishop.

ARTICLE 14
The Admission of New Parishes

A new Parish may be admitted into union with the Convention, on motion, by a majority of votes; provided that the applicant Parish shall have filed with the Secretary of the Convention, at least one month before its annual meeting, (1) a certificate from the Ecclesiastical Authority approving the admission of such applicant Parish, (2) a Constitution signed by the Wardens of the applicant Parish, in which it expressly accedes to the Constitution and Canons, Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States of America, and to the Constitution and Canons of the Church in the Diocese of Chicago, and (3) such other papers as may from time to time be prescribed by Canon.

ARTICLE 15
The Forfeiture of Privileges

Any Parish may be suspended from the right of representation in the Convention, or its connection with the Diocese wholly dissolved, by a vote of two-thirds of each Order, whenever the same shall be deemed necessary; and whenever in the opinion of the Bishop any Parish shall be liable to such forfeiture of privilege, or be essentially defunct, he shall signify the same to the Convention, who may proceed forthwith to suspend or dissolve the said Parish, as the case may require.

ARTICLE 16
The Election of a Bishop

Sec. 1. A Bishop, or a Bishop Coadjutor, or a Suffragan Bishop may be elected in accordance with the Constitution and Canons of the Protestant Episcopal Church in the United States of America, but the initiative in the election of a Bishop Coadjutor or a Suffragan Bishop shall always be taken by the Bishop of the Diocese.

Sec. 2. The election of a Bishop for this Diocese shall be made only in an Annual Convention, or in a Special Convention called for that purpose by the Ecclesiastical Authority at least sixty days before the time appointed; the object being stated by notice in writing, and sent by the Secretary of the Standing Committee to every member of the Clergy, Parish, and Organized Mission of the Diocese.

Qualification of members of the Convention for the Election of a Bishop shall be the same as the qualification for members of an Annual Convention (see Article 5), except that in all cases of the election of a

Bishop, no member of the Clergy shall be entitled to vote unless he or she shall have been for at least six months immediately preceding the election personally and canonically resident in this Diocese (unless he or she was, during such six-month period, serving as the Presiding Bishop of the Episcopal Church, serving in a position by appointment of the Presiding Bishop, serving as a military chaplain on active duty, or serving as a full-time instructor at a theological seminary accredited by the Episcopal Church or serving as an interim minister outside this Diocese with the permission of the Bishop of this Diocese), and during all that time entitled to a seat in the Convention of the same; and provided that, for the purpose of electing a Bishop, each Parish in union with the Convention (including the Cathedral) shall elect three Lay Delegates to the Convention and each Organized Mission shall elect two Lay Delegates. Each Lay Delegate present shall cast one vote in any ballot.

Sec. 3. Before the election the Chair may invite nominations of fit and qualified Presbyters and may fix the time for nominating speeches and limit their length. A preliminary nominating ballot shall be cast by Clergy and Lay Delegates, voting by Orders. The Chair shall publish the results of this ballot, but it shall not constitute an election. Those Presbyters receiving one or more votes on this ballot shall be considered as nominated to Convention.

Sec. 4. The Clergy and Lay Delegates shall vote separately. When in any ballot, two-thirds of all the Clergy entitled to vote are present, and when in any ballot, two-thirds of all the Parishes and Organized Missions entitled to vote are represented, then a concurrent majority in each Order shall determine a choice. If two-thirds of the Clergy and of the Parishes and Organized Missions be not present, then two-thirds of the votes of each Order shall be necessary to determine a choice.

ARTICLE 17
The Date of the Fiscal Year

The Fiscal Year of this Diocese shall begin with the first day of January, and end with the thirty-first day of December.

ARTICLE 18
Assessments

This Convention shall have power to raise money by tax or assessment on the Parishes and Missions of the Diocese, by Canon or by special vote, for the expenses of the Diocese, *viz.*: for defraying the incidental expenses of the Convention; for the charges of the General Convention; for the support of the Episcopate; for ecclesiastical trials and discipline; or for any other purposes which from time to time the Convention may approve and direct. The Convention shall also have the right to impose such penalty as it may see fit for neglect to pay such assessments when imposed.

ARTICLE 19
Alterations and Amendments

Sec. 1. This Constitution may be altered or amended in the following manner: Any proposition to alter or amend which shall have been introduced in writing, duly considered and approved at an Annual Convention, shall be referred to the next Annual Convention for final consideration and action, and, if approved and adopted by this Convention by a majority of both Orders voting separately, and concurred in by the Bishop, it shall become law, and the Constitution shall be held as so altered and amended.

Sec. 2. This Convention has power to pass and enact Canons upon such matters as it may think proper which shall not be inconsistent with the provisions of this Constitution; but no Canon shall be enacted, altered or amended, without the concurrence of the Bishop of the Diocese.

ARTICLE 20
Repeal

All previous Constitutions of this Convention are hereby annulled and repealed.

THE CANONS
OF THE DIOCESE OF CHICAGO

Title I: THE CONVENTION

CANON 1
The Clerical Members

Sec. 1. Within one week before the meeting of every Convention of this Diocese, the Ecclesiastical Authority shall cause to be presented a list of all the Clergy of the Church canonically resident in this Diocese; annexing the names of their respective Parishes, Missions, Deaneries, or Chaplaincies, or of the institutions of learning or beneficence in which they may be engaged; or in regard to those who are not engaged as above designated, their places of residence only; and such list shall be presented to the Convention on the first day of the meeting, and be prefixed to the Journal. In said list shall be declared the names of those Clergy entitled to seats and votes in the Convention.

Sec. 2. If the right of any member of the Clergy to a seat in the Convention, whether his name be inserted in the list aforesaid or omitted from it, is claimed or disputed, the question shall be determined by the Convention according to the provision of the Constitution.

Sec. 3. In all cases of a claimed or disputed right to a seat in the Convention, evidence of the regular admission of a member of the Clergy into the Diocese, and of his settlement in a Parish or Mission, shall consist of proof satisfactory to the Convention of a compliance with the Canons of this Diocese, and of the Canons of the General Convention, touching canonical residence and settlement; and evidence of employment as a Chaplain, Dean or Missionary, or of connection with an institution of learning or beneficence, shall consist of the certificate of the Ecclesiastical Authority.

CANON 2
The Lay Delegates

Sec. 1. The appointment of Lay Delegates and Alternate Lay Delegates to the Convention of this Diocese shall be certified in writing by the Rector or member of the Clergy in charge of the Parish of which such Delegates are the representatives (or in the absence of Clergy, by one of the Wardens), and also by the clerk of the Vestry of such Parish. Every certificate of the appointment of Lay Delegates and Alternate Lay Delegates shall be in the following form:

"To the Convention of the Diocese of Chicago:

We hereby certify that
……
……
……

have been chosen by the Vestry (or Parish) at a meeting duly convened, to act as Lay Delegates and
……
……
……
as Alternate Lay Delegates from……
……...
in the forthcoming Convention.

We further certify that they are communicants and regular worshipers in the Parish they represent; that they are entitled to vote for Wardens and members of the Vestry of the same; and that they are not under ecclesiastical censure or process.

……..Rector

Witness our hands	)	
	)	or .....Warden
this..... day of.....	)	
	)	
A.D.....	)	.....Clerk of the Vestry"

No other certificate or evidence of the appointment of any Lay Delegate than such as is herein required shall be allowed or received.

Sec. 2. The Lay Delegates of an Organized Mission shall be required to produce a certificate of appointment by the Ecclesiastical Authority.

Sec. 3. Any vacancy in the representation of a Parish or Mission shall be filled from the Alternate Delegates of such Parish or Mission.

Sec. 4. The number of Youth Representatives shall be twelve, with one to be selected from each of the eleven Deaneries and one at-large representative. Each Youth Representative shall be at least 14 years of age and no older than 18 at the time of the Convention for which they are elected. Candidates for Youth Representative shall submit applications to the Diocesan Youth Council at such time and in such form as required by the Diocesan Youth Council (with the advice and consent of the Ecclesiastical Authority). The Diocesan Youth Council (with the advice and consent of the Ecclesiastical Authority) shall select up to twelve Youth Representatives and

up to twelve alternates from among those applicants. The Diocesan Youth Council shall construct and operate the selection process to insure that the Youth Representatives are representative, as much as possible, of the geographic, racial, ethnic, gender and socio-economic diversity of the Diocese of Chicago. The Diocesan Youth Council will provide each Convention with written certification of the appointment of the Youth Representatives and the alternates. Each Youth Representative will vote his or her own conscience and will represent only himself/herself, not any other person or group, including the Diocesan Youth Council.

CANON 3
The Officers of the Convention

The Secretary

Sec. 1. In addition to the Constitutional provisions it is hereby made the duty of the Secretary of the Convention of this Diocese to transmit to each General Convention a Certificate of the appointment of Clerical and Lay Deputies. The Secretary shall furnish a list of the members of every Committee appointed *ad interim* to the Chair of such Committee, with a copy of the resolution providing for it: and shall do such other acts as may be from time to time required by authority of the General or Diocesan Convention.

Sec. 2. The Secretary shall, within thirty days after the Annual Convention has adjourned *sine die*, furnish to the Treasurer of the Convention of this Diocese a certified statement of all accounts allowed by the Convention; the Secretary shall examine and certify to the Treasurer the bills for printing and other expenses of the Journal, and for other official work which may be committed to the care of the Secretary.

The Treasurer

Sec. 3. In addition to the Constitutional Provisions the Treasurer shall also procure and keep proper books of account in which shall be entered in detail statements of all monies received and disbursed by the Treasurer; and shall also keep accounts with the several Parishes and Missions, in which they shall be charged with the amounts assessed upon and pledged by each, and credited with the amounts paid by them, respectively.

Before the opening of each Annual Convention the Treasurer shall prepare and hand to the Secretary a list of all the Parishes and Missions delinquent in the full payment of dues, assessments or other charges imposed by order of the Convention, and the liability to penalty, if any, incurred by said delinquency; and if in consequence of this the Parish or Mission shall not be entitled to representation, the Treasurer shall state that fact, and the name of the said Parish or Mission shall be omitted by the Secretary in calling the roll of the Churches entitled to representation for the presentation of the Certificates of Lay Delegates. The names of the delinquent Parishes and Missions shall be read by the Secretary in the prescribed order in the

business of the Convention, and the Convention may take such action in each case as it may deem proper.

The Treasurer shall pay all bills allowed by the Convention and certified by the Secretary of the same and all allowed by the Standing Committee in the interim, as certified by its Secretary.

The Treasurer shall give a bond conditioned on the faithful performance of duties. The amount thereof and the terms on which the same shall be given shall be subject to the approval of the Ecclesiastical Authority and the expense of such bond shall be paid by the Convention.

The Records of the Secretary and the Treasurer

Sec. 4. The secretary's Journals and Records and the Treasurer's books shall be open at all times to the inspection of the Bishop, of the Standing Committee of the Diocese, and of the Convention, or any Committee thereof.

Sec. 5. The accounts of each and every Treasurer of funds belonging to the Diocese, or controlled by this Diocese through its Convention, shall be opened January 1st and closed December 31st of each year. All official reports made by said Treasurer to the Convention or to any of its Committees shall be under the date of January 1st; provided, that this Canon shall not prohibit the offering of information to the Convention concerning transactions occurring between January 1st and the time of presenting such reports.

The Auditor

Sec. 6. The President of the Convention of this Diocese, acting with The Bishop and Trustees as the Finance Committee of the Diocese, shall appoint annually a Certified Public Accountant, or a firm of Certified Public Accountants, to hold office until successors are appointed, whose duty shall be to audit from time to time, and also between January 1st and the meeting of the Convention, all books, accounts and securities of each of the Treasurers of the funds belonging to this Diocese, or controlled by this Diocese through its Convention. The reports on the Audits shall be transmitted to the Committee on Audits and Appropriations one month before the meeting of the Convention.

Obligation of Audit

Sec. 7. It shall be the duty of all Corporations organized by the authority of the Convention, and holding property or funds for the benefit of the Church in this Diocese, to submit their books, accounts and securities to the inspection of the Auditor or Auditors appointed under Section 6 of this Canon, whenever such Auditor or they shall so request; and such inspection shall be made at least once in each conventional year, and be reported to the next Annual Convention. Corporations not organized by the authority of the

Convention, describing official recognition by the Ecclesiastical Authority of the Diocese, must procure from that Authority a written recognition, and must agree to submit at their own expense their books, accounts and securities for an examination by the Ecclesiastical Authority, whenever required; and said Authority may at any time terminate such official recognition. Nothing in this Canon is to be construed as making the grant of such recognition obligatory.

The Parliamentarian

Sec. 8. At each Annual Convention there shall be elected a Parliamentarian of the Convention, whose responsibility shall be to advise the Convention and the President of the Convention on all matters of procedure pertaining to official action by the Convention. The Parliamentarian may be, but need not be, the Chancellor or an Assistant Chancellor.

CANON 4
The Business of the Convention

Sec. 1. At each Annual Convention of this Diocese the procedure shall be as follows:

1a The President shall determine the presence of a quorum of both the Clergy and the Lay Delegates.

1b A constitutional quorum being present, the President shall declare the Convention organized for business, after which the Order of Business shall be as follows:

(1) Election of a Secretary and a Treasurer, and the appointment of an Assistant Secretary and of the President's Secretary.
***[Note**\\\The Parliamentarian is also ordinarily elected at this time, as are the Registrar and Historiographer.]*

(2) Appointment of the following committees by the President:

(a) On the Incorporation of Churches, and their admission into union with the Convention; to consist of two Clergy and two Lay persons.

(b) On Audits and Appropriations: To whom shall be referred the Audited Accounts of the Treasurer, and of the different funds reporting to the Convention, whose duty shall be to inspect these accounts, and report thereon to the Convention, with any recommendations deemed advisable and all

resolutions calling for expenditures from the Administrative Fund beyond those recommended by The Bishop and Trustees; this committee to consist of two Clergy and two Lay persons.

(c) On Privilege: To whom may be referred all claims affecting a right to seat or representative privilege in the Convention; to consist of two Clergy and two Lay persons.

(d) On Legislation: To whom may be referred all proposed alterations and amendments of the Constitution and Canons; to consist of at least three Clergy and three Lay persons.

(e) On the State of the Church: To whom may be referred the subject of Missions and the progress and the work of the Church in the Diocese; to consist of at least two Clergy and three Lay persons.

(3) Appointment of Tellers of Election who shall have charge of counting and reporting all votes taken in the Convention. Votes cast in all elections, except that of a Bishop, shall be counted by the same number of Clergy and Lay persons. In the case of the election of a Bishop the Clerical vote shall be counted by three members of the Clergy and one Lay person; and the Lay vote by three Lay persons and one member of the Clergy.

(4) Determination of contested rights or claims to a seat as Clergy.

(5) Certificates of Lay Delegates laid aside as irregular and defective shall then be reported to the Convention, which shall decide on the admission of the Delegates named therein.

(6) Reading of the names of delinquent Parishes.

(7) Reception and reference of applications by Parishes and Missions for admission into union with the Convention.

(8) Notice given of Canons, Resolutions, Amendments, Reports, and other matters for future legislative action.

(9) Annual address of the Bishop.

(10) Report of the Committee on Incorporation of Churches; admission into union with the Convention of Parishes and Missions duly reported by the Committee as correct, and the admission of the Lay Delegates of such Parishes and Missions.

(11) Reception of reports from departments and divisions of the Diocesan Council, officers of the Diocese, special and regular committees and commissions and from such other groups or persons as the President may deem appropriate, and in an order which he shall determine; provided that the following reports shall be received sometime before the adjournment of the Convention:

Report of the Standing Committee of the Diocese;

Report of the Trustees of the Corporation known as The Bishop and Trustees of the Protestant Episcopal Church in the Diocese of Chicago, A Corporation;

Report of the Diocesan Council;

Reports of the following Funds and proposed Budgets:

Administrative; and

Program, including:

Diocesan,
General Church,
Diocesan Expansion,
Episcopal Charities;

Report of the Committee on Audits and Appropriations;

Report of the Board of Financial Review;

Report of the Secretary, when any business has been committed to the Secretary;

Report of the Special Committees;

Report of the Committee on Legislation.

(12) There shall be elections and/or confirmations To the Standing Committee; to the Diocesan Council; to the Board of Financial Review; of the Registrar; of the Historiographer; and triennially, of the Deputies and

Provisional Deputies to the General Convention, and of Deputies and Alternate Deputies to the Provincial Synod; and others permitted or required by Canon to be elected by Convention.

(13) Miscellaneous matters of business at such times during the Convention as may be determined by the President.

Sec. 2. If the prescribed business shall not be completed on the first day, the Convention shall continue in session on the next and, if necessary, succeeding days until the prescribed business shall have been completed.

Sec. 3. Before the rising of the Convention the minutes of the meeting shall be read and approved, or be committed to the Bishop and Secretary of the Convention.

CANON 5
Rules of Order for Convention

In addition to the provisions of the Constitution and Canons, further regulation of legislative action shall be by Rules of Order, which, having once been adopted, shall continue in force until the same in whole or in part have been amended or repealed.

Title II: THE CLERGY

CANON 6
Definition of Titles of the Clergy

A "Rector" is a Priest who is canonically settled in a Parish which is fully organized and in union with the Convention and whose settlement is without limitation of time.

A "Curate" is a Priest or Deacon called by the Vestry to assist the Rector either permanently or for a specified time.

A "Priest-in-Charge" or a "Deacon-in-Charge" is a Priest or Deacon whose settlement in a Parish or Mission is subject, as to tenure and other conditions, to the discretion of the Ecclesiastical Authority.

