

**Constitution and Canons**  
**of The Diocese**  
**of Eastern Michigan**

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**as adopted by the Primary Convention,  
October 28-29, A.D. 1994**

**and**

**as amended by Annual Convention  
through  
October 18, A.D. 2014**

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**THE CONSTITUTION  
OF THE DIOCESE OF EASTERN MICHIGAN**

**ARTICLE I  
Territory**

The Diocese of Eastern Michigan embraces all that part of the Lower Peninsula of the State of Michigan lying within Cheboygan, Presque Isle, Otsego, Montmorency, Alpena, Crawford, Oscoda, Alcona, Roscommon, Ogemaw, Iosco, Gladwin, Arenac, Midland, Bay, Huron, Gratiot, Saginaw, Tuscola, Sanilac, Clinton (that portion north of Price Road), Shiawassee, Genesee, Lapeer, St. Clair, and Oakland (that portion within Holly Township) counties.

**ARTICLE II  
Loyalty**

As a constituent part of the Protestant Episcopal Church in the United States of America, the Diocese of Eastern Michigan accedes to, recognizes, and adopts the Constitution and Canons of the General Convention, and acknowledges their authority.

**ARTICLE III  
The Bishop**

A. The Bishop, an apostle of Jesus Christ, is the chief priest and pastor of this Diocese; in the exercise of this ministry the Bishop is its Ecclesiastical Authority. In case of the Bishop's absence or disability the Bishop may temporarily designate the Bishop Coadjutor as the Ecclesiastical Authority. If no Bishop is qualified and able to act, or in case of a vacancy in the Episcopate, the Standing Committee shall be the Ecclesiastical Authority.

B. Whenever the Constitution or Canons of this Diocese make provision for action by the Bishop, such action, except where otherwise specifically provided, shall be taken by the Ecclesiastical Authority as defined above.

C. The Bishop or Bishop Coadjutor of this Diocese shall be elected in an Annual Convention or in a Special Convention called for that purpose. Notice of such election shall be given at least sixty (60) days prior to such Convention. A two-thirds vote of those present and eligible to vote shall be required for election.

**ARTICLE IV  
The Convention**

A. There shall be an Annual Convention of this Diocese as provided by Canon.

1. The Convention shall be composed of the following members with voice and vote: The Bishop, at least one lay delegate from each of the congregations in union with the Convention, and all deacons, presbyters, and other bishops canonically and actually resident within the Diocese. Any other baptized members of this Diocese who are present shall have voice but no vote.
  - a. The mode of determining the number of lay delegates, of electing lay delegates, and of admitting congregations into union with the Convention shall be prescribed by Canon.
  - b. The mode of identifying and determining those deacons, presbyters, and other bishops shall be prescribed by Canon.
  - c. Provision in the Canons may be made for the denial of vote at a Convention of which they may be members to lay delegates and clergy on the basis of failure to submit the Annual Parochial Report required in Title I, Canon 11, Section 2 (Of Parish and other Congregation Registers and Parochial Reports) of the Canons of this Diocese.

2. In all matters which shall come before the Convention, the lay delegates and clergy shall deliberate and vote in one body. A majority of those voting shall be required to approve any matter before the Convention, except proposals to amend the Constitution and Canons and to elect a Bishop or Bishop Coadjutor.

3. The President of the Convention shall be the Bishop, or in the Bishop's absence the Bishop Coadjutor, or in the absence of both the Bishop and the Bishop Coadjutor, if any, the President of the Standing Committee. In the absence of all the foregoing the senior presbyter (by length of time in canonical residence in this Diocese) present shall call Convention to order, and the Convention shall elect a President *pro tempore*.

4. At each Annual Convention a Secretary shall be chosen, and shall remain in office until the next Annual Convention and until a successor be chosen. The Secretary shall perform such duties as may be prescribed by Convention and by Canon. If a vacancy occurs it may be filled by the Bishop with the consent of the Standing Committee.

B. Special Conventions may be called:

1. by the Bishop or the Standing Committee, or
2. by the Standing Committee, if a petition to convene a Special Convention, signed by a majority of each of the governing boards (Vestry or Committee) of ten different congregations in union with the Convention of this Diocese, and also fifteen presbyters canonically and actually resident in this Diocese, is presented to the Standing Committee.

