

CANONS OF THE EPISCOPAL DIOCESE OF CONNECTICUT

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

Section 1. A) Parishes may be constituted by the Bishop Diocesan, with the advice and consent of the Standing Committee on the written application of not less than ten baptized adult persons. If the application seeks to form a new Parish in any town or city wherein a Parish or Parishes already exist, the Bishop Diocesan shall notify the Rector and Vestry of each such Parish or Parishes of such application.

B) The site of any existing Church or Chapel shall not be changed by any Parish or Worshiping Community without the approval of the Bishop Diocesan, acting with the advice and consent of the Standing Committee. The Bishop Diocesan shall notify the Rector and Vestry of any other Parish or Parishes considered affected by the proposed change.

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

A) We the subscribers, baptized persons in the state of Connecticut, do hereby unite to form and do hereby form ourselves and our successors into an

Ecclesiastical Society under the Constitution and Laws of said state and under the Constitution and Canons of the Protestant Episcopal Church in the Diocese of Connecticut, for the purpose of supporting the Worship of Almighty God according to the Doctrine, Discipline and Liturgy of said Church in these United States, said Society to be known in law as [PARISH NAME] in [TOWN], in [COUNTY] and the State of Connecticut.

In witness whereof we have hereunto set our hands this _____ day of _____ A.D. 2____.

B) At a legal meeting of [PARISH NAME], in the [TOWN] held on the [DATE], [CLERK NAME] was duly elected and sworn in as the Parish Clerk; and [WARDEN NAMES] were elected Church Wardens, and [VESTRY NAMES], as members of the Vestry of said Parish for the ensuing year.

At the same time it was resolved that this Parish apply to be admitted into union with the Convention of the Protestant Episcopal Church in the Diocese of Connecticut, and that [AGENT NAMES] be chosen Agents of the Parish to ask for such admission; and if the application be granted, then and there to represent this Parish in the said Convention as its delegates to Annual Convention.

C) To the Annual Convention of the Protestant Episcopal Church in the Diocese of Connecticut: The subscriber respectfully shows that said subscriber has been appointed Agent and Delegate for the purposes specified in the following extracts from the minutes of the [PARISH NAME], in [TOWN], to wit:

At the lawful meeting of [PARISH NAME], in [TOWN], State of Connecticut, held on [DATE], it was resolved that this Parish apply to be admitted into union with the Convention of the Protestant Episcopal Church in the Diocese of Connecticut, and that [NAMES] be chosen agents of this Parish to ask for such admission; and if the application be granted, then and there to represent the Parish in the Annual Convention as its Delegates.

Extract from the minutes, Attest, [NAME], Parish Clerk.

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

| Dated at [CONVENTION LOCATION], on the [DATE].

Signed, [AGENT NAMES], Agents and Delegates.

Section 3. The Convention shall consider such application for admission into union with it at its next meeting or at such time as it deems appropriate.

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

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

C) Any adult member of the Church, registered as such in any Parish, shall become an adult member of such Parish, provided that no person may be a member of more than one Parish or Worshiping Community in the Diocese at any time. The requirements of this shall be deemed to be met by any adult member by having been registered in the Parish register of said Parish, or by having been confirmed or received by a bishop in communion with this Church in the Parish, or by having been transferred to the Parish upon presentation of the certificate required by the Canons of the General Convention in the manner prescribed by these Diocesan Canons.

Section 5. Any person who has become and is a member of any Parish shall remain so until the relationship is terminated by death or by written notice of withdrawal. Members of the Parish entitled to vote at any Parish meeting are those adult communicants who, for at least six months prior to that meeting have been faithful attendants at the services of the Church in the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying, and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of these Canons.

Section 6. A) The officers of a Parish shall be a Rector, a Vestry composed of two Wardens and such number of other members of the Vestry as the Parish shall determine, a Clerk and a Treasurer, who may be members of the Vestry; and the Rector shall be Chair ex officio of the Vestry, and the Rector, or such other member designated by the Rector, shall preside at all meetings of the Vestry. No Parish shall elect to the office of Warden, nor for the first time to the Vestry, a member of the Parish who is not also a Communicant of the Church and age sixteen or over.

B) The members of the Vestry, the Clerk and the Treasurer must be communicants in good standing and shall be elected at the annual Parish meeting from the members of the Parish who are eligible to vote in accordance with these Canons. The Wardens must be communicants in good standing and shall be elected at the annual Parish meeting from members of the Parish so eligible to vote; Vestry terms shall be for three years or as defined by Parish bylaws. Any vacancy in the office of the Warden or on the Vestry during the course of the year may be filled at a special

Parish meeting or the Vestry may appoint an individual to fulfill the unexpired term until the next annual meeting.