The term "Vicar" is to be understood as synonymous with "Priest-in-Charge."

CANON 7
Qualification for Pastoral Charge or Ministration

No person shall be eligible for the office of Rector, Curate, Priest-in-Charge, or Deacon-in-Charge, unless such person has had Episcopal ordination and is in regular standing as a Priest or Deacon in the Church in the United States, and has been certified by the Ecclesiastical Authority of the Diocese to be a qualified member of the Clergy of the Church.

CANON 8
The Election or Appointment of Clergy

Sec. 1. The Rector of a Parish shall be elected in the following manner: First--One or more Priests shall be nominated for the office of Rector by the Vestry, and such nominations shall then be submitted to the Ecclesiastical Authority.

Second--The Ecclesiastical Authority shall advise the Vestry in writing as to whether such nominee or nominees are believed to be qualified Priests of the Church.

Third--A Priest so approved by the Ecclesiastical Authority may be elected Rector by the votes of a majority of the Vestry at a meeting duly called for the purpose.

Sec. 2. The Call of the Rector-elect shall be in writing, and must express distinctly any special conditions, together with the stipulation of salary and support, which stipulation, when the Rector is settled, shall be a binding and legally enforceable contract to pay such salary and furnish such support; provided, that the salary may be increased or diminished, and support altered, with the mutual consent of the Rector and Vestry. Notice of every such change in salary or support shall be given to the Ecclesiastical Authority by the Clerk of the Vestry.

Sec. 3. On the election of a Rector there shall be immediately signed and delivered to the Ecclesiastical Authority a certificate of election in the following form:

> "We the Church Wardens do certify to A.B. (naming the Ecclesiastical Authority) that C.D. (naming the person) has been duly chosen Rector of (naming the Parish) on the following conditions (here shall follow a full copy of the Call)."

Sec. 4. A Priest shall be recognized as Rector of a Parish when the Ecclesiastical Authority shall have sent notice of the election and of the Priest's acceptance of the election to the Secretary of the Convention and

shall have certified to the Vestry that he is canonically resident in this Diocese.

The Bishop, or some institutor appointed by him, may institute the Rector into the Parish, using the Office of Institution in the Book of Common Prayer.

Sec. 5. A Priest-in-Charge or Deacon-in-Charge of a Parish or Mission shall be appointed by the Ecclesiastical Authority by written instrument setting forth the items of his salary, support, and tenure.

Sec. 6. A Curate shall be chosen in the following manner: The Rector shall nominate to the Vestry for its approval such person as he may deem qualified after first securing the written approval of the Ecclesiastical Authority for the selection of such candidate. When the nominee has been approved, a certificate in the following form shall be delivered to the Ecclesiastical Authority:

> "We, the Rector and Church Wardens, do certify to A.B. (naming the Ecclesiastical Authority) that C.D. (naming the person) has been duly chosen Curate of (naming the Parish) subject to his/her Ordination (if he or she be not ordained) on the following conditions (here shall follow a full copy of the Call, which shall be prepared by the Rector and approved by the Vestry; and which shall set forth, in addition to the customary items, such conditions of tenure as may be applicable and agreed upon)."

CANON 9
The Authority of Rectors, Priests-in-Charge, and Deacons-in-Charge

Sec. 1. The control of the worship and the spiritual jurisdiction of the Parish are vested in the Rector, subject to the Rubrics of the Book of Common Prayer, the Canons of the Church, and the godly counsel of the Bishop. All other Clergy of the Parish, by whatever name they may be designated, are to be regarded as under the authority of the Rector.

Sec. 2. For the purposes of his office and for the full and free discharge of all functions and duties pertaining thereto, 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. He shall have the full direction and control of all Guilds, Societies and Associations within the Parish.

Sec. 3. In a Mission, this control and responsibility belong to the Priest-in-Charge or Deacon-in-Charge, subject to the Ecclesiastical Authority.

CANON 10
Instruction of Children and Adults

Every Rector or Priest-in-Charge shall have direction and control of the Sunday and other Schools and shall instruct the children publicly in the Church. He or she shall order the books and system of instruction and the library in accordance with the authority and teaching of the Church. He or she shall remind parents and sponsors of their duty to their children or their godchildren and shall seek out for systematic instruction preparatory to Confirmation all children of proper age and others who have not been Confirmed, so that on the visitation of the Bishop those duly prepared may be presented for Confirmation.

The Rector or Priest-in-Charge shall also give systematic instruction to the people in the doctrines of the Faith as held by the Church and also in regard to the Missionary and other work of the Church at home and abroad.

CANON 11
Officiating Within Other Parochial Cures

No member of the Clergy, canonically resident in this Diocese, shall officiate, either by preaching, reading prayers, administering the Sacraments, or performing any other sacred functions, within the Parish or Cure of another member of the Clergy of this Diocese unless he or she shall have received permission from such other Clergy, or in the absence of such clergy, from the Church Wardens or a majority of the Vestry. No member of the Clergy not canonically resident in this Diocese shall officiate therein without having first received the consent of the Ecclesiastical Authority.

CANON 12
Dissolution of the Pastoral Connection

Sec. 1. When a Rector or member of the Clergy has been regularly settled in any Parish or Mission, he or she shall not resign the same, nor separate from it by the acceptance of any other charge or duty, nor leave the Parish or Mission against their will, without first asking and obtaining the consent of the Ecclesiastical Authority. If any Rector or Clergy so settled shall resign, separate from, or leave his Parish or Mission without the consent or concurrence of the Ecclesiastical Authority, then such Rector or Clergy shall be held as not of regular standing, until he or she shall have made such satisfaction as the Ecclesiastical Authority may require.

Sec. 2. In case an attempt shall be made by any Vestry or Parish or Mission to force the resignation of a Rector or member of the Clergy by any coercive means, and without the consent of the Ecclesiastical Authority to such resignation, then, on satisfactory evidence of such attempt being laid before the Convention, the Parish or Mission so offending shall have no right

to a seat in the Convention until it shall have made such satisfaction as the Convention may require.

CANON 13
Vacancy in Rectorate

It shall be the duty of the Wardens of every Parish to give written notice to the Ecclesiastical Authority as soon as a vacancy has occurred in the pastoral charge, asking advice and assistance in the settlement of a successor, and submitting suitable information as to the state and requirements of the Parish.

CANON 14
Differences Arising Between a Rector and the Vestry or Parish

Sec. 1. If a difference arises between a Rector and the Vestry or Parish, which either party believes cannot be amicably settled by the parties, then either or both of the parties shall submit the matter in dispute to the Ecclesiastical Authority, in writing, provided that if such submission is by a Vestry or Parish the Ecclesiastical Authority may require evidence, satisfactory to it, that the matter of submitting such difference was properly authorized at a duly convened meeting of such Vestry or Parish. The Ecclesiastical Authority, if the matter in controversy is deemed to be serious but not to require a canonical trial, shall then inquire into the matter, either personally or by commission. After such inquiry the Ecclesiastical Authority shall render judgment. Such judgment may direct a dissolution of the pastoral connection by the resignation of the Rector on such conditions as to the Ecclesiastical Authority shall seem proper.

Sec. 2. Either party within twenty days from the date of the judgment of the Ecclesiastical Authority, may present a written petition to the Ecclesiastical Authority asking a reconsideration of the judgment and setting forth the petitioner's objections thereto. If, on consultation by the Ecclesiastical Authority with the clerical members of the Standing Committee, a majority of them shall so recommend, then the matter shall be referred to an Appellate Tribunal. The Appellate Tribunal shall be the Ecclesiastical Authority, the Dean of the Deanery in which the contestant Vestry or Parish is situated (unless such Dean shall be a party contestant, in which case the Ecclesiastical Authority shall substitute another Dean not thus disqualified), and five Rectors of the aforesaid Deanery, selected by the Dean, whose Parishes are the nearest to that of the contestant Rector. If such Deanery does not contain five Rectors (not including the contestant Rector) who can be assembled, then the Dean may select the requisite number to supply the deficiency from Rectors in neighboring Deaneries. The Ecclesiastical Authority, or in the absence of whom, the Dean, shall act as President of the Appellate Tribunal. The Appellate Tribunal, or a majority thereof, one being always the Ecclesiastical Authority or Dean, shall meet, after notice of the time and place of meeting having been given to all

members of the Appellate Tribunal, review the judgment of the Ecclesiastical Authority in those particulars to which objection may have been taken, and render in writing its judgment.

Sec. 3. The judgment of the Ecclesiastical Authority, if not referred to an Appellate Tribunal, and if so referred, the judgment of the Appellate Tribunal, shall be final and conclusive. If the contending Rector shall fail to abide by any such final judgment the Ecclesiastical Authority may suspend such Rector from the exercise of the priestly office until he or she shall comply with such judgment, and if the contending Vestry or Parish shall fail to abide by such judgment the Ecclesiastical Authority may recommend to the Convention that the union of the Parish with the Convention shall cease until it shall have complied with such judgment.

CANON 15
Registers and Reports

Sec. 1. A report of every Parish and Mission shall be prepared annually for the year ending December 31st preceding, upon the blank form adopted by the General Convention, and shall be sent not later than February 1st to the Ecclesiastical Authority. In every Parish the preparation and delivery of this report shall be the joint duty of the Rector and Vestry, and in every Mission the duty of the Priest-in-Charge or Deacon-in-Charge. This report shall include the following information: (1) the number of baptisms, confirmations, marriages, and burials during the year; the total number of baptized persons and communicants at the time of the report; (2) a summary of all receipts and expenditures, from whatever source derived, and for whatever purpose used; and (3) a statement of the property held by the Parish, whether real or personal, with an appraisal of its value, together with a statement of the indebtedness of the Parish, if any, and of the amount of insurance carried. Every member of the Clergy other than a Rector, Priest-in-Charge or Deacon-in-Charge, shall report his or her occasional services, and if there have been none, the causes or reasons which have prevented the same.

Sec. 2. In every Parish and Mission Registers shall be kept, in which shall be entered the name and date of birth of children baptized, with the names of the sponsors and the parents; the names of adults baptized and the witnesses; the names, ages and residence of persons married, and the names of at least two witnesses of the marriage, and the place where the marriage was solemnized, which record shall be signed, if practicable, by the persons married and by at least two witnesses of the marriage; the names of persons buried, and the place of interment and also the date on which each rite was performed. A Register shall also contain a list of the Communicants, with their addresses, which shall include all within the Parish or Mission, as nearly as can be ascertained, with incidents of removal, death or discipline, and change of name by marriage; also a list of the families and individuals, as far as practicable; and also an accurate list of the persons confirmed from

time to time by the Bishop. The Registers shall be kept by the Clergy, and shall be preserved as part of the records of the Church. They shall be available for inspection and use of the Wardens and Vestry whenever so desired in connection with any of their duties. The Register listing the Communicants and other members of the Parish or Mission may be a card index.

Sec. 3. Communicants shall cease to be enumerated in the Register only when they have died, have been excommunicated, been transferred to some other member of the Clergy's care by commendatory letter, or had their names removed from the Register as provided by canon; provided, however, that if any Communicant has removed without such letter, his name may be omitted from the whole number reported to the Ecclesiastical Authority after the expiration of two years.

Sec. 4. In every case where a Parish or Mission is without a member of the Clergy, the Registers provided for by this Canon shall be kept and the report made by the Wardens of the Parish, or by the Clerk of the Mission.

Sec. 5. At every visitation it shall be the duty of the Rector, Priest-in-Charge or Deacon-in-Charge, and of the Wardens, Vestry, or of some other officer, to exhibit to the Bishop the Parish or Mission Registers and to give information to the Bishop of the state of the Congregation, spiritual and temporal, under such heads as shall have been previously signified to them, in writing, by the Bishop.

CANON 16
Alms and Contributions of the Holy Communion

The Alms and Contributions not otherwise specifically designated, at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Rector or Priest-in-Charge of the parish or with such Church Officers as shall be appointed by him or her, to be applied by the Rector or Priest-in-charge, or under his or her superintendence, to such pious and charitable uses as shall be thought fit by the Rector or Priest-in-Charge. During a vacancy the Vestry shall appoint a responsible person to serve as Almoner.

Title III: THE MISSION AND THE PARISH

CANON 17
The Mission

Sec. 1. Twenty or more persons of eighteen years and upwards may apply to the Bishop of the Diocese for organization as a Mission.

Sec. 2. Such persons shall execute and deliver to the Bishop an application in the following form:

"Right Reverend Father in God: We, the undersigned, residents of ..... In the County of..... Diocese of Chicago, being desirous of obtaining the services of the Church and ready according to our several ability to sustain the same, do hereby request you to make such provision for us as you may deem proper and expedient.

We do hereby declare ourselves, individually and collectively, ready to use our best efforts to establish and sustain the regular worship of the Church, and to promote its influence in our neighborhood; and we promise conformity to its Doctrine, Discipline and Worship. We put ourselves under your charge, and will reverently obey your authority. We promise conformity to the Constitution and Canons of the General Convention and of the Diocese of Chicago, and the rules and regulations of its Convention. In accordance with these obligations and rules, we now ask the privilege of being organized as a Mission under the name of……...
…… ……...

Furthermore, we hereby specially stipulate and agree to raise among us, and faithfully to pay, the amount of at least _____ Dollars towards the salary of the member of the Clergy whom you may appoint to officiate among us.

Obediently Yours in the Church of God."

Sec. 3. When the Bishop consents to the organization of a Mission, he shall appoint and send a member of the Clergy to take charge of it, who may when necessary be supported in part or be fully supported by the Operating Budget of the Diocese of Chicago.

Sec. 4. The Ecclesiastical Authority shall appoint for the remainder of the year, and after that annually in January, a Committee consisting of Bishop's Warden and four or more other persons to be known as the Bishop's Committee. They shall elect a clerk from their number. They shall

also elect a treasurer, who must have the approval of the Ecclesiastical Authority, and who may or may not be a member of the Bishop's Committee. And they shall perform all such duties as pertain to the temporal interests of the Mission, under the direction of the Ecclesiastical Authority.

The duties of the Bishop's Warden, the Bishop's Committee and of its officers shall, so far as the case admits, be the same as those which devolve upon the Wardens and Vestry of a Parish, subject to the interpretation of the Ecclesiastical Authority in cases of doubt.

It shall not be lawful for the Clergy in charge or Bishop's Warden or Bishop's Committee of any Mission to incur indebtedness on behalf of the Mission except for current operating expenses, without the consent of the Ecclesiastical Authority.

Sec. 5. The Clergy in charge of a Mission, in consultation with the Bishop's Committee, shall from time to time appoint a Sexton, Organist, Choir Leader, Church School Superintendent, and any other helper he or she may find necessary; but in case there is no member of the Clergy so in charge, the right of appointing such persons, to serve during the vacancy, shall rest with the Bishop's Committee.

Sec. 6. The title to real estate given to or purchased by the Mission and of any other property acquired by the Mission shall be vested in the Bishop of the Diocese of Chicago and his successors in office, or, by and with the consent of the Bishop, in the corporation known as The Bishop and Trustees of the Protestant Episcopal Church in the Diocese of Chicago, A Corporation. Any Mission property now or hereafter vested in the Bishop of the Diocese may be conveyed by him to said corporation. No gift or donation of real estate shall be accepted, nor any purchases made for the Mission, nor any location of a Church site effected, without the consent of the Ecclesiastical Authority.

Sec. 7. The failure of the people of a Mission to fulfill their stipulations may warrant the Bishop in withdrawing the Clergy and dissolving the organization, in which case, as well as in case of temporary abandonment of services, all the property of the Mission shall be placed in the custody of the Bishop.

> **Note (Canon 17)**\\\The provision in Canon 17.4 to the effect that the "duties of the Bishop's Warden, the Bishop's Committee and of its officers shall, so far as the case admits, be the same as those which devolve upon the Wardens and Vestry of a Parish," is the basis for a more general principle which we have generally applied in this Diocese: that all canons that explicitly address parishes should be followed by missions as well," so far as the case admits," i.e., except

where it would be inappropriate or impractical for the mission to do so.

CANON 18
The Parish and Its Organization

Sec. 1. Twenty-five or more Communicants of the Church of the age of eighteen years and upward, desirous of organizing a Parish, of which they shall be members, having first been organized as a Mission and having a stated place of worship, shall proceed in the following manner:

1a Notice shall first be given to the Ecclesiastical Authority of the desire to organize a Parish. The Notice shall be in writing, shall contain such information as may enable the Ecclesiastical Authority to judge the propriety of the act, and shall be signed by the persons who propose to organize.

1b The Notice to the Ecclesiastical Authority shall contain the following articles: "We whose names are hereunto affixed, deeply sensible of the truth of the Christian Religion, and being desirous of conforming with the Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States of America, and being earnestly desirous of establishing its authority and securing its holy influences for ourselves, our families and neighbors, and our successors, do hereby respectfully ask permission to organize a Parish in the Diocese of Chicago, under the name and title of the Rector, Wardens and Vestry of....., and we hereby solemnly promise and declare that the said Parish shall be forever under the Ecclesiastical Authority of the Bishop of Chicago and of successors in that office, and in conformity with the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and with the Constitution and Canons of the Diocese of Chicago, the authority of which we do hereby recognize, and bind ourselves to make them part of the Constitution of the Parish; and to whose Doctrine, Discipline and Worship we promise at all times for ourselves and successors corporate obedience and conformity, so help us God."