The convener shall notify the Secretary of the Convention specifying the purpose, date, time and place of the proposed Special Convention. The Secretary of the Convention shall give notice to the lay delegates and clergy of the Special Convention in a manner as provided by Canon. The business at such Special Convention shall be limited to the matters set forth in that notice.

C. Every Convention shall include such services of worship as shall be approved by the Bishop, including at least one celebration of the Holy Eucharist.

## **ARTICLE V Convocations**

Regions of the Diocese to be known as Convocations shall be created as prescribed by Canon.

## **ARTICLE VI Canons**

Canons, not in conflict with this Constitution, may be adopted by the Convention to implement the provisions of this Constitution and to prescribe the operation of this Diocese. Such proposed Canons or amendments thereto may be adopted, which shall require a two-thirds vote of the members present and eligible to vote at such Convention.

## **ARTICLE VII Amendments**

A. Any proposed amendment shall be submitted to the Secretary of the Convention at least one hundred twenty (120) days before the Convention at which it is to be considered. It shall then be filed by the Secretary of the Convention with any committee as determined by Canon, which committee shall report on the proposed amendment, with or without a recommendation, to the Secretary of the Convention not less than sixty (60) days before the date of the Convention.

B. The Secretary shall mail copies of the proposed amendment, including any such report, to the lay delegates and clergy of the Convention at least thirty (30) days prior to the date of such Convention, and shall report the same to the Convention.

C. When such proposed amendment is before the Convention for first consideration, changes may be made during the debate and before the final vote.

D. If such proposed amendment, with any changes made during the debate, is approved by a two-thirds vote of the members present and eligible to vote, it shall lie over to the next Annual Convention for final approval or rejection.

E. When such a proposed amendment comes before the next Annual Convention for final approval, its reading shall be the first order of business. If the amendment is adopted by a two-thirds vote of the members present and eligible to vote, such amendment shall be effective immediately and shall govern all matters coming before the same Convention and thereafter.

**THE CANONS  
OF THE DIOCESE OF EASTERN MICHIGAN**

**TITLE I: ORGANIZATION AND ADMINISTRATION**

**CANON 1 Of Lay Delegates**

Sec. 1. Each congregation in union with the Convention is entitled to a maximum of four (4) lay delegates to the Convention, and to a corresponding number of alternate delegates. Immediately upon the admission of a congregation into union with the Convention its delegates shall be entitled to vote.

Sec. 2. Each lay delegate has one (1) vote in the Convention.

Sec. 3. Each lay delegate and alternate must be an adult (sixteen years of age or older) communicant in good standing (as defined by Title I, Canon 17, Sec. 2 and 3 (*Of Regulations Respecting the Laity*) of the Canons of the General Convention) in the congregation which they represent. No person under ecclesiastical censure is eligible to be a lay delegate or alternate to the Convention.

Sec. 4. The lay delegates and alternates are to be elected by a simple majority of the members present at the Annual Meeting of the congregation to serve from the time of election. The Clerk of the Vestry shall send a Congregational Data Form containing the names and addresses of the newly elected lay delegates and alternates to the Secretary of the Convention at the Diocesan Center on or before March 1 each year. If, at the time of the Annual or any Special Convention, a congregation has fewer than four (4) duly elected Delegates and Alternates willing to serve, the Vestry of that congregation may elect a sufficient number of qualified persons to so serve. The Clerk of the Vestry shall provide a list of such persons to the Secretary of the Convention before such persons may be recognized as Delegates and/or Alternates.

Sec. 5. The lay delegates of any congregation which has failed to file the annual report required by Title I, Canon 12, Sec. 2 on or before March 1 of any year shall lose their vote at the next Annual Convention and any intervening Special Conventions, except as determined by the Bishop with the consent of the Convention.

**CANON 2 Of a List of the Clergy**

Sec. 1. On or before the day of the meeting of the Diocesan Convention the Bishop, or if there be no Bishop, the President of the Standing Committee shall cause to be prepared a List of the Clergy, consisting of all bishops, priests and deacons, canonically and actually resident in the Diocese, annexing to the names of the deacons the name of the congregation, other community of faith, or non-parochial ministry to which the deacon is assigned as in Title III, Canon 7, Section 4 (*Of the Life and Work of Deacons*) of the Canons of the General Convention, and to the names of priests the name of the congregation, chaplaincy or other setting (non-parochial) to which the priest is appointed as in Title III, Canon 9, Section 3 (*Of the Life and Work of Priests*) of the Canons of the General Convention; but no clergy while under ecclesiastical discipline shall have a place in such list. The list thus made shall be laid before the Convention immediately after it shall have been called to order. It shall also be appended to the Journal, and sent to the Secretary of the General Convention. For the purposes of interpreting the phrase "actually resident in the Diocese," those clergy whose respective congregations or other places of assignment or

appointment noted above are located within the Diocese shall be deemed to be actually resident, the location of their domiciles notwithstanding; for all other clergy the location of their domicile shall so determine.