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

Section 7. A) The Parish Clerk shall be Clerk of the Vestry ex officio; shall be sworn to the faithful discharge of the Clerk's duties; shall make and preserve a full record of the proceedings of all Parish meetings and of the meetings of the Vestry; shall, under the supervision of the Vestry, keep an accurate roll of the members of the Parish and of those entitled to vote, and have such roll present at every Parish meeting; and shall be custodian of the files, records and archives of the Parish.

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

Section 8. The property and all business affairs of the Parish shall be subject to the direction, management, and control of the Vestry; except that the disposition of the real estate of the Parish and the borrowing or lending of money shall not be within the control of the Vestry, unless granted by special vote of the Parish subject to Canon IV, Section 3.

Section 9. A) There shall be an annual meeting of the adult communicants in good standing entitled to vote of every Parish on a date set by the Vestry for the purpose of electing the Wardens, members of the Vestry, Clerk, Treasurer, and lay delegates to Annual Convention, and of transacting such other business as may legally come before such meeting. Special Parish meetings shall be called by vote of the Vestry, or upon the written request of 10% of the voting members of the Parish.

B) The notice of all Parish meetings shall be signed by the Clerk, or in the absence of the Clerk, by one of the Wardens, and shall be communicated by the Clerk to every member of the Parish, at least one week before the time of the meeting. The notice of all Parish meetings, except the annual meeting, shall contain a statement of the objects for which the meeting is called; and at all meetings the Rector of the Parish, if present, shall preside.

Section 10. Every Parish is responsible to live within a system of support and accountability that links its life and ministry with that of the Bishops and with those of other Parishes in the Diocese.

Section 11. A) The Bishops shall make available to the Parishes of our Diocese a system of support and accountability to encourage and enable the development of their life and ministry.

Specific provisions shall be made to assist parishes not served by full-time clergy, or unable to meet financial obligations. Such assistance may be in the form of financial subsidy included in the Budget of Convention, pastoral intervention or regional co-operative ministry teams that will work with Parishes whose contributions to the Diocesan Convention's Budget fall below 10% of the Parish's total operating revenues. Such Parishes shall work with Diocesan leadership within a system of accountability and support in close relationship with the Bishops' Office with special emphasis on the development of their life and ministry.

B) If a Parish fails to contribute 10% of its total operating revenues to the Diocesan Convention's Budget for two consecutive fiscal years, the Bishop may declare it an "aided parish" exercising full authority over its day-to-day administrative, financial and spiritual life.

C) Where, in the judgment of the Bishops, any such Parish shall fail to fulfill the obligations set forth in these Canons the Bishops may, upon the recommendation of the Executive Council, with the advice and consent of the Standing Committee terminate the existence of any such Parish after due notification of such intent at least six (6) months prior to such termination. Such notification shall also set forth the right of such Parish to appear before the Executive Council prior to termination.

Section 12. Any Parish desiring to terminate or to suspend its parochial organization, may do so by vote of two-thirds of the adult communicants in good standing entitled to vote present at a Parish meeting legally warned for that purpose, with the approval of and under such conditions as shall be required by the Bishop Diocesan and Standing Committee provided that such conditions shall include the valid transfer by the Parish to the Missionary Society of the Diocese of Connecticut of all right, title and interest of such Parish to all property, real and personal, theretofore owned or controlled by it, and the valid and effective succession of said Society to all fiduciary rights and obligations of such Parish.

Section 13. Two or more Parishes may merge into a single Parish with the approval of, and in such manner and under such conditions as shall be required by the Bishops and Standing Committee, and ratified by the Annual Convention. The resulting parish shall be a single ecclesiastical corporation possessing all of the rights, privileges, immunities, franchises and obligations of each of the merging Parishes, and all the rights and interests in property belonging to or due to each of the parishes so merged shall be vested in such resulting Parish without further act or deed.

Section 14. Parishes contributing at least 10% of total operating revenues to the Budget of Convention will be eligible to seek grants and loans from the resources of the Diocese. All Parishes receiving financial aid, grants, or loans shall make such financial and progress reports as may be required by the Executive Council or the Bishop.

CANON II - PAROCHIAL REGISTERS AND REPORTS

Section 1. Every Minister of this Church shall keep a register of all the baptisms, marriages and funerals solemnized by the said minister, specifying the names of the parties married, of those baptized, and of their sponsors, and of the persons buried, and the time when each rite was performed. If the Minister be in charge of a Parish, such minister shall make these entries in the

Parish Register, and shall also enter therein the names of persons confirmed, and shall keep in the said Register a list of the Communicants and a list of the families belonging to the Parish; which Register, in case of the Minister's departure from the Parish, shall be deposited with one of the Wardens; and in such case, the Wardens shall cause all necessary entries to be made in the Register until clergy shall be again in charge of the Parish.