Sec. 2. After approval by the Ecclesiastical Authority of the proposed organization the proceedings shall be as follows:

2a If the persons signing the aforesaid notice to the Ecclesiastical Authority are members of an organized Mission which they desire to have transformed into a Parish, the Clergy in charge of such Mission shall give the notice of the meeting for organization, hereinafter referred to, and

shall preside at such meeting; but if there be no member of the Clergy so in charge, or if the persons signing the notice are not members of an organized Mission, then the Ecclesiastical Authority shall appoint a member of the Clergy to hold services as the case may be, for the Mission or for the persons who have signed said notice to the Ecclesiastical Authority, and the member of the Clergy so appointed shall give the notice hereafter referred to of a meeting for organization of the Parish and shall preside thereat.

Notice shall be given on some occasion of public worship of such organized Mission or of the persons who have signed said notice to the Ecclesiastical Authority, at least two weeks previous to the time of meeting, that the persons who are desirous of organizing said Parish and becoming members thereto, will meet at a time and place specified, for the purpose of incorporating said Parish, adopting a Constitution for the Parish, and electing the requisite number of Wardens and members of Vestry.

2b Prior to the meeting for organization, the Ecclesiastical Authority shall transmit to the member of the Clergy who is to preside at such meeting the original notice to the Ecclesiastical Authority of desire to organize a Parish, and a certificate of the approval of the Ecclesiastical Authority.

At the time of meeting a Secretary shall be appointed and a book shall be provided for the records and minutes, in which shall be first entered in full the notice to the Ecclesiastical Authority with the names attached to the same, the approval by the Ecclesiastical Authority of the organization of the Parish, and a record of any other action of importance to the history of the organization which may have been previously taken. Entry shall be made of the names of the persons who attend the meeting and are qualified to vote.

The persons entitled to vote at such organization meeting shall be all those persons who in the first instance signed the aforesaid notice to the Ecclesiastical Authority, and all other baptized persons, of the age of eighteen years and upwards, who at such meeting and before voting shall add their signatures to said notice to the Ecclesiastical Authority.

Upon incorporation of the Parish, all persons who signed the notice to the Ecclesiastical Authority, either in the first instance or at the organization meeting, shall become members of the Parish, thus incorporated. Other persons

may later, from time to time, become members of the Parish in accordance with the Canons of the Diocese.

The terms "members of the Parish" and "Parishioners," as used in these Canons, are synonymous.

2c All applicable provisions of the Statutes of the State of Illinois relating to incorporation of religious corporations, and of any Canon of the General Convention and of the Diocese of Chicago, shall be strictly followed and observed; and all the acknowledgments of record thereby required shall be duly made and the whole proceeding of the organization meeting shall be certified by the Presiding Officer and Secretary, and forwarded to the Ecclesiastical Authority.

2d An application for admission into union with the Convention of the Diocese shall be forwarded to the Secretary of the Convention at least one month before the annual meeting of the Convention, which application shall be accompanied by the following papers:

(1) The Notice to the Ecclesiastical Authority;

(2) The certificate of approval by the Ecclesiastical Authority;

(3) Proof of public notice given for organization;

(4) Minutes of the organization meeting, duly certified;

(5) Copy of the Constitution as adopted;

(6) Evidence of legal incorporation;

(7) Certificate executed by the Presiding Officer and Secretary of the organization meeting, and by the Wardens and a majority of the Vestry elected thereat, that the proposed Parish contains at least twenty-five Communicants; and

(8) Where there is any loan outstanding made on behalf of the Congregation, negotiated by The Bishop and Trustees of the Protestant Episcopal Church in the Diocese of Chicago, A Corporation, there shall be submitted a duly certified copy of a resolution adopted by the Parish Corporation to read: We, the Rector, Wardens, and Vestry of..... Church assume full obligation for the payment of any loan made for this

Congregation and negotiated by the said Bishop and Trustees, etc.

Sec. 3. In the recorded documents relating to the incorporation of every Parish hereafter organized, there shall be included a provision in the words following, *viz.*:

> "No person not adhering and submitting to the Constitution and Canons and the Ecclesiastical Authority of the Church, known in law as the Protestant Episcopal Church in the United States of America, in the Diocese of Chicago, shall become or remain a member or officer of this corporation, or be entitled to vote at any meeting thereof, or to participate in the conduct of any of the corporate affairs thereof. All property held or acquired by this corporation at any time, either in its own name or in the name of any person or persons in trust for its use, shall be subject to and shall be governed by the Laws, Usages and Ecclesiastical Authority of the said Protestant Episcopal Church as to the modes of use thereof and shall be subject to and governed by such rules with regard to conveying and encumbering Church property as are now or may hereafter be prescribed by the Constitution and Canons of said Church in the Diocese of Chicago."

In every conveyance to or for the use of any organized Parish there shall be inserted the following clause, *viz.*: "This property is to be used or conveyed only in conformity with the Constitution and Canons of the Church, known in law as the Protestant Episcopal Church in the United States of America, in the Diocese of Chicago."

CANON 19
The Wardens

Sec. 1. There shall be two Wardens in each Parish, who shall be Communicants in good standing, and who may be distinguished as Senior and Junior, although all duties belong equally to both, and both shall be held responsible for the performance of such duties.

Sec. 2. The Wardens shall see that the Church is provided with a Bible, containing the Old and New Testaments and the other Books, commonly called the Apocrypha, as authorized by the General Convention, and Prayer Books and Hymnals of proper size and of the standard editions. It shall also be their duty to provide the fair linens and the elements of bread and wine for the celebration of the Holy Communion; to procure proper vestments and vessels; and to cause the alms and other offerings of the people to be gathered in decent basins provided for the purpose.

Sec. 3. The Wardens shall have care that the Church Building be kept from all secular or other uses not authorized by or especially named in the Constitution and Canons; that it be kept in good repair and clean, and that the premises around be in proper order.

Sec. 4. It is the duty of the Wardens to preserve order and decorum in and around the Church Building on all occasions whatever, and especially during the time of Divine Worship, and to admonish persons guilty of any unseemly levity or rudeness.

Sec. 5. In case there is no Rector, or in case of the Rector's absence or inability to act, the Wardens according to seniority shall preside at all meetings of the Vestry and of the Parish.

Sec. 6. In case there shall be any member of the Clergy of the Church residing within the Parish who shall conduct himself or herself in such a way as is contrary to the rules of the Church, and unbecoming to the office, the Wardens shall in writing give notice thereof to the Ecclesiastical Authority.

CANON 20
The Corporation and Vestry

Sec. 1. The proper corporate name of a Parish, under which property may be acquired and held, is the name chosen and designated in accordance with the Canon "The Parish and Its Organization" [Canon 18]. The name shall not be changed except in the following manner:

> First--The adoption of a resolution by the Vestry, changing the name, but subject to the consent and direction provided for in items "Second" and "Third" hereof.
>
> Second--The granting of written consent to such change by the Ecclesiastical Authority, and
>
> Third--Direction by two-thirds of the Parishioners entitled to vote, as prescribed and defined in the Canon "Parish Meetings and Elections [Canon 22]," to the Vestry to take or cause to be taken the necessary steps to effectuate the proposed change of name.

On accomplishment of the action provided for in the three foregoing items, the Vestry shall cause to be prepared, executed by its proper officers and duly filed in the office of the recorder of deeds for the County in which the Parish was incorporated, an appropriate amendment to its original affidavit of incorporation.

Sec. 2. The Vestry shall consist of the Rector (except at such times as there shall be no Rector of the Parish), the duly elected Wardens, and the duly elected members of Vestry. The Rector shall preside at all meetings of the Vestry at which he or she is present. In case of the Rector's absence from a meeting of the Vestry, or if there be no Rector, one of the Wardens (in the order of their seniority if both Wardens are present) shall preside at such meeting.

The Vestry shall transact all the temporal business of the Parish; shall see that all things needful for the Public Services are provided; shall collect and disburse all moneys due for Church purposes; shall provide that under officers be suitably appointed and faithfully discharge their duties; shall pay with punctuality and at intervals agreed upon the stipulated salaries of the Rector and others; shall inform themselves of all collections required by the Canons of the Diocese, and of assessments which may be imposed by the Convention, and take measures for the due and prompt liquidation of these obligations; and before the close of each fiscal year of the Diocese the Vestry shall collect as far as practicable, by subscriptions or otherwise, a sum sufficient to liquidate all the current expenses of the Parish.

Sec. 3. The Vestry shall, at or before the Annual Parish Meeting, cause to be written and delivered to the Rector, or if there be none, to the Wardens a statement of the temporal condition of the Parish. At the Annual Parish Meeting the Rector or one of the Wardens shall, before the balloting for Wardens and members of Vestry, present and read said statement to the Parishioners there assembled, and afterward deliver it to the new Vestry, to be by them examined and duly recorded, and the original shall be placed on file with the Clerk as a part of the Parish records. The said statement shall set forth what money, lands or other property have been received during their time of office, and from what source, what money has been expended, and for what objects, and what property has been purchased, exchanged or mortgaged, and for what purposes.

Sec. 4. Meetings of the Vestry may be called by order of the Rector, or in case of the Rector's absence or inability to act or if there be no Rector, by the Wardens, at any time expedient; and he, she, or they shall call such meeting, when requested in writing by a majority of the members of Vestry, which writing shall declare the object or objects of such meetings.

No meeting of a Vestry shall be held to be valid in which there shall not be present either the Rector or one Warden.

Sec. 5. It shall be the duty of the Vestry of each Parish and of the Bishop's Committee of each mission to comply strictly with Canon 39, "Business Methods in Church Affairs."

Sec. 6. No Parish may borrow money on an unsecured basis, if, after giving effect to such borrowing, the aggregate indebtedness of the Parish for

money borrowed on an unsecured basis is greater than 33~~9~~ per cent of the average of the annual income (excluding income allocated for purposes other than current expenditures) of the Parish for its three fiscal years next preceding the date of the proposed borrowing;

No Parish may borrow money on a secured basis if, after giving effect to such borrowing, the aggregate indebtedness of the Parish for monies borrowed on a secured basis is greater than 300 per cent of the average annual income (excluding income allocated to purposes other than current expenditures) of the Parish for its three fiscal years next preceding the date of the proposed borrowing, and no Parish shall borrow any money on a secured basis (save for the refinancing, without increase in the principal amount, of an existing loan) without the previous written consent of the Ecclesiastical Authority and of the Standing Committee of the Diocese;

Provided that the limitations herein above set forth in this Section shall be waived in whole or in part whenever The Bishop and Trustees of the Protestant Episcopal Church in the Diocese of Chicago, A Corporation, by proper corporate action and with the advice and consent of the Standing Committee, shall so order.

CANON 21
Officers of the Vestry

Sec. 1. A Clerk, a Parish Treasurer, and a Missionary Treasurer, who may or may not be members of Vestry, shall be annually elected by the Vestry to serve until their successors in office are chosen; provided that the same person may perform the duties of Treasurer and of Missionary Treasurer.

Sec. 2. It shall be the duty of the Clerk to attend all meetings of the Vestry, to take minutes of the proceedings, and when approved to enter and attest the same in the minute book; to preserve the Parish records; to attest the public acts of the Vestry; and to perform such other duties as may be assigned to him or her. The Clerk shall deliver into the hands of his or her successor all the books and papers relative to the affairs of the Parish which may be in the Clerk's possession.

Sec. 3. It shall be the duty of the Parish Treasurer to receive all monies accruing to the Parish, other than monies referred to in Section 4 of this Canon, and to disburse the same as authorized by the Vestry.

Sec. 4. Each Treasurer shall present to the Vestry before the Annual Parish Meeting a full, accurate statement, accompanied with vouchers, of all monies received and paid since the Treasurer's last annual statement.

Sec. 5. Each Treasurer, if not a member of Vestry, shall attend its meetings when requested, and be guided by its advice in all matters

pertaining to the duties of the office, and be ready to answer all questions as to the state of the treasury; and the books and papers shall always be subject to the inspection of the Rector, the Wardens, or the Vestry in session.

Sec. 6. Each Treasurer shall be bonded by the Parish or Mission.

CANON 22
Parish Meetings and Elections

Sec. 1. After the meeting for primary organization, each Parish shall meet annually, at such time in the month of January as the Rector, Wardens and Vestry may previously by vote appoint. Notice of the Annual Meeting of the Parish shall be given at the morning Services on the two Sundays next preceding such Annual Meeting, by the Rector, or if there be no Rector, by one of the Wardens.

At such meeting, in addition to other business which may be there transacted, Parishioners who are qualified and entitled to vote as prescribed and defined in this Canon, shall elect by ballot, by a plurality of votes, a Vestry, to consist of two Wardens and not less than three nor more than twelve members of Vestry, unless such Parish shall have adopted at a previous Annual Parish Meeting a plan for election of Wardens and Vestry on a rotating basis, as hereafter provided in this Canon, in which case there shall be elected by ballot, by a plurality of votes, such number of Wardens and Vestry as shall be required to succeed those whose terms of office have expired or to fill vacancies caused by death or resignation of those whose terms of office would not otherwise have expired. Wardens and members of Vestry shall be Communicants of the Church in good standing and shall be Parishioners who are qualified and entitled to vote as prescribed and defined in this Canon, and shall be of the age of eighteen years and upwards.

A Plan for election of Wardens and Vestry on a rotating basis shall conform to the following provisions:

1a Members of Vestry shall be divided into two, three, or four classes, the terms of office of those of the first class to expire at the Annual Parish Meeting next ensuing after the first election of Vestry in classes; of the second class at the Annual Parish Meeting held one year thereafter; of the third class, if there be a third class, at the Annual Parish Meeting held two years thereafter; of the fourth class, if there be a fourth class, at the Annual Parish Meeting held three years thereafter; and at each Annual Parish Meeting thereafter members of Vestry shall be elected for full terms of two, three or four years, depending upon the number of classes of Vestry, to succeed those whose terms of office have expired.

1b The term of office of a member of Vestry elected or appointed to fill a vacancy in any class shall continue until the expiration of the term of such class as a whole.

1c Upon the expiration of the term of office of a member of Vestry such member shall not be eligible again to be elected or appointed a member of Vestry until the Annual Parish Meeting next succeeding the Annual Parish Meeting at which such member's term of office expired, except that if the term of office just expired was to fill a vacancy of less than two years duration, such member may be elected for a full term of office as a member of Vestry at the Annual Parish Meeting at which the vacancy term of office expired. A member of Vestry may, however, be elected to the office of Warden immediately upon the expiration of such member's term as member of Vestry.

1d The plan for the election of Vestry on a rotating basis shall provide that a Warden who has served as such for a number of terms, specified in the plan, not more than four years in the aggregate, shall not be eligible for reelection as a Warden or member of Vestry until the Annual Parish Meeting next succeeding the Annual Parish Meeting at which such Warden's term of office expired.

Unless a plan for the election of Wardens and Vestry on a rotating basis is in effect, the terms of office of Warden and of Vestry shall expire at the Annual Parish Meeting next succeeding their election.

1e The term of office of a Warden elected or appointed to fill a vacancy shall continue until the end of the term for which the Warden whose place was filled was elected.

Sec. 2. All vacancies in the Vestry may be filled by appointment by the Vestry with the consent of the Rector, or of either Warden if there be no Rector, or may be filled by election at a Special Meeting of the Parish; if not previously filled by appointment by either of the above methods by the time of the first Annual Meeting of the Parish following the occurrence of such vacancy, the same shall be filled by election at such Annual Meeting.

Sec. 3. The Parishioners qualified to vote for Wardens and Vestry, and upon all questions coming before any Annual or Special Parish Meeting, shall be only the following:

All baptized persons of the age of sixteen years and upwards, who regularly attend the public services of the Church in the Parish, and are recognized as members of the Parish by the Rector and at least one of the

Wardens, or, if the Rector be not present, by the two Wardens, and whose names appear on the books of the Parish Treasurer as having contributed by pew rent, by pledge, by subscription or otherwise to the funds to meet the expenses or other obligations of the Parish during the six months immediately previous to the Meeting, it being understood that the pledge or obligation for such contributions shall have been incurred prior to the said six months; and in addition declare their willingness to conform to the Doctrine, Discipline and Worship of the Church.

Sec. 4. At all Parish Meetings the Rector or Priest-in-Charge shall preside as Chair, or in the case of such absence or a vacancy, one of the Wardens. If no Warden is present, a Parishioner chosen at the Meeting shall preside. A Secretary and two or more Tellers shall be appointed by the Chair, and the result of the ballots for election shall be declared by the Chair and recorded by the Secretary before the adjournment of the Meeting. Ballots shall not be counted until at least one-half hour after the stated time for holding of the Meeting shall have elapsed. The Vestry shall be convened for organization and business as soon as practicable after the election.

Sec. 5. Special Parish Meetings may be called by the Rector at any time, and shall be called by the Rector, or, if there be no Rector, by the Wardens, upon the written request either of a majority of the Vestry or of not less than twenty Parishioners who are qualified and entitled to vote as prescribed and defined in this Canon. Notice of the Special Parish Meeting and its purpose shall be given at the Sunday Morning Services next before the proposed meeting by the Rector, or, if there be no Rector, by one of the Wardens.

Sec. 6. The direction of Parishioners to the Vestry with respect to changing the name of a Parish as provided in the Canon "The Corporation and Vestry," or with respect to the sale or encumbrance of real estate owned by the Parish, as provided in the Canon, "The Sale and Encumbrance of Real Estate," may be given by vote taken at any Annual or Special Meeting of the Parish, or may be given by written consents or directions mailed or delivered to the Clerk of the Parish and signed by the Parishioners then qualified and entitled to vote for Wardens and Vestry as prescribed and defined in this Canon.