Sec. 2. If the right of any of the clergy to a seat in the Convention is disputed, the Convention shall determine whether his or her name should be inserted or deleted in the list aforesaid according to the provisions of the Constitution.

Sec. 3. Any of the clergy who shall have failed to submit the annual report required by Title I, Canon 12, Sec. 2 by March 1 of any year, shall lose their vote at the next Annual Convention and any intervening Special Conventions, except as determined by the Bishop with the consent of the Convention.

Sec. 4. It shall be the duty of all clergy having a vote in the Convention to attend every meeting thereof unless excused by the Bishop.

Sec. 5. Reference in the Canons of this Diocese to ordained persons or to clergy is intended to include bishops, presbyters, and deacons without any distinction or differentiation, except where reference to one or more of those orders is specifically made.

### **CANON 3 Of the Annual and Special Conventions**

Sec. 1. The Diocese will hold an Annual Convention in accordance with Article IV of the Constitution. The date, time, and place shall be determined by the previous Convention; but if the date, time, and place shall not have been so appointed, it shall be determined by the Bishop. The Bishop or Standing Committee calling a Special Convention shall give the Secretary of the Convention reasonable notice as to the proposed date, time, place, and purpose of such Special Convention.

Conventions shall be held in various locations throughout the Diocese.

Sec. 2. The Secretary of the Convention shall give written notice of the date, time, and place of any Convention, annual or special.

(a) Notices will be sent to the lay delegates of the congregations in union with the Convention and to all clergy canonically and actually resident in the Diocese.

(b) Notices of Annual Conventions must be transmitted no less than ninety (90) days prior to the Convention date. Notices of a Special Convention must be sent at least thirty (30) days prior to the Convention date and shall contain the purpose for which the Convention is being called. Notices of a Special Convention for the election of a Bishop or Bishop Coadjutor must be sent at least sixty (60) days prior to the Convention date and contain the purpose for which the Convention is being called.

Sec. 3. The Secretary of the Convention is responsible for the preparation and presentation of the agenda for the Convention.

Sec. 4. Lay delegates entitled to vote from no less than one-half of the congregations in union with the Convention and at least one-half of the List of Clergy prepared according to Title I, Canon 2, Section 1 constitutes a quorum for the transaction of business.



Sec. 5. The Bishop shall appoint members to the following committees. All committee members hold office from the close of the Convention at which they were appointed until the close of business of the following Annual Convention. The Secretary of Convention shall notify all members so appointed, and, with the exception of subsection (a) below, shall designate one of the members of each Committee to convene each Committee's first meeting. Each Committee shall then elect one of its members to serve as Chair. Vacancies will be filled by the Bishop.

(a) CREDENTIALS COMMITTEE, consisting of one (1) person, lay or ordained, responsible for certifying the lay delegates and clergy, including compliance with Title I. Canon 12, Sec. 2.

(b) COMMITTEE ON CONSTITUTION AND CANONS, consisting of three (3) ordained persons and three lay persons, plus the Chancellor of the Diocese, responsible for reviewing all proposed changes to the Constitution or Canons and recommending approval or rejection, insuring that the proposed change is in proper form and style and not in conflict with the Constitution and Canons of the General Convention prior to presentation to Convention.

(c) RESOLUTIONS COMMITTEE, consisting of two (2) persons, one (1) ordained person and one (1) lay person, responsible for presenting to Convention those resolutions offered to the Convention for consideration.

Sec. 6. Resolutions will be submitted to the Convention through the Resolutions Committee in the following manner: Resolutions may originate in the Diocesan Council, in the Standing Committee or in a petition from at least four (4) lay delegates to the Convention and four (4) ordained persons canonically and actually resident in the Diocese.

(a) All proposed resolutions must be received by the Resolutions Committee no later than thirty (30) days before the date of the Convention.