Section 2. The Parochial Report for the year ending December 31st shall be sent each year in duplicate to the Bishop Diocesan, or, if there be no Bishop Diocesan, to the Secretary of the Diocese, in the form prescribed by the Canons of the General Convention.

Section 3. All clergy, not serving in a Parish or Worshiping Community, shall report the occasional services performed; and if that minister has performed no such services, the causes or reasons which have prevented the same. As the Bishops direct, these reports may be given to Convention or entered in the Journal of Convention.

Section 4. At every visitation it shall be the duty of the Minister of the Parish or Worshiping Community, or of some other officer to submit the Parish Register to the visiting Bishop for inspection, and to give information on the state of the Congregation, spiritual and temporal, under such headings as shall have been previously signified to them in writing by the Bishop. The offering taken in any Parish or Worshiping Community at the time of any visitation shall be given to whatever recipient the Bishop shall designate.

Section 5. The rate and basis of financial assessments laid by the Convention upon the several Parishes and Worshiping Communities shall be voted on by the Annual Convention. The Executive Council is responsible to present an assessment proposal to the Annual Convention for all monies to be raised from Parishes and Worshiping Communities in the support of the Budget of Convention.

CANON III - CLERICAL SETTLEMENT AND REMOVAL

Section 1. When the position of Rector becomes vacant, the Wardens or, in their absence, representatives of the Vestry shall promptly notify the Ecclesiastical Authority of this fact. The lay leadership of the Parish shall work with Diocesan leadership to arrange for interim ordained leadership for the Parish, to conduct a calling process pursuant to the policies of the Episcopal Church, provided that the Parish is contributing at least 10% of its total operating revenue to the Budget of Convention, and to enter into a letter of agreement with the priest called as rector and the Ecclesiastical Authority. The Ecclesiastical Authority shall be provided no less than 30 days advance notice of the names of the proposed nominees for the position of rector, so that the Ecclesiastical Authority may communicate with the Parish regarding the nominees.

Section 2. When the position of Assistant becomes vacant, the Rector or, in the absence of the Rector, the interim ordained leadership or the Wardens shall promptly notify the Ecclesiastical Authority of that fact. The position of Assistant may be filled by the Rector with the advice and consent of the Vestry, provided that the Parish is contributing at least 10% of its total operating revenue to the Budget of Convention. The Ecclesiastical Authority shall be provided no less than 30 days advance notice of the name of the priest that the Rector proposed to hire as Assistant, so that the Ecclesiastical Authority may communicate with the Rector and the Vestry regarding the candidate. Parishes hiring an Assistant shall enter into a letter of agreement between the Rector, the Vestry and the Assistant, subject to the approval of the Ecclesiastical Authority.

Section 3. When the position of ordained leadership of a Worshiping Community becomes vacant, the Vice-Chair or other representative of the Council of Advice shall notify the Ecclesiastical Authority of that fact. The Ecclesiastical Authority shall appoint ordained leadership in accordance with Canon V.

Section 4. On the election of a Rector or the selection of an Assistant, in accordance with these Canons, the Vestry shall communicate, within five days thereafter, to the Ecclesiastical Authority of the Diocese, notice of such election or selection signed by the persons certifying thereto in such of the following forms as shall be appropriate.

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

We, the Church Wardens, do certify to the Ecclesiastical Authority of the Diocese of Connecticut that [NAME] was, at a duly called Parish or Vestry meeting on [DATE], elected Rector of [PARISH NAME] to take charge thereof as of [DATE], in accordance with a letter of agreement dated [DATE]

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

We, the Rector and Church Wardens, do certify to the Ecclesiastical Authority of the Diocese of Connecticut that [NAME] was at a meeting of the Vestry held on [DATE] selected and approved as Assistant Minister of [PARISH NAME] effective as of [DATE] in accordance with a letter of agreement dated [DATE].

Section 5. No member of the Clergy shall become Rector or Assistant of any Parish within this Diocese, or shall change parochial cure within the Diocese, without having obtained the written permission of the Ecclesiastical Authority.

CANON IV - BUSINESS METHODS IN CHURCH AFFAIRS

Section 1. The fiscal year shall begin January 1.