Sec. 7. The Parishioners qualified to vote for Wardens and Vestry as prescribed and defined in the Canons are hereby declared to be the Congregation of the Parish for all statutory and other legal purposes.

CANON 23
The Church Building

Sec. 1. The Church Building or other place of worship belonging to any Parish or Mission may be opened for all Services, Rites, Ceremonies, or other purposes authorized or approved of, either by the Church in the United

States of America, or the Church of this Diocese, represented by the Ecclesiastical Authority thereof, and for none other purposes whatsoever, at such times as the Clergy, or when there is no Clergy, the Wardens, may deem proper.

No member of the Clergy in charge of a Parish or Mission, or in case of absence or inability to act or if there be no member of the Clergy, no Wardens, members of Vestry, or other officers, shall permit any person to officiate therein without sufficient evidence of such person's having been duly licensed by the Ecclesiastical Authority to minister in this Church, of which evidence, if there be doubt, the Ecclesiastical Authority shall be the judge; nor shall any member of the Clergy of this Church who may be under inhibition or judicial sentence in any Diocese be permitted to officiate therein.

Sec. 2. No Church or Chapel shall be removed, taken down or otherwise disposed of, for any worldly or common uses, nor shall any Parish or Mission change the location of its Church or Chapel, nor erect or establish another within the same village, borough or city, without the previous consent of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee.

CANON 24
The Sale or Encumbrance of Real Estate

No real estate owned by the Parish shall be sold or encumbered, except in the following manner:

First--The adoption of a resolution by the Vestry providing for the sale or encumbrance of specific real estate, together with provision, if desired, for the entering into of a contract in relation thereto, but subject to the direction and consent provided for in items "Second" and "Third" hereof;

Second--Direction by two-thirds of the Parishioners entitled to vote as prescribed and defined in the Canon, "Parish Meetings and Elections," to the Vestry to take or cause to be taken the necessary steps to effectuate the sale or encumbrance; and

Third--The granting of written consent to the sale or encumbrance by the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee. The request of the Parish to the Ecclesiastical Authority for such consent shall be accompanied by (1) a copy of the Vestry resolution provided for in item "First" duly certified by the Clerk of the Vestry and (2) other documentary evidence showing that the direction provided for in item "Second" has been duly and canonically obtained.

CANON 25
Parishes with a Vacancy In Rectorate

Whenever a Parish shall be without a Rector and the Wardens shall have given notice thereof to the Ecclesiastical Authority, it shall become the spiritual cure of the Ecclesiastical Authority, who may appoint some qualified member of the Clergy to serve such Parish at such times as may be deemed convenient and proper. It shall be the duty of such Parish to defray all of the expenses incident to such services.

CANON 26
Parochial Boundaries

The bounds of a Parish or Mission shall be the limits of any village, town, city or county, as fixed by law, or section of a county, which may be recognized by the Ecclesiastical Authority in the organization of such Parish or Mission. If there be but one Parish or Mission within such village, town, city, county, or section of a county, it shall be deemed the cure of the member of the Clergy having charge thereof. If there be two or more Parishes or Missions therein, it shall be deemed the cure of the Clergy thereof. In the organization of a Parish or Mission, or of a Parish or Mission within the limits of another Parish or Mission, the Ecclesiastical Authority may define and limit the bounds of said Parish or Mission, which boundaries shall be legally fixed, for all purposes of these Canons, until changed or modified by the same authority.

CANON 27
Acts of Convention Binding

Acts of the Convention of the Diocese are binding upon all Parishes. If a Parish in union with the Convention shall neglect or decline to appoint delegates, or if those appointed neglect or are prevented from attending, or if it shall incur any suspension or forfeiture of privileges owing to neglect of canonical assessments or otherwise, it shall nevertheless be bound by all the acts of the Convention the same as if fully represented. So far as the case permits, this Canon shall apply to Missions also.

CANON 28
Distressed Parishes

Sec. 1. Purpose. This Canon is intended to address the exceptional case of a Parish whose continued viability as a self-sustaining entity appears to be in jeopardy, such that a degree of episcopal intervention or oversight is needed as a means of restoring the health of the congregation. It is not intended to derogate from the traditional right and responsibility of Parishes in the Episcopal Church to govern themselves. In those cases where an inquiry is initiated, and where a Distressed Parish is declared, it shall be the duty and obligation of all parties to strive to accomplish the speedy end or

substantial amelioration of the conditions that led to the inquiry or to the declaration of Distressed Parish, and to restore the congregation to spiritual and temporal health.

Sec. 2. Initiation of Inquiry. An inquiry by the Ecclesiastical Authority leading to a declaration of Distressed Parish under this Canon may be initiated only in one of the following ways:

(a) The Bishop, believing that one or more of the conditions in Section 4 may exist, may initiate such inquiry;

(b) The Standing Committee by vote of two-thirds of its members, believing that one or more of the conditions in Section 4 may exist, may petition the Bishop to initiate such inquiry; or if the Standing Committee is the Ecclesiastical Authority, it may initiate such inquiry by unanimous vote;

(c) The Rector, both Wardens, or a majority of the Vestry of such Parish, believing that one or more of the conditions in Section 4 may exist, may petition the Ecclesiastical Authority to initiate such inquiry.

Sec. 3. Inquiry by Ecclesiastical Authority. Upon proper initiation as provided in Section 2, the Ecclesiastical Authority, either itself or through persons it may designate, shall conduct such inquiry into the condition of the Parish as it deems appropriate. Such inquiry shall include conversations with persons in the Parish, and may also include written or oral questions to the Parish or members thereof and examination of any books and records of the Parish. The Parish must cooperate in the inquiry by answering such questions fully, accurately, and promptly, and by making available the books and records of the Parish upon reasonable notice. If, after such inquiry, the Bishop finds that one or more of the conditions in Section 4 exist in the Parish, the Bishop may, with the concurrence of two-thirds of the Standing Committee, declare the Parish to be a Distressed Parish. If the Standing Committee is the Ecclesiastical Authority, it may make such declaration following inquiry, by unanimous vote.

Sec. 4. Distressed Conditions in the Parish. No declaration of Distressed Parish may be made except upon a finding, following inquiry, that one or more of the following conditions exist in the Parish:

(a) The failure of the Parish, for two years or more, to consist of at least twenty-five adult Communicants of the Church or, for two years or more, to be financially self-supporting. It shall not constitute a failure to be financially self-supporting that the Parish shall have received funding from the Diocese, so long as the Parish is self-supporting with such funding.

(b) The failure for at least two years to elect a Vestry or a Rector (where the Parish is without a Rector).

(c) The failure to pay the minimum clergy compensation as required by canon; or the failure for two years to pay such compensation from funds other than those provided by Diocesan assistance; or the failure to make timely payment of premium under the clergy pension system as required by canon, or of premium for any other obligatory insurance for clergy.

(d) The refusal or willful failure to arrange for representation of the Parish at an Annual Convention of the Diocese.

(e) The failure or neglect to make canonically-required reports, including the annual parochial report to the Bishop, or to pay duly-assessed Diocesan apportionments or assessments. Voluntary giving shall not be considered a Diocesan apportionment or assessment.

(f) Persistent and significant instability or decline in the financial or temporal condition of the Parish, as evidenced by, for example, substantial invasion of the principal portion of endowment or trust funds, to such a degree that, in the judgment of the Bishop and two-thirds of the Standing Committee, the long-term viability of the Parish as a self-supporting entity is in jeopardy.

(g) Persistent failure or neglect to conform to the business methods in church affairs required by the Constitution and Canons of the Episcopal Church or of the Diocese of Chicago, including those requirements relating to the bonding of treasurers or other custodians of funds, proper record keeping, proper maintenance of books of account, annual audit, and the maintenance of adequate insurance.

(h) The purchase, use, or conveyance of property of the Parish, or the incurring of debt, other than in conformity with the Constitution and Canons of the Episcopal Church and of the Diocese of Chicago, except where such non-conformity was inadvertent and resulted in no substantial prejudice to the property or temporal interests of the Parish.

(i) The failure to cooperate in an inquiry under this Canon, or in connection with any other canonical inquiry by the Ecclesiastical Authority or its designee, including the failure or refusal to provide full and accurate information on the state of the Parish and its affairs.

(j) The failure to implement in good faith any plan or arrangement agreed to by the Parish under this Canon.

(k) Apart from the foregoing, any deliberate and manifest breach of any canonical obligation of the Parish, but only if the following additional conditions are met:

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

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

Sec. 5. Remedies. If a Parish is declared to be a Distressed Parish in accordance with this Canon, the Ecclesiastical Authority may require the application of one or more of the remedies below (which shall be considered independent remedies with no requirement of exhaustion of certain remedies before the application of others):

(a) A plan for the Parish to cure the conditions which led to the declaration of Distressed Parish, agreed to by the Parish within 30 days, and implemented thereafter in accordance with its terms.

(b) Appointment by the Ecclesiastical Authority of five or more adult communicants of the Parish temporarily to govern the affairs of the Parish as Warden and Vestry, notwithstanding any other canonical or other provision for such governance, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

(c) Designation of the Rector of the Parish as Vicar or Clergy-in-charge, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

(d) Conveyance of title of all real property of the Parish to the Bishop and Trustees, which shall preserve and control such property in trust until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

(e) Such other measures as the Ecclesiastical Authority shall determine with the advice and consent of two-thirds of the Standing Committee (or as determined by the Standing Committee acting unanimously, if it be the Ecclesiastical Authority), until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

(f) Finally, the Bishop, with the advice and consent of two-thirds of the Standing Committee (or the Standing Committee acting unanimously, if it be the Ecclesiastical Authority) may declare the Parish to be a Mission, whereupon the Ecclesiastical Authority shall appoint a Bishop's Warden and four or more other persons to be the Bishop's Committee, and may appoint a Vicar or Clergy-in-charge; the title of all property shall be conveyed to the Bishop or to the Bishop and Trustees; and the spiritual and temporal affairs of the congregation shall be governed by the canons which regulate the ministry, governance and administration of a Mission. Notwithstanding the foregoing, the final declaration of Mission status shall be subject to ratification by the affirmative vote of the next Annual Convention occurring 60 days or more after the declaration, failing which the congregation shall be deemed again a Parish, subject to such conditions as the Annual Convention shall determine, or in the absence of such conditions, subject to such conditions as the Ecclesiastical Authority shall determine.

CANON 29
Episcopal Visitations

Visitation by the Bishop is of inherent and transmitted authority, and indispensable for the exercise of the episcopal functions within this jurisdiction. In this are included the examining of the state of the Parish or Mission, inspecting the behavior of the Clergy, administering the Apostolic Rite of Confirmation, preaching the Word, and, at the Bishop's discretion, celebrating the Holy Eucharist. On occasions of such visitation, the Bishop controls the services and may designate the purpose for which the offerings of the people are taken. Either in connection with a scheduled episcopal visitation, or without such scheduled visitation, the Bishop or the Bishop's designee, upon notice by the Bishop, shall be entitled to ask for and to receive full and accurate information regarding the state of the Parish and its affairs. For that purpose, The Bishop or the Bishop's designee may require the Wardens and Vestry to provide information on the state of the Parish and may propound questions relative thereto. The Bishop shall exercise oversight of church buildings, rectories and other parochial property, and may prevent their misuse, neglect or alienation. It is therefore declared to be the duty of the Clergy, lay officers and parishioners, as the case may be, to recognize the authority of Episcopal Visitation and to cooperate with its provisions.

CANON 30
Deans and Deaneries

Sec. 1. The Diocese recognizes and adopts the ancient use of Dean, and the District assigned to the Dean, called Deanery, for the purpose of a union of the Clergy and Laity resident within it in the local work of the Church, under the title of the Chapter.

Sec. 2. The Deans shall be appointed by the Ecclesiastical Authority and confirmed by the Annual Convention, and the Deaneries shall be defined in like manner. The Dean may exercise within the Deanery general administration and superintendence for the promotion of clerical fellowship and the interests of the Church, provided the same does not conflict with the vested rights of the Clergy and Parishes, and is in due obedience to the Ecclesiastical Authority. The term of office shall be two years.

Sec. 3. All Clergy in any Deanery, if canonically connected with the Diocese, are members of such Deanery, and are entitled to seats in its Chapter.

Sec. 4. Each Parish or Mission in a Deanery may send to the Chapter of such Deanery three Lay Delegates.

Sec. 5. Each Chapter may establish By-laws for its government, subject to the approval of the Ecclesiastical Authority.

Sec. 6. All Deans shall report annually to the Ecclesiastical Authority a summary of work carried on by their respective Deaneries.

Sec. 7. The Chapter shall meet at least annually at a place and time set by its Dean in order to receive the report of its representatives in Diocesan Council. It shall be the duty of elected members of the Diocesan Council to attend the Chapter meetings of their respective Deaneries and there to report the business of the Council and their actions therein.

Sec. 8. In accordance with the provisions set forth in Canon 31, Sec. 4, each chapter shall meet in September of every third year at a time and place set by its Dean in order to elect one Presbyter or Deacon and one Lay person for nomination to the Annual Convention for election to the Diocesan Council.

CANON 31
The Diocesan Council

Sec. 1. The Diocesan Council shall administer and carry on the Missionary, Educational, and Social work of the Church in this Diocese. The Bishop shall be the executive head of all such work, and the Council shall assist and advise the Bishop in the administration thereof.

Sec. 2. The Diocesan Council shall have charge of the unification, development and prosecution of the work of Missions, Church Extension, Religious Education, and Christian Social Relations in this Diocese; of the performance of such other work as may be committed to it by the Convention; and of the initiation and development of new work between the Annual Conventions; and shall receive and administer all funds raised within the Diocese for the above-named purposes; subject, however, to the provisions of the Constitution and Canons of the Diocese and the direction of the Convention.

Sec. 3. The Bishop Coadjutor of the Diocese, if there be one, and the Suffragan Bishop or Bishops, if such there be, shall be *ex officio* members of the Council. There shall also be an elective membership of the Diocesan Council which shall consist of one Presbyter or Deacon and two Lay persons from each Deanery.

Sec. 4. The elective membership of the Diocesan Council shall be elected at the Annual Convention upon nomination by the several Deaneries in rotation. Each Deanery shall elect every three years (in order, as determined by the Bishop) one Presbyter or Deacon and one Lay person from among Communicants eligible to vote at annual meetings of parishes or missions in the Deanery, to serve on the Council for a term of three years. No elected member of the Diocesan Council shall be eligible to serve more than two terms consecutively.

Sec. 5. When a vacancy occurs in the elective membership of the Diocesan Council, the Dean in whose Deanery the vacancy in representation occurs shall appoint, subject to the approval of the Diocesan Council, a qualified person to fill the unexpired term.

Sec. 6. The Bishop Coadjutor, if there be one, shall be the Vice-President of the Diocesan Council. If there be no Bishop Coadjutor, the Suffragan Bishop, if there be one, or the Senior Suffragan by Consecration if there be more than one Suffragan Bishop, shall be Vice-President of the Diocesan Council. In the absence of the Bishop, or of an episcopal Vice-President as herein provided, the Diocesan Council may elect one of its own members to preside.

Sec. 7. The Diocesan Council shall organize from its membership such departments as from time to time the work may demand, and shall

determine the scope of the work of each department. Subject to confirmation by the Diocesan Council, each department may increase its own membership, such additional members to have seats and votes in such department, but not in the Diocesan Council. The Bishop shall appoint the Chair of each department. Each department shall make to the Bishop annually and at such other times and in such forms as the Bishop may require, a report of the work done under its direction.

Sec. 8. The Diocesan Council shall submit to each Annual Convention a full report of its work for the past fiscal year. This report shall contain a statement of all receipts and disbursements and of all trust funds and other property in its possession or under its control, and shall also contain a detailed statement of all salaries paid to officers of the Diocesan Council. This report shall be published in the Journal of the Convention each year.

Sec. 9. The Diocesan Council shall meet at least four times from September 1st to June 30th of the following year, at such times as the Bishop shall convene them. A majority of the elected members, with the Bishop (or such presiding officers as hereinbefore provided) shall constitute a quorum.

Sec. 10. The Diocesan Council, with the advice and consent of the Bishop and trustees, shall submit to each Annual Convention of this Diocese, a budget for all expenses of this Diocese for the ensuing year. The Diocesan Council shall maintain general supervision of the financial affairs of this Diocese.

CANON 32
The Board of Apportionment Review

Sec. 1. There shall be in this Diocese a Board of Apportionment Review whose duty it shall be to prepare, oversee and evaluate all procedures pertaining to the raising of apportionment funds required for the support of the structure and program of the Diocese in accordance with an annual budget approved by the Annual Convention of the Diocese.

Sec. 2. This Board shall consist of twenty-one members, six Presbyters and/or Deacons and fifteen Lay persons who shall be Communicants in good standing and members of Parishes or Missions in the Diocese, and who shall hold office for three years. At each Annual Convention of the Diocese, the Bishop shall appoint seven members of the Board, two Presbyters or Deacons and five Lay persons, to hold office until the third succeeding Annual Convention.

Sec. 3. The Bishop shall appoint the presiding officer of the Board from among the members thereof.

Sec. 4. Vacancies in the Board membership occurring between Annual Conventions shall be filled by appointment by the Bishop. A member so appointed shall serve for the unexpired portion of such term.

Sec. 5. The Board may adopt and establish for its own governance such rules and procedures as are consonant with its purposes and with the Constitution and Canons of the Diocese.