(b) For each proposed resolution, the Resolutions Committee will determine that the resolution complies with this Section as to origination and timeliness, and ensure that it is in the proper form and style (not altering its intent nor content, nor combining it with other resolutions), and present it to the Convention for action.

(c) The Resolutions Committee shall submit its report to the Secretary of the Convention at least fifteen (15) days before the Convention. The Secretary of the Convention shall forward this report to the lay delegates and clergy at least ten (10) days before the Convention.

(d) The Resolutions Committee shall submit a written report to the Convention of the title of proposed resolutions not received in a timely fashion according to this Section.

Sec. 7. An Annual Convention from time to time may adopt, alter, or delete permanent rules of order not inconsistent with the Constitution and Canons of the General Convention and of this Diocese for itself and subsequent Annual and Special Conventions. Where not otherwise provided, the rules contained in *Robert's Rules of Order – Revised* shall govern the Convention in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Canons of the General Convention and of this Diocese or the rules of order of the Convention.

#### **CANON 4 Of the Secretary of the Convention**

Sec. 1 There shall be a Secretary of Convention, elected upon nomination by the Bishop at the opening of the Convention. An Assistant Secretary may be appointed but need not be confirmed by the Convention.

Sec. 2 The Secretary shall be responsible for the keeping of an accurate record of the Convention actions, and shall transmit a copy of the Journal of every Convention to the Clerk of the Vestry of every congregation in union with the Convention, each of the clergy entitled to vote in the Convention, the Chancellor, and two copies to the Secretary of the General Convention. The Secretary shall also perform such duties as are prescribed by the canons of this diocese.

Sec. 3. The expenses incurred by the Secretary in the performance of official duties shall be paid out of Diocesan funds.

Sec. 4. The Secretary shall notify, in writing, the members of all committees named as a result of any action of the Convention, within fourteen (14) days of their appointment.

#### **CANON 5 Of the Clerk of Nominations of the Convention**

Sec. 1. A Clerk, lay or ordained, shall be appointed by the Bishop at each Annual Convention to serve a term of one year, commencing with the close of Convention and ending at the close of the next Annual Convention.

Sec. 2. The Secretary of Convention shall notify the Clerk no more than thirty (30) days after an Annual Convention of those positions and offices due to be filled by election or appointment at the next Annual Convention. The Secretary of Convention also shall notify the Clerk in a timely manner of any changes to the positions and offices due to be filled by election or appointment.

Sec. 3. The Clerk of Nominations of the Convention shall appoint, with the advice and consent of the Bishop, three (3) lay persons and (3) clergy to serve as a Discernment Committee. The Clerk shall chair the Discernment Committee, whose purpose is to discern, receive and verify nominations for Convention elections and appointments and any other bodies as prescribed by Canon, except nominees for the election of a bishop.

(a) The Clerk will forward to the Secretary of Convention a list of nominees for election and persons to be appointed, along with a picture, a brief biographical description and the signed consent of each nominee, at least sixty (60) days before the Convention at which said elections and appointments are to take place.

(b) The Secretary of Convention shall forward this report to the lay delegates and clergy at least thirty (30) days before that Convention.

(c) This report shall indicate that additional names may be added by petition to the Clerk signed by at least eight (8) members of the Diocese and received by the Clerk at least fifteen (15) days before that Convention. Any petition must include a picture of the nominee, a brief biographical description of the nominee and the signed consent of the nominee. The Clerk shall verify the qualification of each person so nominated.

## **CANON 6 Of Elections**

Sec. 1. A Committee on Elections, consisting of three persons, lay and/or clergy, shall be appointed by the Secretary of the Convention. The Committee will provide for and manage the procedure of elections at Conventions of the Diocese and report on the results of the same in a manner consistent with these Canons and as approved by the Convention or the Standing Committee.

Sec. 2. In the election of a Bishop or Bishop Coadjutor the names of all persons nominated shall appear on each ballot, unless the President of the Convention is advised by the nominee or the nominee's authorized representative that the nominee desires to withdraw his or her name from the list of nominees on the ballot, in which case that nominee's name shall be withdrawn on subsequent ballots.

Sec. 3. In all other elections of the Convention the first ballot for an election shall contain the name of all persons as nominated by the appropriate Committee. Any person(s) receiving a majority of the votes cast shall be declared elected.