Section 2. In every Parish, Worshiping Community and institution connected with the Diocese through its Convention, the following standard business methods shall be observed:

A) Trust and permanent funds and all securities whatsoever kind shall be deposited in a Federal or State Bank or a Diocesan entity. Any parish desiring to deposit permanent funds and securities of any kind whatsoever with any other organization must receive the approval of the Bishops and Finance Committee by filing an application that meets the requirements of the Diocesan Investment Policy. If approved, substantive changes to the information in the approved application as defined in the Diocesan investment policy must also receive the approval of the Bishops and Finance Committee. Small funds and securities refused for deposit as being too small for acceptance shall not be subject to the foregoing deposit requirement. However, this does not in any way diminish the fiduciary responsibility of the Parish to manage these funds appropriately.

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

- i. Source and date.
- ii. Terms governing the use of principal and income.
- iii. To whom and how often reports of conditions are to be made.
- iv. How the funds are invested.

C) Books of account shall be so kept as to provide the basis for independent verification of satisfactory accounting.

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

E) All Parishes, Worshiping Communities and institutions connected with the Diocese through its Convention shall participate in a Diocesan Property/Casualty Insurance Program approved by the Diocesan Executive Council, which provides that all property (real and personal) shall be adequately insured including adequate public liability insurance and other coverages deemed necessary by Diocesan Executive Council; and that the premiums for said insurance program shall be paid by the Parish, Worshiping Community or other insured institution.

F) All full-time Clergy of Parishes and Worshiping Communities shall participate in a Diocesan Group Life, Medical, Dental Plan(s) approved by the Executive Council, which provides adequate coverage as deemed necessary by Executive Council; and that the minimum premiums, as set by Executive Council, for said insurance program shall be paid by the Parish or Worshiping Community; and that waiver of this participation may be approved by the Bishops with the advice of the Insurance Board.

G) Parish vestries should review, in the light of the rising cost of living, the salaries and allowances of clergy and lay workers annually prior to the Annual Parish Meeting, and in so doing

should consider the fact that clergy are required to pay social security taxes in full while half is paid for lay employees.

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

CANON V- THE ORGANIZATION AND CONDUCT OF WORSHIPING COMMUNITIES

Section 1. The entities previously known as “Mission Stations” shall now be known as Worshiping Communities.

Section 2. A Worshiping Community may be established by the Bishop Diocesan on the application of parties professing a common interest. The form of application may be as follows:

To the Right Reverend _____, Bishop of Connecticut:

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

The Bishop Diocesan shall consult with such Parishes or Worshiping Communities as may be affected by the formation of the new Worshiping Community.

Section 3.) All Worshiping Communities shall be under the exclusive supervision, direction and control of the Bishops, who may, from time to time, make and issue such regulations for their establishment and administration as Bishops may deem appropriate. A Council of Advice shall be appointed by the Bishops upon nomination of ordained leadership, from among the communicant members of the Worshiping Community. The Bishops may appoint a lay Vice Chair, Treasurer and Clerk from the Worshiping Community's Council of Advice. Any baptized person sixteen years or older enrolled on the register of a Worshiping Community shall become a member of such Congregation for the purposes of voting at meetings of the Worshiping Community.

Section 4.) A Worshiping Community may apply to become a Parish in accordance with Canon I, Sections 1 and 2.

Section 5. The ordained leadership of a Worshiping Community shall be appointed by the Bishops and the Bishops shall have exclusive power to remove such leadership. It shall be the

duty of every clergy person in charge of a Worshiping Community to make periodic reports as directed by the Bishops.

Section 6. All recommendations and actions of the Councils of Advice of Worshiping Community are subject to review by the Bishops before such recommendations and actions become final and effective. Every Worshiping Community shall have a parochial register, such register to be kept by the clergy or other person designated by the Bishops.

Section 7. The Title of all property, real or personal, given or purchased for the use of any Worshiping Communities shall be vested in the Missionary Society of the Diocese of Connecticut.

Section 8. A) The Bishops, after due notice, may terminate the existence of any Worshiping Community.

B) Every Worshiping Community is responsible to live within a system of support and accountability that links its life and ministry with that of the Bishops and with those of the other Parishes and Worshiping Communities in the Diocese.

C) The Bishops shall make available to the Worshiping Communities of the Diocese a system of support and accountability to encourage and enable the development of their life and ministry.

Section 9. A Parochial Mission may be established by a Parish, with the written approval of the Bishop Diocesan, and the advice and consent of the Standing Committee , Parochial Missions shall be the responsibility of the founding Parish and shall exist under its authority, direction and control. In any case in which a separate congregation is established by a Parish that congregation shall be considered as the establishment of a Parochial Mission as defined herein. The Bishop Diocesan, at the request of the founding Parish, may, with the advice and consent of the Standing Committee, terminate the existence of any Parochial Mission in said Parish, or constitute the same as a Worshiping Community.