CANON 33
The Commission on Ministry

Sec. 1. In compliance with the Canons for the Government of the Episcopal Church, there shall be in this Diocese a Commission on Ministry.

Sec. 2. To the Annual Convention adopting this Canon, and to each Annual Convention thereafter, the Bishop shall nominate ten persons in Holy Orders, no more than two of whom may be Deacons, and eight Lay persons, all being canonically resident Clergy or Laity in this Diocese. Upon confirmation by the vote of said Convention, the nominees shall constitute the Commission on Ministry.

Sec. 3. The members of the Commission shall serve for terms of one (1) year and may be renominated and confirmed annually; provided that no member shall serve more than six (6) terms in succession.

Sec. 4. The Bishop shall be *ex officio* a member and the chair of the Commission. The Bishop Coadjutor and/or Bishops Suffragan, if there be such, shall be *ex officio* members of the Commission.

Sec. 5. 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. Members so appointed shall serve until the next Annual Convention.

Sec. 6. The Commission may devise and establish procedures for its own governance, provided that they conform to the Constitution and Canons of this Diocese and of the Episcopal Church.

Sec. 7. The duties of the Commission shall be those set forth in the Canons of the Episcopal Church, and such other duties as the Bishop may appropriately assign.

Sec. 8. The Commission shall report to each Annual Convention of the Diocese.

CANON 34
The Cathedral

Sec. 1. The Clergy of the Cathedral Church of the Diocese shall be entitled to seats in the Convention, and Lay Communicant Members of the Cathedral Church shall be admitted under the certificate of the Dean of the Cathedral as its Lay Delegates, with the usual privileges.

Sec. 2. The members of the Cathedral corporation shall be:

2a *Ex officio* members:

The Bishop; the Bishop Coadjutor, if any; the Bishop Suffragan, if any; the Dean of the Cathedral; three Canons, if any, in order of seniority.

2b Elected members:

(1) Three Presbyters or Deacons, canonically resident in the Diocese, and three Lay persons, Communicants of the Church and resident in the Diocese, shall be elected by the Annual Convention of the Diocese on the following basis: one Presbyter or Deacon and one Lay person shall be elected each year to serve for a term beginning on February 1 of the year following the year in which they were elected and expiring on February 1 three years after that date. During and upon the expiration of their terms of office, they shall not be eligible for election until an Annual Convention subsequent to the expiration of their terms of office. If the office of any member elected by the Annual Convention becomes vacant prior to the expiration of the term for which that person was elected, the vacancy may be filled by appointment of the Bishop for the unexpired portion of that term.

(2) Nine Lay Members of the Cathedral Church who shall be Communicants of the Church and resident in the Diocese shall be elected by the Annual Meeting of the Cathedral on the following basis: Three such members shall be elected by the Annual Meeting of the Cathedral to serve for a term commencing on February 1 following the Annual Meeting at which they are elected and expiring on February 1 following the third Annual Meeting thereafter. Upon expiration of their term of office, they shall not be eligible for reelection earlier than the date of the Annual Meeting next succeeding the Annual Meeting at which their successors in office were elected. In case the office of any

member elected by the Cathedral Church shall become vacant prior to the expiration of the term for which such person was elected, the vacancy may be filled by the Cathedral Chapter upon nomination by those members of the Chapter who are Communicants in the Cathedral Church for the unexpired portion of such term.

(3) Notwithstanding the foregoing, all elected members shall serve until their respective successors shall have been elected.

Sec. 3. The members of the corporation collectively shall constitute the Cathedral Chapter, and upon becoming members of the corporation, either *ex officio* or by election, they shall become members of the Cathedral Chapter.

Sec. 4. The officers of the corporation shall be those persons who for the time being are officers of the Cathedral Chapter.

Sec. 5. The Cathedral Chapter shall be the legislative and administrative body of the corporation, through and by which the corporation acts.

Sec. 6. All property held or acquired by the Cathedral corporation at any time, either in its own name or in the name of any person or persons in trust for its use, shall be held subject to and be governed by the laws, usages, and Ecclesiastical Authority of the Episcopal Church as to conveying and encumbering Church property, as are now or may hereafter be prescribed by the Constitution and Canons of the Diocese of Chicago.

CANON 35
The Bishop and Trustees

Sec. 1. The Corporation known as The Bishop and Trustees of the Protestant Episcopal Church in the Diocese of Chicago, a corporation, shall consist of thirteen members comprising the Bishop of the Diocese ex-officio, three Presbyters and/or Deacons and nine Lay persons who shall be Communicants in good standing and members of Parishes or Missions in the Diocese and who shall hold office for three years. At each Annual Convention of the Diocese there shall be elected four members of the Corporation, one Presbyter or Deacon and three Lay persons, to hold office until the third succeeding Annual Convention.

If at any time there is a Bishop Coadjutor or one or more Suffragan Bishops of the Diocese of Chicago, the number of the members of the Corporation shall, ipso facto, be increased by the number of such Bishops and Bishops shall, ex-officio, become members of the Corporation.

The Corporation shall have power to fill any vacancy in such elected membership and an ad interim member so chosen shall serve until the next Annual Convention, which shall elect a member to fill the remainder of the unexpired term of the member with respect to whom such vacancy shall occur. If any Annual Convention shall fail to fill such vacancy, the Corporation shall do so and the member so elected shall serve until the next Annual Convention.

Sec. 2. The Corporation shall enact necessary bylaws for its own government and the government of its officers, and such other bylaws as shall be in the accordance with law and the purpose of the Corporation.

Sec. 3. The Corporation shall have the following powers:

3a To take and receive, by gift, grant, devise or bequest, and to hold, manage and administer, invest, reinvest and keep invested, funds and personal property, for uses and purposes directly or indirectly connected with the religious, educational, charitable, missionary, or eleemosynary work of the Protestant Episcopal Church in the Diocese of Chicago.

3b To take by gift, grant, devise or bequest, and to receive, hold, improve, manage and administer, and to mortgage or otherwise convey real estate for uses and purposes directly or indirectly connected with the religious, educational, charitable, missionary or eleemosynary work of the Protestant Episcopal Church in the Diocese of Chicago.

3c To act as the financial agent of the Protestant Episcopal Church in the Diocese of Chicago, and of the Bishop of said Diocese, in respect to the handling, management and care of, and accounting for, any funds or real or personal property which may be contributed to, acquired by, or vested in this Corporation for the use and benefit of the Protestant Episcopal Church in the Diocese of Chicago, or any of the activities thereof, the principal and the income thereof to be appropriated and applied and disbursed by the Trustees of said Corporation for uses and purposes directly or indirectly appertaining to or connected with the religious, educational, charitable, missionary, or eleemosynary work of the Protestant Episcopal Church in the Diocese of Chicago.

3d To borrow monies and to issue its obligation (1) for the purpose of providing for payment of the operating expenses of said Diocese, and (2) for such other purposes as the business and financial affairs of the Diocese of Chicago may require.

Sec. 4. The Trustees of the said Corporation shall consist of the Bishop of the Diocese, together with any Coadjutor and/or Suffragan Bishop or Bishops of the Diocese, and all of the elected members of the Corporation and shall at all times be identical with the ex-officio and elected members of the Corporation.

Sec. 5. The title to any real estate given, purchased or otherwise acquired for the use of a Mission of the Diocese, shall, subject to the consent of the Bishop, be vested in said Corporation, to be held for the benefit of said Mission so long as said Mission shall exist, but no gift or donation of real estate shall be accepted, nor any purchase of real estate made, for the use of a Mission without the consent of the Bishop. In the event said Mission shall become a Parish, the Corporation shall, subject to the consent of the Bishop, convey such real estate to such Parish, provided that title to any real estate, whether used for a Mission or a Parish, shall be and remain vested in the Corporation for as long as there remains outstanding any indebtedness that is: (a) owed by such Parish or Mission to the Corporation, to the Bishop and his successors in office, a corporation sole, or to the Diocese, or (b) owed by such Parish or Mission to any third party if the Corporation has co-signed or otherwise become obligated for all or any part of that indebtedness. In the event a Mission shall cease to exist canonically for any reason other than becoming a Parish, any real estate held by the Corporation for the use or benefit of said Mission may thereafter be used by the Corporation for its general purpose.

All deeds, mortgages, contracts, encumbrances or other documents whereby the Corporation shall convey, mortgage, acquire or encumber any real estate, shall be authorized by resolution duly adopted by the Trustees of said estate, shall be authorized by resolution duly adopted by the Trustees of said Corporation present at a regular or duly called special meeting of said Trustees but in no event by less than five affirmative votes; and shall be executed in the name and on behalf of the Corporation by its President or Vice President and by the Secretary or an Assistant Secretary (or such other officer or officers as may be authorized by the Trustees), and when so executed and duly acknowledged shall be binding on the Corporation; provided, however, that no deed, mortgage, encumbrance, or alienation of any real estate owned or used (as the case may be) by a Parish, Mission or Diocesan Agency shall be executed without the previous written consent of the Bishop acting with the advice and consent of the Standing Committee of the Diocese. As used in this Canon, the term "Mission" shall have the meaning given to it in Canon 17, the term "Parish" shall have the meaning given to it in Canon 18, and the term "Diocesan Agency" shall have the meaning given to it in Canon 36A.

Sec. 6. The Bishop of the Diocese of Chicago shall be President of said Corporation, ex-officio.

Sec. 7. The Treasurer of the Diocese of Chicago shall be Treasurer of said Corporation, ex-officio.

Sec. 8. The other officers of said Corporation shall be provided for by the Bylaws of said Corporation.

Sec. 9. The said Corporation shall present to each Annual Convention a full report of its work for the past fiscal year.

Sec. 10. The Bishop and Trustees of said Corporation shall receive from Diocesan Council the proposed budget for the Diocese of Chicago from the Diocesan Council in advance of the Diocesan Convention and shall review and advise Diocesan Council of their comments on the budget and, when the budget meets with their approval, shall assent to its submittal to the Convention for the ensuing year. In addition, the Bishop and Trustees of said Corporation shall make provisions for the reasonable expenses of the Corporation.

CANON 35A
The Diocesan Foundation

Sec. 1. There shall be incorporated under the laws of the State of Illinois a corporation under the name Diocesan Foundation.

Sec. 2. The Board of Trustees of this corporation shall consist of seven members, namely, the Bishop of the Diocese of Chicago *ex officio* and six persons who shall be lay communicants in good standing and resident, or clergy canonically resident, in said Diocese and who shall be elected by the members of the corporation in the manner described below (the "Elected Trustees"). Members of the corporation shall consist of holders of interests in the Common Funds (as such term is defined below), as provided from time to time in the corporation's By-Laws.

All Trustees of the corporation who are Trustees on October 25, 1994 shall serve as Trustees until the annual meeting of members of the corporation held in 1995. At the annual meeting of members of the corporation held in 1995, the members of the corporation shall elect (1) two Trustees to serve until the annual meeting of members of the corporation held in 1996; (2) two Trustees to serve until the annual meeting of members of the corporation held in 1997; and (3) two Trustees to serve until the annual meeting of members of the corporation held in 1998. At the annual meeting of the members of the corporation held in 1996, and at each succeeding annual meeting of members of the corporation, the members of the corporation shall elect two Trustees to serve until the annual meeting of members of the corporation held in the third year following the year of such election. A vacancy occurring among the Elected Trustees prior to expiration of term shall be filled by the remaining Trustees within 60 days for the unexpired portion of the term, subject to ratification at the next

election of Trustees. All Elected Trustees shall serve during the terms for which they are elected and until their respective successors shall be elected or appointed, as the case may be, and qualify.

Sec. 3. The purpose of the corporation shall be to further the religious, charitable and educational work of the Church, carried on within the boundaries of the Diocese of Chicago, by the Bishop and the several departments of the Diocese, by the various Parishes of the Diocese, and by the religious, charitable and educational organizations and institutions of or affiliated with the Church and functioning within the Diocese, and, when requested, to advise and assist in the management and conduct of the financial affairs of the Bishop, the departments and Parishes of the Diocese, and said religious, charitable and educational institutions.

Sec. 4. In furtherance of the purposes of the corporation and not in enlargement thereof, the corporation shall have all the powers granted under the General Not for Profit Corporation Act of the State of Illinois, including, without limiting the generality of the foregoing, the power to purchase, take, receive, or otherwise acquire, and to own, hold, use, and otherwise deal in and with, any real or personal property, including shares or other interests in or obligations of domestic or foreign corporations, situated in or out of the State of Illinois, and to sell, convey, mortgage, pledge, and otherwise dispose of all or any part of said property.

Sec. 5. (a) Further in pursuance of said purposes, the corporation shall have the right, but in no instance shall have the obligation, to receive from the Diocese and the Bishop thereof, and from such of the said Parishes and religious, charitable and educational organizations and institutions (each, an "Investing Entity") as may so desire, moneys and other property, consisting of Federal, State or municipal bonds, notes or other evidences of indebtedness, corporate stock, bonds, debentures or other evidences of corporate indebtedness and notes of corporations or individuals secured by first mortgages on real estate, owned and held by them as endowments or otherwise for their religious, charitable and educational purposes, for placement in one or more common investment funds (each, a "Common Fund") to be established from time to time by the Board of Trustees of the corporation in its discretion, each of which shall issue to its participants periodic account statements reflecting their interests therein. On October 28, 1995, all then-outstanding certificates representing interests in any Common Fund shall be deemed to be canceled, and thereafter interests held by a participant in a Common Fund shall be reflected solely on the periodic account statements issued by such Common Fund to such participant.

(b) The corporation may invest moneys of any Common Fund in any securities or other instruments in which an individual may invest his or her own funds (including, without limiting the generality of the foregoing, securities or other instruments of the type described in Section 5(a) of this Canon), may sell any such securities or other instruments as well as any

securities or other instruments accepted b it from a participant for placement in such Common Fund, and may reinvest the proceeds of such sales in securities or other instruments as aforesaid, all as may be determined by the Board of Trustees of the corporation, pursuant to the By-Laws of the corporation.

(c) The corporation shall collect the income arising from investments in each Common Fund and, after payment of expenses of operation, distribute the same to the participants therein in proportion to their respective interests, at such stated intervals as shall be provided in the By-Laws of the corporation and in such amounts as the Board of Trustees of the corporation shall determine in its sole discretion, evaluating such Common Fund at such intervals, and returning to such participants therein as may request it, as of any such stated interval, their respective interests in such Common Fund as so evaluated, either in cash, securities or other property, as provided in the By-Laws. Income distributed to the participants in a Common Fund may or may not include all or any portion of the realized or unrealized capital gains of such Common Fund, as determined by the Board of Trustees of the corporation in its sole discretion. In general, each Common Fund shall be managed in accordance with the best judgment of the Board of Trustees of the corporation and for the sole benefit of its Investing Entities.

(d) No funds, securities or other property shall be received for, or placed in, any Common Fund maintained by the corporation except funds, securities or other property received from an Investing Entity.

Sec. 6. The corporation may employ one or more banks, trust companies, broker-dealers, or investment companies registered under the Investment Company Act of 1940, as amended, to act as custodian or custodians of the securities held in any Common Fund and as agent or agents for the collection of income therefrom, and such other agents and employees as the Board of Trustees of the corporation shall deem necessary or advisable in connection with the safekeeping and management of any Common Fund and the income arising therefrom. Securities held in any Common Fund may be registered in the name of the corporation or in the name or names of such nominee or nominees as the Board of Trustees of the corporation may from time to time determine.

Sec. 7. No member of the Board of Trustees of the corporation or company that the Trustee is employed by shall receive any compensation for services rendered, or any commission or profit on transactions in respect of any Common Fund, and (subject to the provisions of Section 5(c) of this Canon) the entire income received from each Common Fund, less costs and expenses chargeable to such Common Fund as set forth in the By-Laws, shall be remitted to the participants therein in proportion to their respective interests therein. No member of the Board of Trustees of the corporation or member of the corporation shall be liable for any loss to the corporation or to

any Common Fund, or to any participant therein, arising from the management of any Common Fund or the investment of the same, or otherwise, unless such loss shall result from a breach of good faith on the part of such member of the Board of Trustees of the corporation or member of the corporation.

CANON 35B
Episcopal Charities

Sec. 1. Episcopal Charities, a Corporation not for profit of the State of Illinois, is hereby established as an agency of the Diocese of Chicago.

Sec. 2. The affairs of this Corporation shall be managed by a Board of Trustees who shall be appointed by the Bishop of Chicago, subject to the approval of The Bishop and Trustees, together with certain *ex officio* members as provided in the Articles of Incorporation of Episcopal Charities. The Bishop of Chicago shall be *ex officio* Chair of the Board.

Sec. 3. The purpose of Episcopal Charities is to further, to support financially and otherwise, to assist and to expand the social welfare work of the Diocese of Chicago; to collect and furnish funds for the support of the present and future charitable agencies of the Diocese of Chicago and such other charitable objectives as the Bishop of Chicago shall determine; to receive, administer, distribute and expend funds, gifts, donations, bequests and other receipts of money or property of every kind and nature for the Corporate objects and purposes; all under the supervision and subject to the approval of the Bishop of Chicago.

Sec. 4. The proper officers of the Corporation are authorized to obtain such reports, financial statements and other information from agencies which request financial assistance from the Corporation as the Corporation may believe necessary for proper evaluation of the work of such agencies.

Sec. 5. Episcopal Charities shall report each year to the Annual Convention of the Diocese.