Sec. 4. Should fewer than the necessary number of persons to fill the positions of an office being elected receive a majority of the votes cast in the first ballot, a second ballot shall be prepared. The names of the remaining unelected nominees receiving the most votes shall, in order of most votes received, be placed on the second ballot in sufficient number to provide only twice the number of names as positions to be elected. Any person(s) receiving a majority of the votes cast in the second ballot shall be declared elected. Should fewer than the necessary number of persons to fill the positions of an office being elected be elected on the second ballot, a third ballot shall be prepared and taken as provided in this Section for the second ballot.

Sec. 5. Should an election by a majority vote be inconclusive after a third ballot, a deadlock shall be declared. Any persons elected on the first, second, and third ballots shall be declared elected, and the remaining unfilled positions shall be filled as provided for the filling of vacancies in the Canon governing that office. Should that vacancy be required to be filled by election at an Annual Convention of the Diocese, that vacancy shall hold over and the next subsequent Annual Convention or Council meeting shall fill that vacancy by election; the person(s) then elected shall serve the unexpired remainder of the original term.

## **CANON 7 Of the Standing Committee**

Sec. 1. There shall be a Standing Committee to perform the various functions and duties prescribed by the Constitution and Canons of the General Convention and the Constitution and Canons of this Diocese.

Sec. 2. When the Standing Committee shall act as the Ecclesiastical Authority under Article III, Section A of the Constitution, it shall have the powers and duties normally performed by the Bishop in matters of discipline, the exception being those cases where the powers and duties are specifically designated to the ordained members of the Standing Committee, in which case such powers and duties shall be exercised by the ordained members alone.

Sec. 3. The Standing Committee shall present to the Annual Convention each year a report of its work and activities during the preceding year, except such as pertain to the exercise of its function as The Council of Advice to the Bishop.

Sec. 4. The Standing Committee shall be composed of six (6) persons serving three-year terms.

(a) Three (3) lay persons and Three (3) ordained persons shall be elected by the Annual Convention in 2013 with terms designated in each order as three- (3), two- (2), and one- (1) year based on number of votes received.

(b) In subsequent years, One (1) lay person and (1) ordained person shall be elected at the Annual Convention to serve three-year terms.

(c) A vacancy in the term of a person elected as provided above shall be filled by vote of the remaining members of the Standing Committee.

(d) Diocesan Staff (stipendiary or non-stipendiary) are not eligible to serve as members of the Standing Committee.

(e) No person can serve more than two consecutive terms as a member of Standing Committee.

Sec. 5. The Secretary of the Convention shall convene the first meeting of the Standing Committee following each Annual Convention. At that first meeting the Standing Committee shall:

(a) Elect from its own members a President, Vice-President, and Secretary.

(b) Determine the specified date, time, and place of its regular meetings. Such dates, times and places shall be posted at the diocesan office and on the internet. The Secretary of the Standing Committee shall notify all members of the specified date, time, and place of these regular meetings.

Sec. 6. Special meetings of the Standing Committee may be called in accordance with Title I, Canon 12, Section 1 (Of Standing Committees: Meetings) of the Canons of the General Convention, on forty-eight (48) hours notice; said notice may be waived by consent of the members of the Standing Committee.

Sec. 7. The Secretary of the Standing Committee shall keep faithful record of all its proceedings; preserve the originals of all papers and letters addressed to the Standing Committee; attest to its acts; and deliver to a successor all books and papers which, by virtue of that office, have been received. The minutes of the Standing Committee, and all papers in its hands relative to the Church, shall be subject to the examination of the Convention and the Diocesan Council.

## **CANON 8 Of the Diocesan Council**

Sec. 1. There shall be a Diocesan Council to administer the secular affairs of the Diocese pursuant to the statutes of the State of Michigan and to perform the various functions and duties prescribed by the Constitution and Canons of the General Convention and the Constitution and Canons of this Diocese.

Sec. 2. The Diocesan Council shall function as the governing authority of the Episcopal Diocese of Eastern Michigan, a Michigan ecclesiastical corporation. It shall prepare and adopt the annual financial budget of the Diocese.

Sec. 3. The Diocesan Council shall have full powers over all property conveyed or transferred to it, in trust or otherwise, or held or received by it, for or in connection with the work and business of the Church and the Diocese, or elsewhere, and to collect, pay out, and dispose of all income received or held by it for any such purpose aforesaid, subject, however, to the terms of the trust or trusts under which any such property or money may have been received by it.

Sec. 4. The Diocesan Council may create commissions, task forces, committees, and boards to carry out its work. These entities will operate under guidelines and time frames established by the Diocesan Council. Any committee, board, etc. created by the Diocesan Council can also be terminated by it.