CANON VI - THE CATHEDRAL

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

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

CANON VII - THE DIOCESAN EXECUTIVE COUNCIL

Section 1. There shall be an Executive Council of the Diocese as established in the Constitution of this Diocese. The Executive Council shall be composed of:

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

B) Two members, one clerical and one lay, elected by each Deanery or Network as the Council may establish.

C) The Treasurer of the Diocese, the Secretary of the Diocese and the Chancellor of the Diocese, *ex officio*.

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

E) Staff members invited by the Bishops to attend Executive Council meetings shall have voice but not vote.

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

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

Section 3. The Executive Council shall have the power to adopt such bylaws, rules, and regulations as may be necessary for its own government, subject to the provisions of the Constitution and Canons of the Diocese of Connecticut. The Council shall hold stated meetings,

and shall make and preserve a full record of all its acts. Special meetings of the Council may be held upon call of the President and shall be called by the President upon the written request of any five members thereof upon five days' written notice, which shall state the purpose of such meeting, except that during the sessions of the Annual Convention a special meeting may be called at any time by the President and shall be called upon the written request of any five members. The quorum for special meetings of the Executive Council held during the Convention shall be a majority of the members of Executive Council.

Section 4. The Executive Council shall constitute a Finance Committee and may constitute from time to time such committees as it deems advisable, and may appoint persons not members of the Council to serve on such committees, or to perform such other services as may be required. There shall be at least one member of Executive Council on any committee.

Section 5. The Executive Council shall submit to each Annual Convention a report of the work since the previous Annual Convention. The report shall also contain an itemized statement for the preceding calendar year of all receipts and disbursements a statement of all trust funds, of property in its possession or under its control, and a detailed statement of the salaries, if any, paid to each of its officers. This report shall be made available to all members before the Annual Convention.

Section 6. The Executive Council shall submit, to the Annual Convention for its consideration and action, a Budget of Convention representing all the work of the Diocese for the ensuing calendar year. This budget shall be made available to all members before the Annual Convention.

Section 7. An Assistant Treasurer may be elected in the same manner as the Treasurer.

Section 8. The Executive Council may from time to time appoint such personnel as they may deem necessary within the limits of the Budget of Convention. The Executive Council shall establish human resources standards and procedures for personnel employed by the Diocese.

CANON VIII - THE STANDING COMMITTEE

Section 1. The Standing Committee of the Diocese shall consist of five clerical members of the Convention and five lay members who are communicants of the Episcopal Church in the Diocese of Connecticut and each member of the Committee shall continue in office until a successor has been elected. One clerical member and one lay member of the Standing Committee shall be elected each year for the term of five years. No member of the Standing Committee shall be eligible for reelection to said Committee until the expiration of one year following the completion that member's five year term of office.

Section 2. The Standing Committee shall choose from its own number a President and a Secretary. Any six members of the Committee shall be a quorum. In case of a vacancy in the Standing Committee, the remaining members shall have power to fill such vacancy until the next annual Convention, at which time the Convention shall elect a member to fill the vacancy for the unexpired term.

Section 3. It shall be the duty of the Secretary of the Standing Committee to keep a record of its proceedings, and to provide a report of its proceedings to the Secretary of Convention for distribution to the members of Annual Convention at least six (6) weeks before the Convention. The report shall specify the time and place of each meeting of the Committee during the year; the number present; the names of persons recommended to the Bishop to be admitted Candidates for Holy Orders, or to be ordained Deacon or Priests; and the substance of all other matters which shall have been brought before them; and such report shall be included in the Journal of Convention.

CANON IX - THE CHANCELLOR

The Chancellor of the Diocese shall be admitted to the practice of law in the State of Connecticut and a Communicant of this Church, shall be elected by the Convention upon nomination by the Bishop Diocesan, and shall hold office until a successor shall be elected. The Chancellor shall be the legal advisor to the Bishop Diocesan. In case of a vacancy in the office of the Chancellor the Bishop shall have power to fill such vacancy until the meeting of the next Annual Convention.

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

CANON X - DEANERIES AND NETWORKS

Section 1. A) The Diocese may be divided into such Deaneries or Networks as shall be determined by the Executive Council as they may deem to be best, considering the interests and needs of the Parishes, Worshiping Communities and of the Diocese.

B) Each Deanery or Network may determine its own organizational structure and leadership.

C) Deaneries and Networks shall foster collaboration among the member Parishes and Worshiping Communities.

D) The Deaneries and Networks shall file such reports as the Executive Council may require.

CANON XI - CONVENTION PROCEDURE

Section 1. The Clerks of the Cathedral Congregation, Parishes and Worshiping Communities in the Diocese shall promptly notify the Secretary of the Diocese of the election of lay delegates and alternate delegates to Convention. The Secretary of the Diocese shall prepare the rolls of the clerical and lay members of Convention. The rolls shall be certified by the Standing Committee before each Convention.