CANON 36
The Chancellor

Sec. 1. The Ecclesiastical Authority, initially and from time to time as a vacancy in the office of Chancellor occurs, may appoint a suitable person learned in Ecclesiastical and Civil law, who shall be a communicant of this Church, a resident of this Diocese, and a member of the Illinois Bar, as Chancellor of the Diocese. The person so appointed may retire from office at any time, and shall be subject to removal by and at the pleasure of the Ecclesiastical Authority, or by resolution adopted at any Annual Convention and with the concurrence of the Ecclesiastical Authority.

Sec. 2. The Chancellor shall be the legal advisor of the Ecclesiastical Authority in all cases and upon all questions in which the Chancellor's advice shall be asked by the Ecclesiastical Authority in its official capacity, provided that no expense shall be imposed upon the Diocese, nor any Parish, Mission, agency, or institution thereof, under or in pursuance of this Canon.

2a Provided, further, that the aforesaid prohibition against the imposing of expenses shall not apply to (i) legal fees for legal services of the Chancellor or his law firm beyond the scope of mere advice when such legal services are requested by the Ecclesiastical Authority with the knowledge that legal fees will be incurred; and (ii) reimbursement for fees, costs, charges and expenses, other than legal fees, advanced by the Chancellor or his law firm on behalf of the Diocese or any Parish, Mission, agency or institution thereof, in connection with services requested by the Ecclesiastical Authority.

Sec. 3. One or more persons may be appointed in the same manner as set forth in Section 1 of this Canon as Assistant Chancellors of the Diocese, provided that no more than three persons may hold that office at the same time. Each Assistant Chancellor shall have the qualifications, and may retire, and shall be subject to removal, all as is above provided with respect to the Chancellor, and shall perform such of the duties as the Chancellor, or the Ecclesiastical Authority, may assign from time to time.

Sec. 4. The Chancellor, when not a delegate, shall be entitled *ex officio* to all rights and privileges of membership in the Convention except that of voting.

CANON 36A
Diocesan Agencies

Sec. 1. A social welfare agency may represent itself as affiliated or connected with the Diocese of Chicago after it has qualified as hereinafter provided, and has been accepted as a Diocesan Agency by the Diocesan Convention on recommendation by the Diocesan Council.

Sec. 2. The conditions of qualification and maintenance of good standing as a Diocesan Agency shall be as follows:

2a Such Agency shall obtain approval by The Bishop and Trustees of its charter or articles of incorporation.

2b The By-laws or Charter of the Agency shall provide that the Bishop be a member *ex officio* of the governing body of such Agency.

2c At least a majority of the members of such Agency's governing body shall be communicants in good standing of the Episcopal Church.

2d No Agency may borrow money on an unsecured basis, if, after giving effect to such borrowing, the aggregate indebtedness of the Agency for money borrowed on an unsecured basis is greater than 20 per cent of the average of the annual income of the Agency for its three fiscal years next preceding the date of the proposed borrowing.

No Agency shall borrow any money on a secured basis (save for the refinancing, without increase in the principal amount, of an existing loan) without the previous written consent of the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee.

No Agency may borrow money on a secured basis, if, after giving effect to such borrowing, the aggregate indebtedness of the Agency for monies borrowed on a secured basis is greater than 200 per cent of the average annual income of the Agency for its three fiscal years preceding the date of the proposed borrowing.

No real estate owned by an Agency shall be sold or encumbered, except under the following conditions:

First — The adoption of a resolution by the Trustees providing for the sale or encumbrance of specific real estate, together with provision, if desired, for the entering into of a contract in relation thereto.

Second — The granting of written consent to the sale or encumbrance by the Ecclesiastical Authority, acting with the advice and consent of the Standing Committee.

2e Except where title to all property and funds is held by the Bishop of Chicago or The Bishop and Trustees, the Agency shall be incorporated as a not-for-profit corporation under the laws of the State of Illinois.

2f The Agency shall obtain a ruling from the Internal Revenue Service that the income of the Agency is exempt from income tax and that gifts and bequests to the Agency are exempt from gift and estate taxation.

2g The work of such Agency, and all business activities relating thereto, shall be carried on in a manner consistent with the laws of the State of Illinois, with Canon I.7 of the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and with Canon 39 of the Diocese of Chicago.

2h Such Agency shall make regular annual reports on its status, the nature of its work and its accomplishments during the preceding year, including a financial report and a statement to the effect that the Agency is continuing to comply with the terms of this Canon. All such reports shall be made to the Diocesan Council and Diocesan Convention. If the budget of the Agency is $10,000 a year or more, the financial report shall be audited by a certified public accountant.

Sec. 3. The rights and privileges of a Diocesan Agency shall include:

3a Representing itself as a Diocesan Agency in the exercise of its functions and in the solicitation of funds.

3b Requesting and receiving monies from the funds of the Diocese as shall be appropriated from time to time by proper authority.

Sec. 4. The responsibilities and obligations of the Diocese to Diocesan Agencies shall include:

4a Providing assurance that Diocesan Agencies direct their activities consistently with the objects and purposes of their charters.

4b Providing Diocesan Agencies monies from Diocesan funds appropriated therefor by proper authority.

4c Enlisting parish support of Diocesan Agencies by commending their support and requesting benefactions.

4d Listing Diocesan Agencies in the Journal of Convention and promoting the knowledge of the work of Diocesan Agencies among the people of the Diocese.

Sec. 5. If the Bishop in consultation with the Diocesan Council, shall determine that any Diocesan Agency does not conform to the provisions of this Canon, or that its standards of work and services are not sufficiently high to warrant its recognition as a Diocesan Agency, the Bishop shall

submit such findings to the Convention and the Convention may revoke the Diocesan status of such Agency, which shall thereupon cease to hold itself out as a Diocesan Agency and shall not use the name of the Church to solicit funds or for any other purpose.

CANON 37
The Registrar of the Diocese

It shall be the duty of the Registrar of the Diocese to have custody of all journals, pamphlets, reports, papers, and other documents belonging to the Diocese; to put the same in order; to provide for their safe keeping and facility of reference; to complete them when defective; and in like manner to collect and preserve what may hereafter come into the Registrar's possession. All books, papers and documents in charge of the Registrar shall be open to the inspection of the Ecclesiastical Authority, the Standing Committee, and the Convention of the Diocese on order from that body. The Registrar shall have the right under order from the Ecclesiastical Authority to issue a proper certificate of any fact of record within his or her charge.

CANON 37A
The Historiographer of the Diocese

It shall be the duty of the Historiographer to secure, keep or record, as far as practicable, documents and important facts pertaining to the history of the Diocese, and of its institutions, Parishes, and Missions.

CANON 38
Licensed Ministries

Sec. 1. A lay communicant may receive a written license from the Bishop to serve as a Pastoral Leader, a Worship Leader, a Preacher, a Eucharistic Minister, a Eucharistic Visitor, or a Catechist, pursuant to the Canons of the Episcopal Church. The issuing of such licenses is within the discretion of the Bishop, who may establish such standards of learning and practical experience as the bishop, in consultation with the Commission on Ministry, may deem necessary. A licensed lay Minister in any Diocese or Missionary District of this Church may serve in a congregation at the invitation of the member of the Clergy in charge, with the consent of the Ecclesiastical Authority. .

Sec. 2. Every lay Minister must be a communicant n good standing who is actively engaged in representing and bearing witness to Christ. The lay minister must agree to take direction from his or her clergy, subject in all cases to the directions and godly counsel of the Bishop. Lay ministers shall not assume the dress appropriate to members of the Clergy, either in the liturgy or outside it.

CANON 39
Business Methods in Church Affairs

In the Diocese of Chicago and in each Parish and Mission therein, and in each institution affiliated with the Diocese, the following standard business methods shall be observed.

Sec. 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 Trustees, 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. This paragraph (1) shall not apply to funds or securities refused by the depositaries named as being too small for acceptance. Such small funds and securities shall be under care of the persons and corporations properly responsible for them. This paragraph shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.

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

2a Source and date.

2b Terms governing the use of principal and income.

2c To whom and how often reports of condition are to be made.

2d How funds are to be invested.

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

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

Sec. 5. All accounts shall be audited annually by a Certified or Independent Public Accountant or by such accounting agency as shall be permitted by the Department of Finance and Administration.

Sec. 6. All buildings and their contents shall be kept adequately insured and adequate insurance against liability and other insurable risks shall be maintained.

Sec. 7. The Department of Finance and Administration may require copies of any and all accounts described in this Canon to be filed with it and shall report annually to the Convention upon its administration of this Canon.

> **Note (Canon 39.5)**\\\The term "audit" is used in accordance with the national canons (EC Canon I.7.1(5)) and audit guidelines issued by the national church and available from the Treasurer of the Diocese; an audit in compliance with those guidelines shall comply with this Canon.

CANON 40
The Apportionment

Sec. 1. All Parishes and Missions in communion with this Diocese are expected to share proportionately in the support of its structure and program.

Sec. 2. The basis of such a share, to be known as "the apportionment," shall be the net disposable income of each Parish and Mission during the last fiscal year preceding.

Sec. 3. (a) Any changes in the definition of net disposable income and in the formula used to determine the apportionments from those adopted by the Board of Apportionment Review for use in 1991 shall be adopted by the Annual Convention of the Diocese, but only on recommendation of or after study by the Board of Apportionment Review.

> (b) It shall be the duty jointly of the Rector, Priest-in-Charge or Vicar, the Treasurer, and Warden of each Parish and Mission annually to declare its net disposable income to the Board of Apportionment Review at a time set by the Board.

Sec. 4. Upon the adoption of a budget by the Annual Convention for the fiscal year next succeeding, the Board of Apportionment Review shall promptly determine a proposed apportionment for each Parish and Mission in accordance with the provisions of this Canon, and shall notify each of them of the amount of its proposed apportionment.

Sec. 5. It shall be the duty jointly of the Rector or Priest-in-Charge, the Treasurer, and a Warden of each Parish to advise the Board of Apportionment Review of its acceptance of its proposed apportionment on or before the fifteenth day of February next after the receipt of notice thereof.

Sec. 6. When a Parish considers itself unable to accept its proposed apportionment, or when there are questions regarding the appropriateness of its proposed apportionment, or when other extraordinary circumstances affect the financial stability of a Parish, the Rector or Priest-in-Charge, the Treasurer, and a Warden of such Parish shall so advise the Board of Apportionment Review on or before the fifteenth day of February next after the receipt of notice thereof.

(b) The Board of Apportionment Review, upon such advice, shall arrange a Hearing with representatives of such Parish, among whom shall be the Rector or Priest-in-Charge, the Treasurer, and a Warden, and at least three members of the Board of Apportionment Review.

(c) Taking under advisement the recommendation of its members present at the Hearing, the Board of Apportionment Review shall assign either the proposed apportionment or a modified apportionment, and notify such Parish of its decision in a timely fashion.

(d) A Parish shall be deemed to have accepted its proposed apportionment unless: (1) it notifies the Board of Apportionment Review of its non-acceptance by February 15, (2) its representatives attend its scheduled Hearing, and (3) it provides full financial information to the Board of Apportionment Review (as defined in advance and in writing by the Board of Apportionment Review).

Sec. 7. (a) All apportionments shall be paid in monthly installments to the Treasurer of the Diocese each month.

(b) It shall be the duty of the Treasurer of the Diocese to advise the Board of Apportionment Review of all apportionment payments which are in arrears more than thirty days after the date due.

(c) The Board of Apportionment Review shall reserve the right of inquiry into all reported arrearages to determine their causes and remedies. The Board of Apportionment Review is empowered to negotiate an adjustment in the apportionment in accordance with the provisions in Sec. 6 of this Canon.

Sec. 8. A Parish or Mission which has failed to meet the payments on its apportionment (and interest, if any) of the last fiscal year preceding the Annual Convention of the Diocese shall be reported to the Secretary of the Convention as being ineligible for representation at the Annual Convention or at any other special or Annual Convention called before the deficiency is remedied.

Sec. 9. Notwithstanding any other provisions of this Canon, for the calendar years 1995 through 2001, apportionment shall be voluntary, consisting exclusively of the voluntary donations of individuals, parishes and other entities, or of any method not involving a tax or assessment under Article 18 of the Constitution. The same shall continue thereafter unless and until Diocesan Convention, by amendment of this Canon or by resolution formally adopted, provides otherwise. The Annual Convention of 2000 shall further consider the apportionment and determine appropriate future means of Diocesan funding, such means to be effective on the date or dates determined by that Convention.

> **Note (Canon 40.9)**\\\The Annual Convention of 1993 suspended mandatory apportionment for five years effective January 1, 1995 and for the calendar years 1995 through 1999; a system of voluntary askings was put in its place. The Convention of 1997 extended "voluntary apportionment" for one further year, through the end of the year 2000. The Convention of 1999, following receipt of the report of the Committee to Study Voluntary Giving, amended sec. 9 further to provide that voluntary giving shall continue "through 2001" and "thereafter unless and until Diocesan Convention, by amendment of this Canon or by resolution" provides otherwise.

CANON 40A
Group Insurance Payments

Every parish which has adopted a Diocesan-sponsored plan of group insurance shall pay its premium within 90 days of the submission of its premium notice, under the penalty of Canon 40, Sec. 8.

CANON 40B
Support of Seminaries

Sec. 1. Each Parish or Mission shall annually contribute at least one percent (1%) of its net disposable income to one or more of the seminaries of the Episcopal Church. The term "net disposable income" shall be as defined in Canon 40, "The Apportionment," of these Diocesan Canons. The term "seminaries" shall include those accredited, and with the approval of the Bishop, those with accreditation pending, which list shall be provided to Parishes and Missions each year by the Bishop.

Sec. 2. Each Parish or Mission shall include in its annual parochial report the amount or amounts actually contributed to each seminary, and this data shall be published annually in the Journal of the Diocese.

CANON 41
The Church Pension Fund

Sec. 1. The Diocese of Chicago hereby adopts the system of the Church Pension Fund recommended and set forth in the resolutions of the General Convention of 1913, pursuant to which the Corporation known as the Church Pension Fund has been created for the purpose of carrying said system into effect.

Sec. 2. At or immediately after each Annual Convention of this Diocese the Ecclesiastical Authority of the Diocese shall appoint a member of the Clergy to be the Church Pension Fund Representative for the Diocese of Chicago to serve throughout the ensuing year. A vacancy in this position shall be filled by the Ecclesiastical Authority.

The duties of said Representative shall be as follows:

2a To report to the Annual Convention of the Diocese the status of the Pension Fund Grants in force within the Diocese; and to inform the Convention of significant changes and improvements made by the Fund during the previous year.

2b To serve as liaison to the Church Pension Fund should this be necessary; and to be a source of information about the Fund.

Sec. 3. The Treasurer of the Diocese of Chicago shall quarterly pay to the Treasurer of the Church Pension Fund the premiums payable on behalf of the Bishop, as well as on behalf of the Bishop Coadjutor and the Bishops Suffragan (when and if there be such); and shall also pay the premiums payable on account of all stipends paid by the Diocese to other Clergy.

Sec. 4. It shall be the duty of every member of the Clergy canonically resident in or serving in this Diocese to inform the Church Pension Fund promptly of such facts as dates of birth, ordination or reception, marriage, births of children, deaths, and changes in cures or salaries, as may be necessary for the proper administration of the Fund, and to cooperate with the Fund in such other ways as may be necessary to enable the Fund properly to perform its function. It shall also be the duty of every Parish, Mission or other organization in this Diocese which has paid or is paying any stipend to a member of the Clergy to furnish information of the above nature to the Fund upon request.

Sec. 5. No Parish or Mission which for two successive years shall fail to pay the full amount of its annual premium under said pension system shall be entitled to representation in any Annual or Special Convention of this Diocese until such arrearages shall have been paid in full.

CANON 42
Clergy Compensation

Sec. 1. The Convention may, with the consent of the Bishop, from time to time adopt standards for minimum clergy compensation and benefits and procedures required to be followed in determining clergy compensation and benefits. When adopted by Convention, any such standards and procedures shall be binding on parishes, missions and institutions of the Diocese and shall apply uniformly throughout the Diocese.

Sec. 2. The resolutions of Convention adopting standards for minimum compensation and benefits and required procedures for the determination of clergy compensation and benefits shall specify the period for which the standards and procedures shall be in effect and shall also specify the standards and procedures which shall apply to periods subsequent to the specific periods approved by Convention. No amendment to the standards adopted by Convention shall affect the minimum compensation and benefits applicable to a calendar year which has begun prior to the effective date of an amendment approved by Convention.

Sec. 3. Recommendations to the Convention with respect to clergy compensation and benefits may be submitted by the Bishop, by a committee or institution of the Diocese specified by resolution of the Convention or by the Canons or Constitution of the Diocese, or by the Convention or committee of the Convention.

CANON 43
Notice of Diocesan Offerings

It is the duty of every member of the Clergy, Warden, and member of Vestry, to give or cause to be given due and timely notice of all Canonical offerings; to take or cause to be taken all the prescribed offerings on the days appointed, and to see that such offerings are promptly remitted to the Treasurer appointed for the receipt of the same.

CANON 44
Annual Offering for the Endowment Fund of the Diocese

There shall be a collection taken up in every Parish and Mission in this Diocese on Whitsunday, or on such other Sunday as the Bishop may appoint, for the benefit of the Endowment of this Diocese, which collection shall be promptly remitted to the Treasurer of the Endowment Fund, who shall include in the Treasurer's report to the next Convention the amounts received from each Parish and Mission.