Sec. 5. The Diocesan Council shall provide the following review, approval or disapproval: no congregation which receives financial aid from the Diocese, or which requires permission of the Bishop acting with the advice and consent of the Diocesan Council to encumber property in order to finance any construction project, shall erect any new building or make changes in existing buildings until the plans for such erection or alteration shall have been approved by the Diocesan Council. Any such congregation that fails to comply with this provision shall render itself liable to the forfeiture of its aid, and/or liable to disapproval of the Diocesan Council to encumber property.

Sec. 6. The Diocesan Council shall monitor compliance with the requirements of Title I, Canon 8 (*Of the Church Pension Fund*) of the Canons of the General Convention in a timely and effective manner and work to resolve any deficiencies in that compliance.

Sec. 7. The Diocesan Council shall present to the Annual Convention each year a report of its work and activities during the preceding year. All rules and by-laws of the Diocesan Council shall be published annually in the Journal of the Convention.

Sec. 8. The Diocesan Council shall be composed of twelve (12) persons serving terms of three years each.

(a) All Members of the Standing Committee (6)

(b) Three (3) lay persons and Three (3) ordained persons shall be elected in by the Annual Convention in 2013 with terms designated in each order as three- (3-), two- (2-), and one- (1-) year based on number of votes received.

(c) In subsequent years, One (1) lay person and (1) ordained person shall be elected at the Annual Convention to serve three-year terms.

(d) A vacancy in the term of a person elected as provided in (b) and (c) above shall be filled by vote of the remaining members of the Diocesan Council.

(e) Diocesan Staff (stipendiary or non-stipendiary) are not eligible to serve as members of the Diocesan Council.

(f) No person can serve more than two consecutive terms as a member of Diocesan Council.

Sec. 9. The Bishop, serving as President, shall convene the first meeting of the Diocesan Council following each Annual Convention. At that first meeting the Diocesan Council shall:

- (a) Elect from its own members a Vice-President, and Secretary.
- (b) Elect a Treasurer of the Diocese and such other officers, as it deems necessary.
- (c) Determine the specified date, time, and place of its regular meetings. Such dates, times and places shall be posted at the diocesan office and on the internet. The Secretary of the Diocesan Council shall notify all members of the specified date, time, and place of these regular meetings.

Sec. 10. Special meetings of the Diocesan Council may be called by the Bishop or a two-thirds majority of the members of the Diocesan Council on forty-eight (48) hours notice - said notice may be waived by consent of the Bishop and a simple majority of the members of the Diocesan Council.

Sec. 11. The Secretary of the Diocesan Council shall keep faithful record of all its proceedings; preserve the originals of all papers and letters addressed to the Diocesan Council; attest to its acts; and deliver to a successor all books and papers which, by virtue of that office, have been received. The minutes of the Diocesan Council, and all papers in its hands relative to the Church, shall be subject to the examination of the Bishop and of the Convention.

### **CANON 9 Of the Chancellor of the Diocese**

Sec. 1. There shall be a legal advisor to the Bishop to be known as the Chancellor of the Diocese of Eastern Michigan, who shall be a resident communicant in good standing of some congregation of the Diocese and an attorney. The Chancellor shall take office upon nomination by the Bishop to, and receiving the approval of, the Annual Convention of the Diocese and shall serve at the pleasure of the Bishop.

Sec. 2. The Bishop may, upon the request of the Chancellor, appoint a Vice-Chancellor and Assistant Chancellors of like qualification, to assist the Chancellor. These shall also hold office at the pleasure of the Bishop.

Sec. 3. If for any reason the Chancellor shall be unwilling or unable to act, the Vice-Chancellor, if there be one, shall succeed to the office of Chancellor until the next Annual Convention.

### **CANON 10 Of the Registrar**

Sec. 1. There shall be elected annually by the Convention, upon nomination by the Diocesan Council, an officer to be called the Registrar of the Diocese, who shall hold office until a successor shall have been chosen. Should a vacancy arise in the office during the recess of the Convention, it may be filled by appointment by the Diocesan Council.

Sec. 2. The Registrar shall be responsible for the safekeeping of all registers, documents, and papers belonging to the Diocese and not required to be kept by any other person or officer, shall cause to be collected and preserved such materials as can be obtained relative to the history of the Diocese and of particular congregations, and shall so arrange, catalogue, and classify all such books, documents, and papers as to make their contents accessible for reference and use by the members of the Diocese, under such regulation as may be prescribed by the Bishop and the Diocesan Council.