Section 2. All reports to Convention shall be distributed to the members in advance of the Convention and those reports not requiring action be presented to the Convention by title.

Section 3. To bring a resolution before the Convention, the resolution must be proposed by five (5) members of Convention and submitted, in writing, along with explanatory comments of not more than 100 words to the Secretary of Convention at least six (6) weeks before the opening of the Convention. The Secretary shall distribute to all members of Convention a copy of the resolution and explanatory comments before the Convention. Resolutions not presented in this manner shall be considered only at the discretion of the Convention.

Section 4. A) Elections for the Standing Committee, Deputies to General Convention, and Deputy to the Provincial Synod shall be conducted by ballot at the Annual Convention.

B) Nominations of candidates for election to the Standing Committee, Deputies to General Convention, and Deputy to the Provincial Synod shall be made in writing, signed by at least ten members of the next Annual Convention, and submitted to the Secretary of Convention no fewer than six (6) weeks before Convention.

C) If the Secretary of Convention has not received nominations equal to the number of open positions on the Standing Committee, Deputies to General Convention and Deputy to the Provincial Synod by six (6) weeks before Convention, then the Standing Committee shall make such nominations as are necessary to equal the number to be elected to each position.

D) The Secretary of Convention shall provide each person nominated for Standing Committee, Deputies to General Convention, and Deputy to the Provincial Synod the opportunity to provide to the Secretary appropriate biographical information and a statement by the nominee addressing such issues confronting the Church as the nominee deems appropriate. The Secretary of Convention shall distribute the foregoing information to the members before Convention.

E) The Secretary of Convention shall provide a method by which the members may cast their ballots without revealing their votes.

F) In each election conducted by ballot, the members of Convention shall rank the nominees in order of preference shown on the ballot. The nominees receiving the greatest number of first preference votes are elected to the number of positions open. With respect to the election of Deputies to General Convention, the first four ordained persons elected and the first four lay persons elected shall serve as Deputies. The next four ordained persons elected and the next four lay persons elected shall serve as Alternate Deputies to General Convention.

CANON XII – ECCLESIASTICAL DISCIPLINE

Section 1-~~2~~A) Relation To Canons of General Convention. This Canon adopts policies, procedures and structures to implement in The Diocese of Connecticut (the “Diocese”) provisions for discipline set forth in Title IV of the Canons of General Convention (“Church Canons”) for priests and deacons who, by their vows at ordination, have accepted both responsibility under and accountability for the doctrine, discipline and worship of The Episcopal Church (the “Church”). In the event any provision of this Canon is in conflict with or inconsistent with Title IV of [the](#) Church Canons, the provisions of Title IV shall prevail.

B) Definitions. The capitalized terms herein shall have the meanings attributed to them in Canon IV.2 of the Church Canons unless otherwise defined herein. All references herein to the Bishop shall mean the Bishop Diocesan, or a Bishop Suffragan if specific jurisdiction for matters contemplated by Title IV of the Church Canons has been assigned to that Bishop Suffragan.

Section 2. A) Disciplinary Board. A court to be known as the Disciplinary Board (“Board”) is hereby created for the Diocese of Connecticut, with a membership as set forth below.

i. The Board shall consist of nine (9) members, five (5) of whom are members of the Clergy and four (4) of whom are Laity.

ii. The Clergy members of the Board shall be priests or deacons who are geographically resident within the Diocese and who have been canonically resident within the Diocese for at least 3 years.

iii. The lay members of the Board shall be adult Communicants in Good Standing and voting members of a Parish or Mission in the Diocese.

iv. Employees of the Diocese, current members of the Standing Committee, those individuals specified in the first sentence of Canon IV.5.3(c) of the Church Canons and any persons affiliated in the practice of law or otherwise with any of those individuals are ineligible to serve as a member of the Board. Persons who will be eligible to serve on the Board on the date on which their term would commence, may be nominated for and may be elected to the Board even if they would not be eligible to serve on the Board at the time of their nomination or election.

v. Members of the Board may be removed by the Bishop, with the advice and consent of the Standing Committee, whenever in the judgment of the Bishop the best interests of the Diocese would be served thereby.

vi. The members of the Board shall be nominated by the Bishop and elected by the Convention. Each member shall be elected for a three (3)-year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The term of the member shall commence on the first (1st) day of the year following election. The terms of office of the Board shall be staggered and arranged into three classes. Members of the Board may serve no more than ~~two~~ (2)three (3) consecutive, full three-year terms but may be nominated for election to the Board in the second year after the end of that person’s ~~second~~third consecutive term.

vii. Vacancies on the Board shall be filled as follows:

viii.a. Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.