It shall be the duty of the Treasurer of the Endowment Fund to notify all Parishes and Missions in the Diocese of the provisions of this Canon at

least one month prior to Whitsunday or such other Sunday as the Bishop may appoint.

Title VI: DISCIPLINE

CANON 45
Ecclesiastical Discipline

Sec. 1. This Canon is adopted pursuant to the Canons of the General Convention of the Episcopal Church, including Title IV thereof, "Ecclesiastical Discipline," which Title, including Canon IV.4 thereof, is incorporated herein by reference.

Sec. 2. The Ecclesiastical Trial Court of the Diocese of Chicago is hereby established. The Court shall conduct the trial of a Priest or Deacon based on a formal Presentment issued by the Standing Committee. The Court shall consist of seven Judges, elected by the Annual Convention of the Diocese, of whom four shall be Priests or Deacons and three shall be Lay persons. The Court shall elect annually within two months following Annual Convention a Presiding Judge from among its members; the Presiding Judge may be either ordained or a Lay person, shall serve a one-year term as Presiding Judge, and may be re-elected as Presiding Judge. The Presiding Judge may act on behalf of the Court where so directed or delegated by the Court insofar as it is not inconsistent with the Canons of the Episcopal Church or of this Diocese.

Sec. 3. No later than 30 days after the filing of a Charge against a Priest or Deacon with the Standing Committee, the Court shall appoint one or more persons as Church Attorney. In addition, the Court shall appoint as necessary a Clerk, a Reporter, and at least one but no more than three Lay Assessors to provide opinions as requested on matters of law, procedure or evidence, but not on questions of doctrine. The Clerk shall be appointed no later than 30 days after the issuance of a Presentment by the Standing Committee. The Reporter and Lay Assessor(s) shall be appointed no later than the commencement of trial.

Sec. 4. The term of service on the Court shall be three years, commencing at the close of the Annual Convention at which a member's election occurs and expiring at the close of Annual Convention three years later. Notwithstanding the foregoing, a Judge may continue to serve with full authority beyond three years where necessary to permit the completion of a trial actually commenced before the expiration of the Judge's term. For purposes of such a trial and until the rendering of a verdict and judgment therein, the Court shall consist of the members of the Court serving at the time the trial commenced.

Sec. 5. Members of the Court may be re-elected by the Annual Convention, except that no person may serve more than three consecutive three-year terms. No person may simultaneously serve as a member of the Court and a member of the Standing Committee, nor may any member of the Court participate in a case in which that member had direct prior involvement, either as a member of the Standing Committee, as Church Attorney, as witness, or otherwise.

Sec. 6. At the initial election of members of the Court, the 1995 Annual Convention of the Diocese, all seven members of the Court shall be elected for the following terms of service: three persons (two ordained and one lay) shall be elected to serve for three years, or until the close of Convention in 1998; two persons (one ordained and one lay) shall be elected to serve for two years, or until the close of Convention in 1997; and two persons (one ordained and one lay) shall be elected to serve for one year, or until the close of Convention in 1996. At each Annual Convention commencing with the 1996 Convention, two persons (one ordained and one lay) shall be elected to three-year terms, except that at every third Annual Convention after 1995 (i.e., at the Annual Conventions of 1998, 2001, 2004, etc.) three persons (two ordained and one lay) shall be elected to three-year terms.

Sec. 7. In the event of a vacancy on the Court caused by death, disability rendering a person unable to act, resignation, declination to serve, or otherwise, the remaining members of the Court shall, within a reasonable time, elect a replacement member of the Court. Such replacement member shall serve until the next Annual Convention, at which time the Convention shall elect a person to fill the remaining term (if any) of the original member. A replacement member shall be from the same order (ordained or lay) as was the person replaced.

Sec. 8. In the event of a disqualification of a Judge for cause as set forth in Canon IV.4.8 of the Canons of the Episcopal Church, or by reason of relationship to parties as set forth in Canon IV.14.11 of the Canons of the Episcopal Church, or in the event a Judge is otherwise determined by the Court to be unable to serve in a particular case for reasons determined to be appropriate and sufficient in the circumstances, the remaining members of the Court shall elect, from persons otherwise qualified for election under the Canons of the Episcopal Church and of this Diocese, an acting member of the Court to serve as Judge in the case. Such acting member shall be a member of the Court only for the duration and purposes of the particular case; in all other respects and in regard to any other case before the Court, the duly-elected member shall serve. A person selected by the Court to serve as an acting member of the Court shall be from the same order (ordained or lay) as was the person for whom substitution was made.

Sec. 9. The Court may adopt and make known from time to time such Rules of the Court as it deems appropriate and proper. Such Rules of

the Court shall be not inconsistent with the Canons of the Episcopal Church or of this Diocese, and shall be binding on all persons appearing before the Court or under its jurisdiction.

Sec. 10. The Chancellor of the Diocese of Chicago may upon request provide advice and counsel to the Ecclesiastical Trial Court on matters of organization or procedure, including the interpretation of the Canons of the Episcopal Church or of the Diocese of Chicago; provided, however, that the Chancellor shall not comment on or provide advice or counsel with respect to the merits of a particular case before the Court.

CANON 46
The Court of Appeals

An appeal may be taken from the decision of the Diocesan Trial Court to the Provincial Court of Review, as provided by the Canons of the General Convention.

CANON 47
Contempts

Sec. 1. If any member of the Clergy or Communicant of this Church who shall be subpoenaed to attend as a witness in the investigation or trial of a member of the Clergy, shall without sufficient excuse, neglect to obey the subpoena, or being present shall refuse to testify or to be sworn or affirmed, such person may be declared guilty of contempt and violation of Godly discipline.

Sec. 2. If any Advocate or Proctor engaged in any proceedings before a Court of this Diocese shall be guilty of contempt of Court, he or she shall no longer be allowed to appear before such Tribunal except at the option of the Court.

Sec. 3. Any Court organized under the Canons of this Diocese shall be the judge of any contempt committed against it, and may administer punishment therefor or may institute proceedings looking to such punishment, at its option.

CANON 48
Sentence of Suspension

The Bishop, acting with the advice and consent of the Clerical members of the Standing Committee, may remit and terminate a sentence of suspension which shall have been judicially inflicted and pronounced, or modify the same by abatement of period of time in which it must continue in force, or modify the specific contingencies under which it shall determine and cease.

CANON 49
Complaint on Repulsion

Sec. 1. When a person to whom the Sacraments of the Church have been refused, or who has been repelled from the Holy Communion under Rubrics, shall lodge a complaint in writing with the Bishop, it shall be the duty of the Bishop, unless the Bishop sees fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by the member of the Clergy, to institute an inquiry in manner following:

The Bishop shall appoint a Commission composed of three Clergy of the Deanery in which the Parish or Mission of the Complainant is situated, who shall examine the case and make a report of the facts in writing to the Bishop, with their opinion thereon, and the Bishop shall then pronounce decision.

Sec. 2. In case of great heinousness of offense in the party repelled, the Commission may recommend the deprivation of all privileges of Church membership, and the Bishop if he sees fit may declare sentence accordingly. The remission of such a sentence must be pronounced by the Bishop.

Sec. 3. When a repulsion from the Holy Communion has been confirmed by the Bishop, it shall be binding on all Clergy of the Diocese, and the party thus repelled is guilty of wrongdoing in coming to the Holy Communion until officially restored.

Sec. 4. In case the party injured by an offending Communicant be the member of the Clergy himself or herself, then such member of the Clergy shall suspend all disciplinary action until the matter shall have been submitted to the Bishop, whose decision in the matter shall be final.

Sec. 5. No member of the Clergy of this Church, however, shall in any case refuse the Sacrament of the Church to a penitent person in imminent danger of death.

CANON 50
Communicants Who Neglect the Holy Communion

Sec. 1. If the Clergy of the Parish or Mission shall observe any Communicant of the same to be irregular or negligent in coming to the Holy Communion, it shall be the Clergy's duty to visit the person and admonish the Communicant of his or her bounden duty. If, after such admonition, a Communicant shall continue to neglect or refuse to partake of this Sacrament, then the Clergy shall cease to count such person as a Communicant in good standing.

Sec. 2. If any Communicant shall fail to come to Holy Communion for the space of two years consecutively without reasons known and

satisfactory to the Clergy, the Communicant's name shall be removed from the Register of the Parish or Mission, and such person may not receive a Letter Commendatory until satisfactory explanation is made.

CANON 51
The Transfer of Communicants

A Communicant, changing parochial connection by removal or otherwise, shall present a Certificate from the Clergy of the Parish or Mission of last residence, or if there be no Clergy, from one of the Wardens, or a member of the Bishop's Committee, stating that such person is a Communicant in good standing, and the Clergy of the Parish or Mission to which a Communicant removes shall not record such name as a Communicant until a Letter Commendatory shall be delivered, or a satisfactory reason given why the same cannot be obtained.

It is made the duty of every Communicant, by the Canon of the General Convention, to apply on removal for a Certificate of standing. This Certificate may be given in the form following, or in such other form as may indicate the true standing and character:

"I hereby certify that A.B., who has signified to (his) (her) desire to be transferred to the Parish of....., is a Member of the Church, and has been a Communicant in Good Standing for ..... years past in the Parish of..... and as such..... is affectionately commended to the charge of ..... as..... Pastor in the Church of God.

"This Certificate if not presented in six months from date may be held to be void, and is not to be used as General Testimonial.

"Dated..... Signed....."

CANON 52
The Due Celebration of Holy Days

It is the duty of all persons within this Church to hallow and keep the Lord's Day, commonly called Sunday, by regular attendance on the Services of the Church, in being present at the Celebration of the Holy Eucharist, in hearing the Word of God read and taught, in private and public Prayer, in other exercises of devotion, and in acts of charity; using all Godly and sober conversation, and refraining as much as possible from secular business and employments. It is furthermore their duty to observe by some public as well as private exercise all other Holy Days and Festivals, and especially the penitential seasons of Advent and Lent.

Title VII: OTHER PROVISIONS

CANON 53
Election at Convention

Sec. 1. Nominations of persons to be elected to office at the Convention must be in writing and must include the delegate's own signature, the signatures of two members of the Clergy entitled to a seat in the Convention, and the signatures of three lay persons who are either delegates to the Convention or members of Vestry or Bishop's Committee of any parish or mission within the diocese; and must include, in writing, a brief biographical sketch of the nominee and his or her record of church service. These should be furnished to the Secretary of the Convention not less than five days before the Convention.

Sec. 2. Elections by ballot, when required by the Canons, may be dispensed with by a unanimous vote of the Convention. With the approval of the Ecclesiastical Authority, the tabulation of ballots may be carried out by computer or other automated means, under the direction of the Chair of the Board of Tellers. Persons who receive a majority of votes in each Order shall be declared validly elected to an office; provided that, at any time after two ballots, with respect to each office to which a person has not been elected by a majority, the President may declare elected the person who has received the plurality of votes in each Order on the last ballot, or may conduct a third ballot restricted to those candidates (two per available seat) receiving the highest number of votes on the second ballot.

Sec. 3. This Canon shall not apply to the election of bishops.

CANON 54
Quorum

At all duly called Parish Meetings seven legal voters of the Parish shall constitute a quorum, except as otherwise provided in these Canons.

In all other cases in which a Canon of this Diocese directs a duty to be performed, or a power to be exercised, by any body consisting of several members, a majority of said members, the whole having been duly called to meet, shall be a quorum; and a majority of the quorum so convened shall be competent to act, unless the contrary is expressly required by the Constitution or Canons.

The Chair or President of any such body shall not abate nor be excluded from full privilege as a member by reason of being in the Chair, but may exercise the same entirely as any other member, and may in addition

give a casting vote in the case of a tie. The privileges of this section shall apply to the Presiding Officer at all regular and special meetings of the Vestry.

CANON 55
Deputies to the General Convention

It shall be the duty of the Deputies elected to the General Convention to signify to the Ecclesiastical Authority of the Diocese in writing, at least sixty days before the meeting of the General Convention, their acceptance of the appointment and intention to perform their duties.

It shall be the duty of the Diocesan Budget Committee, at the beginning of each triennium, to study the policies of the other domestic Dioceses relative to the expenses of the Deputies to General Convention and to make appropriate adjustment in the reserve set aside during each triennium to cover suitable allocations to the duly elected deputies.

CANON 56
Representatives to the Synod

In the case of any vacancy amongst the Representatives of the Synod of the Province of the Mid-West, the Ecclesiastical Authority shall appoint Representatives to fill such vacancies.

CANON 57
The Amendment and Enactment of Canons

No proposed alteration of or addition to the Canons shall be considered by the Convention unless notice be given thereof in open Convention at least two hours previously, nor, unless by unanimous consent, until such alteration or addition shall have been referred to and reported upon by the Committee on Legislation; nor shall such alteration or addition be adopted during the same Convention if two-thirds of the votes of both Orders shall not concur therein; but in such cases the same, unless negatived by a majority of the members present, shall lie over for consideration at the next Annual Meeting of the Convention. The Committee on Legislation, consisting of the Chancellor, two priests or deacons, and two lay persons, shall ensure that any resolution proposing to alter or add to the Constitution or Canons of the Diocese of Chicago is in proper canonical form and includes the necessary and appropriate language to effect the proposed change.

CANON 58
Numbering and Placement of New or Amended Canons

In order to preserve the orderly arrangement of new matter subsequently added to the Canons by amendment, such new matter shall be

physically added to the Canons in their published form by means of addition or substituted sheets for expeditious insertion at the appropriate place in the Canons. The sheets shall bear the date each such amendment was finally enacted and shall conform to the designation and numbering system followed throughout the foregoing Canons, except the additional material shall be placed and numbered as follows:

Sec. 1. A new Canon which should logically be inserted between two existing Canons shall be inserted at the page containing the end of the first of said existing Canons and shall bear the Arabic number of the Canon it follows with the added designation "A," e.g., a new Canon between Canon 22 and Canon 23 shall be "Canon 22A."

Sec. 2. A new section which should logically be inserted between all the material in an existing Sec. 1 and Sec. 2 shall similarly be inserted at the appropriate page and shall be designated Sec. 1.1, and thereafter any material subsequently added which should logically be inserted after said added matter in Sec. 1.1 and before Sec. 2 shall be designated Sec. 1.2; later material shall be designated Sec. 1.3, and so on.

Sec. 3. A new subsection of material which should logically be inserted after an existing subsection "a" shall be inserted at the appropriate page and shall be designated "aa." A further addition which should logically be inserted after such new "aa" shall be designated "aaa"; and any additional subsections shall be similarly designated and extended according to this principle.

RULES OF ORDER OF CONVENTION
Diocese of Chicago

1. These Rules of Order for the Annual or Special Convention of the Diocese of Chicago are adopted pursuant to Canon 5 of the Diocese of Chicago. These Rules accede to the Constitution and Canons of the Episcopal Church and of the Diocese of Chicago (collectively, "the canons"). Except where inconsistent with the canons or these Rules, Robert's Rules of Order Newly Revised, the latest edition, shall govern the business proceedings of the Convention. Notwithstanding the foregoing, the Convention may, by unanimous consent, take any action not inconsistent with the canons.

2. Resolutions to be proposed and placed before the Convention shall be submitted in writing to the Secretary sufficiently in advance of Convention to permit (a) review by the Resolutions Committee and, where necessary or appropriate, by the Chancellor and Committee on Legislation, (b) inclusion in the pre-Convention materials distributed to Members of Convention, and (c) consideration at pre-Convention area meetings. Submission 60 days prior to Convention shall satisfy this Rule. Later-submitted Resolutions shall not be considered, unless by dispensation of the President or where the Convention suspends the Rules by a two-thirds majority.

3. Every Resolution shall be sponsored by a Member who shall be present at Convention and prepared to move and speak in its favor.

4. Every Resolution whose adoption may foreseeably result in cost or expense to the Diocese shall be accompanied by an estimate of the amount of such cost or expense and a suggestion of possible sources of funding.

5. All Resolutions shall be distributed or read to the Convention prior to consideration. A Resolution not included in the order of business, and not germane to a committee report or other pending item of business, shall be considered at the time indicated in the order of business for other new business, or at a time determined by the President.

6. A report to Convention of a committee or other body shall be in writing and, once submitted to the Secretary, shall be deemed received by the Convention without the necessity of a motion. The President may, but need not, call for an oral reading or summary of the report, but shall at least publish or make known the filing of the report. Any report calling for Convention action or opinion shall be accompanied by a proposed Resolution.

7. Questions of order shall be decided without debate by the President or, at the President's direction, by the Parliamentarian, subject to an appeal of the ruling upon motion.

8. After first stating his or her name and congregational or other affiliation, a Member addressing the Convention shall direct all remarks to the President and confine such remarks to the question on the floor. No Member shall speak more than twice on the same pending matter without leave of the President, nor, in the absence of such leave, for more than 3 minutes at a time. Once debate on any matter has taken 15 minutes, the President may end the debate or specify a time period for limited further debate, subject to the Convention's power to extend or limit debate upon motion supported by a two-thirds majority.

9. After the making and seconding of a main motion, and before the question is called, the following subsidiary motions (among others) are in order: motion to amend; motion to refer; motion to postpone to a definite time; and motion to postpone indefinitely. A "motion to table," unless specified to be the emergency motion to lay on the table, shall be construed as a motion to postpone indefinitely.

10. Except where otherwise provided by canon, by these Rules, or by Robert's Rules, a simple majority will carry a question. The Convention shall ordinarily vote by voice, with the President announcing the result of the vote; except that, at the discretion of the President or at the request of any two Members, the Convention shall vote by a show of hands or by a rising vote.