Sec. 3. The Registrar shall also be responsible for the keeping of a book containing a record of all consecrations of church buildings, of all confirmations, with the names of the persons confirmed, of all ordinations, of all sentences and acts of deposition for offenses in the Diocese, of all admissions and dismissals of clergy into or from the Diocese, and of all deaths of clergy belonging thereto.

Sec. 4. The Registrar shall annually present to the Convention a report showing the condition of the collections for which the Registrar is responsible and the additions made to them, with suggestions concerning their preservation, arrangement, and increase, and concerning the best method of securing to the Church a knowledge of all matters of importance contained therein.

### **CANON 11 Of the Trustees of The Episcopal Church for the Diocese of Eastern Michigan**

Sec. 1. The Trustees shall establish, maintain, and administer a Church Trustee Corporation (Public Act A, No. 327, MCLA 450.159) composed of eight (8) Trustees elected from the Diocese (undistinguished as to ordained or not ordained). The Trustees shall elect from among themselves, a President, Vice-President, Secretary, Treasurer, and any other officers they deem necessary.

Sec. 2. Each Annual Convention shall elect from the persons nominated, two (2) persons to be Trustees for four-year terms. In the case of a vacancy, the Diocesan Council shall elect a person to serve the remainder of the unexpired term. No Trustee who has served for more than two years of an expiring term shall be eligible for re-election until at least one year shall have elapsed after the Trustee's second consecutive term of office shall have expired.

Sec. 3. The Trustees shall have full powers over all property devised, conveyed, or transferred to them in trust or otherwise for the use and benefit of the Church in this Diocese, or of any congregation, organization or institution therein, and to collect and receive all income there from, and to pay out such part of the principal and of the net income there from for the purposes aforesaid, pursuant and subject to the terms of the trust or trusts under which any such property or money shall have been received by them. The Trustees shall have such authority as is provided by the laws of the State of Michigan.

Sec. 4. The principal of the several trusts, or such part thereof as the Trustees deem advisable, unless the terms of such trust shall require separate investment, may be combined for the purpose of investment, in a single fund, and the income from such fund shall be paid over proportionately to the beneficiaries of the several trusts.

Sec. 5. The Trustees shall report to the Annual Convention each year, including in that report a statement of all sales, conveyances or mortgages of real estate made by them and all income, expenses, gains, and losses during the preceding year, and of the property held by them as Trustees.

### **CANON 12 Of Parish Registers and Parochial Reports**

Sec. 1. It shall be the duty of all clergy in this Diocese to record in the appropriate Parish Registers all those official acts listed in Title III, Canon 9, Sec. 5(c) (*Of the Life and Work of*

*Priests: Rectors and Priests-in-Charge and Their Duties*) of the Canons of the General Convention.

Sec. 2. A report of every congregation, and of every bishop, presbyter, and deacon whose report is not included in the report of a congregation of this Diocese, shall be prepared annually as required by and in the manner set forth in Title I, Canon 6, Sec. 1 and 2 (*Of the Mode of Securing an Accurate View of the State of this Church*) of the Canons of the General Convention.

### **CANON 13 Of Business Methods in Church Affairs**

Sec. 1. Every congregation shall follow the standard business methods as outlined in Title I, Canon 7 (*Of Business Methods in Church Affairs*) of the Canons of the General Convention.

Sec. 2. The Diocesan Council shall itself, or may designate a committee or other subdivision thereof, to exercise the duties and responsibilities of "The Finance Committee or Department of Finance of the Diocese" as assigned in Title I, Canon 7 (*Of Business Methods in Church Affairs*) of the Canons of the General Convention.

Sec. 3. It shall be the duty of the treasurer of each congregation and of the treasurer of every organization within each congregation to present an annual report in written form to the annual meeting of the congregation. It shall further be the duty of the treasurer of each congregation to present a monthly written financial accounting of the affairs of such congregation to the Vestry thereof.

### **CANON 14 Of Diocesan Finance**

Sec. 1. (a) The Diocesan Council shall prepare, for presentation at the Annual Convention, a Budget for the following year including its share for the support of The Episcopal Church. The Diocesan Council will then notify each congregation of that Diocesan Budget.