~~ix~~b. The Bishop shall appoint a replacement Board member in consultation with the Standing Committee from the same order as the former member.

~~*c.~~ Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.

d. With respect to a vacancy created by any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.

~~challenge.viii.~~ The term of office of any member of a Hearing Panel whose original term expires after a matter has been referred to that Panel shall be extended until forty (40) days after the entry of an Order by that Panel.

B) Preserving Impartiality. In any proceeding under this Title, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding. If the member is excused, the President shall appoint another member of the Board from the same order as the excused member to the panel to fill the vacancy created by the challenge, in a manner consistent with Canon IV.6.7 of the Church Canons.

C) President. Within sixty (60) days following the annual Convention, the sitting President of the Board shall convene those individuals who will constitute the Board as of January 1, and those individuals shall elect a President from among their members to serve a one-year term commencing on the first (1st) day of the year following the election. If, at the relevant time, there is no sitting President, the Intake Officer shall convene the meeting.

D) Intake Officer. The Intake Officer shall be appointed from time to time by the Bishop. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. All information concerning an alleged Offense shall be reported to an Intake Officer. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.

E) Investigator. The Bishop shall appoint an Investigator in consultation with the Standing Committee. The Investigator may but need not be a Member of the Church. The Bishop may terminate the term of the Investigator with the advice and consent of the Standing Committee. The Diocese may compensate an Investigator for services rendered at the rate

described in a written retainer agreement. Whether or not an Investigator is compensated, the Diocese shall reimburse an Investigator for reasonable and necessary expenses incurred in a proceeding under this Canon.

F) Church Attorney. Within sixty (60) days following each annual Convention, the Bishop in consultation with the Standing Committee shall appoint an attorney to serve as Church Attorney for a one-year term commencing on the first (1st) day of the year following the election. The person so selected must be a duly licensed attorney, but need not reside within the Diocese. If the Church Attorney is unable to serve in connection with a particular matter, the Bishop, in consultation with the Board, shall appoint a temporary Church Attorney to serve on that matter. The Bishop may remove any Church Attorney with the advice and consent of the Standing Committee at any time for any cause deemed sufficient by them, in their sole discretion. In the event that the Church Attorney resigns or the position otherwise becomes vacant, the Bishop shall appoint a successor Church Attorney in consultation with the Standing Committee. The Diocese may compensate a Church Attorney for services rendered at a rate described in a written retainer agreement and, whether or not the Church Attorney is compensated, shall reimburse the Church Attorney for reasonable and necessary expenses incurred in a proceeding under this Canon. The term of office of the Church Attorney whose original term expires while a matter is pending before him or her shall, at the discretion of the Bishop, be extended until forty (40) days after the entry of an Order, unless earlier removed.

G) Pastoral Response Coordinator. The Bishop may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the Church Canons and this Title. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.

H) Advisors. In each proceeding under Title IV, the Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Title, and shall not include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

I) Clerk. The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.

J) Formation of Conference Panels and Hearing Panels.

i. The President of the Board shall form a Conference Panel and a Hearing Panel in each proceeding under Title IV from members of the Board in accordance with the requirements of Canon IV.6.7 of the Church Canons provided, however, that each Hearing Panel shall include at least two members of the clergy.

ii. The President of the Board shall exercise discretion to determine the number of members of the Conference Panel for each matter, provided, however, that the Conference Panel will be comprised of a maximum of three (3) members of the Board. Each Conference Panel shall consist of at least one member of the clergy.

~~K~~K Accord. No less than thirty (30) days prior to the issuance of an Accord, the initiating body or party shall notify the Bishop of the intent to issue an Accord and shall confer with the Bishop concerning the proposed terms of the Accord.

L) Order. The opportunity of the Bishop and Complainant to be heard on the proposed terms of an Order by a Conference or a Hearing Panel in accordance with Canon IV.14.7 of the Church Canons shall occur no less than thirty (30) days prior to the issuance of the Order.

M) Agreements. In accordance with Canon IV.5.3(i) of Church Canons, the Diocese may enter into agreements with one or more other Dioceses of the Episcopal Church for the sharing of resources in connection with discipline under Title IV and this Canon.

N) Counsel. The Board may engage counsel for itself or for any Panel for which it deems counsel would be appropriate. Counsel may also serve as Clerk of the Panel. A member of the Board may not act as such counsel.

O) Proceedings. Any proceedings of a Panel established by Title IV may be conducted by telephone conference or similar communications technologies by means of which all persons participating can hear and be heard by all other participants. Participation in proceedings conducted in this manner shall constitute presence in person in the proceeding.