11. Neither absentee voting nor proxy voting is recognized. Only Members present in person and voting in the affirmative or negative on a particular question shall be counted for that vote, and only such persons shall be included in the denominator used to calculate the percentage of support for the question. Abstentions shall not be counted or recorded except at the request of the President or on motion approved by the Convention. With the permission of the President, brief statements of absent Members in support of or in opposition to a question may be read or quoted by another Member.

12. Once an issue has been determined, it shall stand as the decision of the Convention and not again be drawn into debate except upon a motion for reconsideration made by a Member who previously voted on the prevailing side. Only one motion for reconsideration of a particular earlier question shall be permitted.

13. A Member may not, in one speaking, both debate a question and call the question for a vote. A Member may, in one speaking, both debate the question and call for a vote by Orders. A vote by Orders must be called for prior to the close of debate on the question and must be supported by at least five members of the Clergy or five delegations, in which event it shall be required.

14. If a Member making or supporting a nondebatable motion speaks in favor of that motion, or provides an explanation or reasons that tend to

support the motion, the motion becomes debatable if so determined by the President, who shall, in that event, specify such special limits on the debate as the President deems advisable.

15. When a motion for the previous question covers more than one pending question, the vote will ordinarily cover all pending questions; however, upon the request of any Member or the President to divide the question, separate votes will be taken as to each previous question, such votes to be taken in the order in which the questions are pending (i.e., the reverse order in which the motions were made).

(Adopted at the Annual Convention of 1997)

THE CONSTITUTION AND ORDINANCES OF THE PROVINCE OF THE MIDWEST (PROVINCE V)

(Adopted April 1991)

The Constitution

PREAMBLE

The Province of the Midwest is an association of dioceses, organized in compliance with Title I, Canon 9, the purposes of which are:

-- Furthering programs of cooperation and mutual support among the several dioceses of the Province;

-- Fulfilling canonical requirements, as set forth in Title I, Canon 9;

-- Expressing the mind of the Province to the Executive Council and program staff of the national Episcopal Church, in order to strengthen and encourage one another in our common life in Christ and His Church;

-- Initiating programs on behalf of the several dioceses of the Province.

ARTICLE I

The Province of the Midwest of the Episcopal Church is established in Article VII of the Constitution of the Episcopal Church. The Province of the Midwest (otherwise known as Province V) shall consist of those dioceses described in Title I, Canon 9, Section I, subparagraph 5 of the Canons of the Episcopal Church.

ARTICLE II

Section I. The Synod of the Province of the Midwest shall consist of a House of Bishops and a House of Deputies which shall sit, deliberate and vote together.

Section II. Every Bishop of the Church having jurisdiction within the Province, every Bishop Coadjutor, Suffragan Bishop, Assistant Bishop, and every Bishop whose episcopal work has been within the Province but who by reason of advanced age or bodily infirmity has resigned, shall have a seat and vote in the House of Bishops of the Province.

Section III. The membership of the House of Deputies of the Province shall be as provided by Ordinance. The term of office of a Deputy shall be determine by the Diocese from which the Deputy is elected.

Section IV. There shall be a regular annual meeting of the Synod. Special meetings may be called by the President.

ARTICLE III

Section I. The officers shall be:

a. A President, who may be one of the Bishops, Presbyters, Deacons, or Lay Persons of the Province elected by the Synod for a three year term.

b. A Vice President, who shall be a bishop member of the Province if the President is not and who otherwise may be one of the Presbyters, Deacons, or Lay Persons of the Province, elected by the Synod for a three year term. If the President is not a bishop, the Vice President shall serve ex-officio as President of the House of Bishops of the Province and shall represent the Province in all matters requiring the participation of a Bishop.

c. The Vice President shall ordinarily coordinate the activities of the Program Units, except [that] when the Vice President of the Province is a bishop, the Provincial Council may appoint another person as coordinator.

d. A Secretary and Treasurer for a three year term, to be elected in years when elections for President and Vice President are not held.

e. Elected officers, who may or may not be deputies to the Synod, shall have seat, voice, and vote. Candidates for elected office may or may not be deputies to the Synod.

f. An officer shall serve no more than two consecutive elected terms.

Section II. Should an Officer of the Province, other than the President, be no longer able to serve, the President shall appoint someone to serve in the Office until such time as the Synod shall meet, when there shall be an election to fill the unexpired portion of the term.

a. This same provision shall apply to elected members of the Executive Council no longer able to serve.

b. In the event the President is no longer able to serve, the Vice President shall fill this office until the next Synod, when there shall be an election to fill the unexpired portion of the term.

ARTICLE IV

Section I. The Provincial Executive Board shall be established by Ordinance.

ARTICLE V

Section I. The Synod shall, at its first meeting after each General Convention of the Episcopal Church, elect members to the provincial Court of Review as prescribed by Title IV, Canon 3, Sections 3 and 4 of the Constitution and Canons of the Episcopal Church.

Section II. The judges so elected, except in the case of death, resignation, refusal, or inability to serve, shall continue to be members of the Court for a term of three years and until their successor shall be elected.

ARTICLE VI

Section I. At the regular meeting of the Synod prior to the meeting of the General Convention, the Synod shall elect a member of the Executive Council of the Episcopal Church for a term of six years. The terms shall be alternated between lay and clerical representatives. The term of office of these members shall commence at the first meeting of the Executive Council following the General Convention and upon his/her written acceptance thereof which shall be filed with the Secretary of the Executive Council. This member shall remain in office until his/her successor is elected and qualified.

Section II. This section shall be in conformity with, subject to and pursuant to Title I, Canon IV of the Constitution and Canons of the Episcopal Church.

ARTICLE VII

Section I. A quorum of the Synod shall consist of a majority of the total number of active Bishops entitled to sit, together with a majority of the total number of deputies from the dioceses entitled to representation.

Section II. Unless otherwise provided, all elections and other votes shall be by a majority of the quorum present.

Section III. In the absence of a quorum no business shall be transacted by the Synod except that the Synod may adjourn sine die or from day to day until a quorum is present.

ARTICLE VIII

Section I. This Constitution shall become effective upon adoption by a majority vote of the Province of the Midwest present and voting. Amendments thereto shall be by two-thirds vote of those present.

The Ordinances

I. Membership of the House of Deputies

A. Each Diocese of the Province shall have one {Presbyter or Deacon and two Lay Persons sit in the House of Deputies. The Clergy shall be canonically resident in the Diocese they represent and the Lay Persons shall be communicants of this church having canonical residence in the Diocese the represent.

B. The Executive Board shall meet at least annually at a time separate from Synod and may meet further at the request of the President or at the request of any three members of the Executive Board.

C. The duties of the Executive Board shall be:

1. To examine and respond to the needs expressed for program in the Province.

2. To monitor income and expense budgets and to reallocate as needed.

3. To receive reports of the Program Units and to evaluate their effectiveness.

4. To receive reports from the elected representatives to the Executive Council.

5. To receive and report on the fulfillment of the provincial Statement of Purpose.

6. To be a Council of Advice for the President and the Executive Council representatives as needed.

7. To suggest policy statements for action by the Synod.

8. To recommend to Synod the Budget and diocesan askings.

9. To create Program Units as needed to carry out the purpose of the Province and to terminate Program Units when their existence no longer meets the purpose of the Synod.

III. Program Units

A. These shall be established by the Provincial Executive Board or by action of the Synod.

B. The President shall appoint a convener for each Program Unit.

C. Membership may be appointed by the President or by the Convener with the approval of the President.

D. Each Program Unit shall present a statement of purpose and a trial budget with appropriate justification to the Provincial Executive Board. The Program Unit chairperson shall notify the Vice President of proposed expenditures in excess of the budget during the year and shall not make such expenditures without permission from the President and the Treasurer for such overspending. The chairperson of each Program Unit shall submit an accounting of funds disbursed during the year within 30 days after the end of the year.

E. Each Program Unit shall elect its own chairperson.

IV. Budget

A. The Provincial Executive Board shall prepare the budget and present it to the Annual Meeting of the Synod for approval.

B. The financial support of the Province is a voluntary responsibility of each member Diocese. The President of the Synod shall cause to be submitted to the Provincial Executive Board for transmission to the member Dioceses a request for a contribution per baptized person within the Diocese. The amount of this request shall be in a sum sufficient to fund the budget approved by the Synod.

V. Ecclesiastical Courts

Notwithstanding the measure of proof required by the Provincial Court of Review in ecclesiastical trials, any diocese of this Province may provide by canon that the burden of proof shall be by clear and convincing evidence. Such canon shall be binding upon the Provincial Court of Review in any appeal from a diocese so providing.

VI. Amendments

Amendments to these Ordinances shall be by a majority vote of the Synod.

STANDING RULES
PROVINCE OF THE MIDWEST
OF THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

RULE 1 **Budget**

Sec. 1. The Executive Board shall annually prepare a budget to present to the Synod.
The budget will be sent to all Synod members. The President shall establish and implement a process by which amendments to the budget may be submitted and voted upon.

Sec. 2 In order to maintain a balanced budget, it shall be the responsibility of the Executive Board to make periodic budget adjustments.

Sec. 3 The amount of financial support requested from each diocese in the Province shall be 1.1% of the total amount pledged by the diocese to support the Budget for the Episcopal Church.

Sec. 4 The President and Treasurer shall annually review the amount requested from each diocese and make recommendations, as necessary, at the triennial meeting of the Snyod.

Sec. 5 The financial support of the Province is a voluntary responsibility of each member Diocese.

RULE 2 **Program Units**

Sec. 1 Program Units may be established and discontinued by the Provincial Executive Board or by action of the Synod.

Sec. 2 The President must appoint or approve a Chair for each Program Unit established.

Sec. 3 Members of the Program Units established may be appointed by the President or by the Chair with the approval of the President.

Sec. 4 Each Program Unit shall follow Synod. approved policies and procedures.

Sec. 5 Each Program Unit Chair shall submit to the Provincial Treasurer, a proposed program unit budget by October 1 prior to the year for which funding is proposed.

Sec. 6 It shall be the responsibility of the Program Unit Chairs to maintain the approved budget fro his/her program unit and submit an accounting of funds disbursed during the

year within 30 days after the end of the year.

RULE 3 **<u>Compensated Employment Positions</u>**

Sec. 1 The Executive Board may establish compensated employment positions to support the work of the Province.

Sec. 2 Compensated employment positions shall include a written job description, which shall incorporate the following:

(a) Title of the position;

(b) Duties of the position;

(c) Estimated number of compensated hours for the position per year;

(d) Who the position is directly accountable to;

(e) Method of evaluation for the position.

BYLAWS
FOR THE GOVERNMENT OF THE PROVINCE OF THE MIDWEST
OF THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA
TOGETHER WITH THE STANDING RULES
(Adopted April 24, 2001;
Amended May 4, 2004)

ARTICLE I
PURPOSE

Section 1. **Association.** The Province of the Midwest (also known as Province V) is an association of diocese authorized in Article VII and established in Title I, Canon 9.1, of the Constitution and Canons for the Government of the Protestant Episcopal Church in the United States of America.

Section 2. **Purpose.** The purpose of the Province of the Midwest shall be to:

A. Strengthen and encourage one another in our common life in Christ and Christ's Church.

B. Initiate programs on behalf of the diocese of the Province.

C. Support cooperative programs among the diocese of the Province.

D. Fulfill requirements of the Constitution and Canons of the Episcopal Church.

E. Express the mind of the Province to the Executive Council and program staff of the Episcopal Church.

ARTICLE II

SYNOD

Section 1. **Houses.** There shall be a Synod of the Province consisting of a House of Bishops and a House of Deputies, which shall deliberate together.

A. The House of Bishops shall consist of every Bishop Diocesan of this Church, having jurisdiction within the Province, every Bishop Coadjutor, Bishop Suffragan, and Assistant Bishop, and every Bishop whose current Episcopal work is within the Province shall have a seat, voice and vote in the House of Bishops.

B. Each Diocese within the Province shall be entitled to representation in the House of Deputies by one (1) Presbyter or Deacon canonically resident in the Diocese, and two (2) Lay Persons, confirmed adult communicants of this Church in good standing and resident in the Diocese. The method of selection and length of term for Deputies shall be determined by their respective dioceses. Every deputy shall have sat, voice and vote.

Section 2. **Meetings.** The Synod shall meet at least once each triennium, at a time in the same year of, but prior to, General Convention. The Synod may be convened electronically or in other acceptable formats during the triennium as initiated by the President. The President may call special meetings of the Synod with at least 30 days written previous notice provided to current Synod members. The purpose of a special meeting shall be stated in the call. Business shall be conducted using Roberts Rules of Order, most recently revised.

Section 3. **Powers.** The Synod shall have the powers enumerated in Title I, Canon 9.8, of the Constitute and Canons of the Episcopal Church.

Section 4. **Quorum.** A quorum of the Synod shall consist of a majority of the members of the House of Bishops present and a majority of the members of the House of Deputies present. In the absence of a quorum no business shall be transacted excepting the Synod may adjourn sine die until a quorum is present.

ARTICLE III

OFFICERS

Section 1. **Offices.** The Officers of the Province shall be a President, a Vice-President, a Secretary, and a Treasurer.

A. The President, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a Synod member, shall be elected by the Synod for a term of three years or until a

successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The President shall preside at Synod meetings, and execute other duties delineated in these Bylaws.

B. The Vice-President, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a Synod member, shall be elected by the Synod for a term of three years or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The election shall be concurrent with the election of President. When the person elected President is not a Bishop, only a member of the House of Bishops may be a candidate for Vice-President and the Bishop so elected shall serve, ex officio, as President of the House of Bishops, and shall represent the Province in all matters requiring the participation of a Bishop.

C. The Secretary, who may be a Bishop, Presbyter, Deacon, or Lay Person of the Province and a Synod member, shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The election shall take place at the Synod meeting immediately following the Synod meeting where election for President and Vice-President are held.

D. The Treasurer, who may be a Bishop, Presbyter, Deacon or Lay Person of the Province and not necessarily a Synod member, shall be elected by the Synod for a term of three years or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The nominees for Treasurer should be familiar with the business methods of this Church. Upon election of a new Treasurer there will be a financial audit.

Section 2. Rights and Limits. The Officers of the Province shall have seat, voice and vote at Synod meetings and shall serve no more than two consecutive elected terms in the same Office.

Section 3. Vacancies. Should the office of President become vacant, the Vice-President shall assume the duties of President until the next regular Presidential election. Should any office become vacant, the President shall appoint a person in accordance with Section 1 of this Article, to serve in the office until such time as the Synod shall meet, when there shall be an election to fill the unexpired

portion of the term. Vacancies for Representative to Executive Council of the Episcopal Church may be nominated by members of the Synod House of Bishops and House of Deputies and filled by a majority vote of the same.

ARTICLE IV

CANONICAL RESPONSIBILITIES

Section 1. Representatives to Executive Council. At the meeting immediately prior to a General Convention of the Episcopal Church, the Synod shall elect one of its two Representatives to the Executive Council of the Episcopal Church for a term of six years. Terms shall be alternated between a lay and clerical representative and shall commence at the first meeting of the Executive Council following General Convention. This section shall conform with, be subject and pursuant to Title I, Canon 4, of the Constitution and Canons of the Episcopal Church.

Section 2. Provincial Court of Review. The Synod shall, immediately after the meeting of the General Convention of the Episcopal Church, elect members to the Provincial Court of Review as prescribed by Title IV, Canon 3.3-4 of the Constitution and Canons of the Episcopal Church.

Section 3. General Convention Action. As prescribed by Title I.9.10 of the Constitution and Canons of the Episcopal Church, it shall be the duty of the Executive Board to consider the subject or subjects referred to them at the first meeting of the Executive Board held after General Convention, and to report their action and judgment in the matter to the Secretary of the House of Bishops and to the Secretary of the House of Deputies at least six months before the date of the meeting of the next General Convention.

ARTICLE V

EXECUTIVE BOARD

Section 1. Members. The Executive Board or "Council" of the Province shall consist of the Synod President, Vice-President, Secretary and Treasurer, the two elected Province V members of Executive Council, and invited Program Chairs, and the Province Coordinator who shall have seat and voice.

Section 2. **Meetings.** The Executive Board shall meet at least once each calendar year. The President or any three members of the Executive Board may call a special meeting with at least 30 days written notice provided to the current Executive Board members.

Section 3. **Duties.** The Executive Board shall have general supervision of the affairs of the Province between Synods. The duties of the Executive Board shall include, but not be limited to:

A. Evaluating the Provincial Statement of Purpose;

B. Examining and responding to program needs in the Province;

C. Receiving reports from Program Units of the Province and evaluating their effectiveness;

D. Establishing and discontinuing Program Units to implement the Purpose of the Province;

E. Receiving reports from the Elected Representatives to the Executive Council;

F. Being a Council of Advice for the President and the Executive Council Representatives as needed;

G. Suggesting policy statements for action by the Synod;

H. Organizing and designing the Synod meeting;

I. Recommending to Synod a budget and diocesan askings;

J. Monitor and review expenses and reallocate budgeted amounts as needed. Provide written notification to all Bishops of the Province, Program Unit Chairs and others with budgeted line items of any reallocation of budgeted amounts.

K. Review Bylaws at least once every three (3) years and make recommendations for amendments at the meeting of the Synod as needed.

ARTICLE VI

AMENDMENT

These Bylaws shall become effective upon adoption by a majority vote of the Synod of the Province of the Midwest. These Bylaws may be amended at any Synod by a two-thirds vote.