Section 3. A) Expenses Generally. Unless expressly provided otherwise in this Canon IX, all costs, expenses and fees incurred under Title IV of Church Canons and this Canon IX shall be the obligation of the person incurring them.

B) Costs Incurred by the Church. The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Clerk and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by Diocesan Executive Council.

C) Other Fees and Expenses. In the sole discretion of the Bishop and with the consent of the Standing Committee, the Bishop may recommend to the Executive Council the payment by the Diocese of certain reasonable fees and expenses incurred by a Respondent. Except for the provisions of Canon IV.19.23(b) of the Church Canons, this Canon shall provide the exclusive procedure and method for reimbursement or payment of costs, expenses and fees incurred in a proceeding under Title IV of the Church Canons and this Canon.

Section 4. A) Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Intake Officer.

B) Permanent Records. The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the Archives of the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the Church Canons.

CANON XIII - THE CHURCH PENSION FUND

Section 1. It shall be the duty of this Diocese and of each Parish or Worshiping Community, and other ecclesiastical organization to inform ~~he~~-the Church Pension Fund of current or past salaries and other compensation of clergy associated therewith or resident therein, and of changes in such salaries and other compensations as they occur and to pay promptly to ~~he~~-the Church Pension Fund the pension assessments required under the Canons of General Convention and in accordance with the Rules of said Fund.

Section 2. It shall be the duty of every cleric canonically resident or serving in this Diocese to inform ~~he~~-the Church Pension Fund promptly of such facts as the Trustees thereof may deem necessary for its proper administration, and to cooperate with said Fund in such other ways as may be appropriate to assist the Fund in discharge of its canonical obligations.

Section 3. It shall be the duty and obligation of this Diocese and of each Parish and Worshiping Community, and other ecclesiastical organizations or bodies subject to the authority of the Diocese of Connecticut which under the regulations of the Church Pension Fund have elected or shall elect to come into the pension system, to provide all lay employees who are regularly scheduled to work a minimum of 1,000 hours or more annually retirement benefits through participation in the Episcopal Church Lay Employees Retirement Plan (ECLERP) of the Church Pension Fund or in an equivalent plan, the provisions of which are least equal to those of ECLERP. At its commencement, if the plan is a defined benefit plan, the employer contribution shall be not less than 9% of the employee's salary; if the plan is a defined contribution plan, the employer shall contribute not less than 5% and agree to "match" employee contributions of up to another 4%.

CANON XIV – THE COMMISSION ON MINISTRY

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

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

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

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

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

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

CANON XV - AMENDMENTS TO THESE CANONS

Section 1. Former Canons of the Diocese inconsistent with or not contained within these Canon-are hereby repealed. All resolutions of the Annual Convention that are inconsistent with the provisions of these Canons are hereby repealed. These Canons may be amended by a majority vote of the Annual Convention.

Section 2. The Secretary shall make such changes in the numbering of Canons or Sections, or in references to Canons or Sections, as may be required at any time by resolutions or amendments to the Canons adopted by the Convention.

Section 3. Proposed amendments to the Constitution and Canons shall be submitted in writing to the Bishop and the President of the Standing Committee at least six (6) weeks before the opening of the Convention at which the amendments are to be proposed for adoption. A copy of the proposed amendment shall be distributed to the members before the Convention. The foregoing shall not apply to amendments proposed by any committee on Constitution and Canons appointed by Convention.

CANON XVI - NON-DISCRIMINATION

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

CANON XVII - OF THE ARCHIVES

Section 1. The Bishops shall appoint individuals to maintain the Archives of the Diocese of Connecticut in accordance with these Canons and the General Church Canons.

Section 2. There may be an historian for each Parish in the Diocese appointed by the Rector and approved by the Vestry.

ATTESTATION

I certify that the foregoing is a true and accurate copy of the Constitution and Canons of the Episcopal Diocese of Connecticut as amended and restated to ~~October 28,~~ 2013.

Bradford S. Babbitt
Chancellor

Comparison Details	
Title	pdfDocs compareDocs Comparison Results
Date & Time	9/3/2014 1:01:42 PM
Comparison Time	1.69 seconds
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Sources	
Original Document	12536893 v1 [Canons of the Episcopal Diocese of Connecticut -- Adopted 2013]DMS Information
Modified Document	12536893 v2 [Canons of the Episcopal Diocese of Connecticut -- Proposed Revised for 2014 Convention]DMS information

Comparison Statistics	
Insertions	7
Deletions	1
Changes	14
Moves	0
TOTAL CHANGES	22

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Deletions	
<u>Moves / Moves</u>	
Inserted cells	
Deleted cells	
Merged cells	
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Changed lines	Mark left border.
Comments color	ByAuthorcolor options]
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