(b) Subject to the Constitution and Canons, the Diocesan Council shall have power, between the meetings of the Convention, to adjust at its discretion, any of the items in the Budget.

Sec. 2. The Budget of the Diocese shall be based in part upon the contribution of its congregations for the common mission and ministry of the Diocese. A congregation's Minimum Congregational Contribution shall be an amount equal to 10% of the average of its annual Total Operating Revenues (Unrestricted/Undesignated) for the preceding three years as reported by each congregation on Line "A" of the Annual Parochial Report. Total Operating Revenue includes pledges and open plate; transfers to the operating budget from unrestricted endowments, gifts, bequests, and interest; other operating income such as rental and building use donations; gifts from congregational organizations; and all other unrestricted income.

Sec. 3. The Treasurer shall inform each congregation by August 1 of its Minimum Congregational Contribution for the next calendar year as set forth in Sec. 2 above. Within sixty (60) days each congregation shall respond to the Treasurer in writing as to its commitment for the next calendar year. Each congregation not able to make a commitment equal to at least its Minimum Congregational Contribution should inform the Diocesan Council in writing of its desire to enter into a constructive dialogue pursuant to Title I, Canon 23, Sec. 3.



Sec. 4. Each congregation will forward by the 25<sup>th</sup> of each month to the Treasurer an amount equal to at least one-twelfth (1/12<sup>th</sup>) of its commitment for that calendar year.

Sec. 5. Each congregation shall institute a program of stewardship education (including tithing, the minimum standard of giving) designed to emphasize and ensure that stewardship is a continuing mission embracing all aspects of the Church's life.

Sec. 6. Any proposed resolution calling for a Diocese-supported or Diocese-conducted fund appeal must be submitted in accordance with Title I, Canon 3, Sec. 6.

Sec. 7. The Bishop, or the Presiding Bishop of The Episcopal Church, may make direct appeal to the congregations and members of the Diocese for response to emergency needs in extreme or unusual circumstances.

### **CANON 15 Of The Church Pension Fund**

Sec. 1. In conformity with Title I, Canon 8 (*Of the Church Pension Fund*) of the Canons of the General Convention, the Diocese of Eastern Michigan accepts and adopts the system of The Church Pension Fund.

Sec. 2. It shall be the duty of all clergy in the Diocese receiving a stipend, and of every congregation or other ecclesiastical organization paying a stipend or stipends, to furnish a statement thereof upon request to any committee charged by the Canons or Diocesan Council to report on compliance to the provisions of the Church Pension Fund.

### **CANON 16 Of Deputies to the General Convention**

Sec. 1. The Annual Convention, at its meeting in the second year prior to the year of each triennial General Convention, shall elect, by ballot, four (4) lay members of the Church, each of whom is a communicant in good standing in some congregation of the Diocese, and four (4) presbyters and/or deacons, each of whom is entitled to vote in such Annual Convention, to act as Deputies from the Diocese to the General Convention (until their successors have been chosen).

Sec. 2. It shall be the duty of the Deputies-elect to signify to the President of the Diocesan Council, at least sixty (60) days before the meeting of the General Convention, whether, or not, they will attend such meeting.

(a) Should a Deputy not be willing or able to so attend, the Diocesan Council shall fill such vacancy by appointing a Deputy.

(b) The Secretary of Convention shall convene the Deputies of General Convention, as soon as practically possible following their election, for the purpose of selecting a Deputation Chair. The Deputation Chair will be designated as Deputy L-1 or C-1, depending upon order, lay or clerical. The remaining members of the deputation will be designated based on number of votes received at the Annual Convention.

(c) Any duly elected Deputy who, though qualified for election at the time of the election, shall become unqualified as provided by this Canon after that election, may be removed from the Deputies by the Diocesan Council for that cause only, acting with the advice and consent of the Bishop.

### **CANON 17 Of Deputies to the Provincial Synod**

In the year preceding a General Convention, the Convention of the Diocese of Eastern Michigan shall elect from among the current General Convention Deputies, in as equal numbers Lay and Clerical as may be practical, such Deputies as may, from time to time, be needed to represent the Diocese at the Synod Council of the Fifth Province.

### **CANON 18 Of Convocations and Missional Networks**

Sec. 1. The Diocese shall be divided into geographic areas, to be known as Convocations. The Bishop shall establish and may alter the list of congregations within each Convocation with the advice and consent of the Diocesan Council.

Sec. 2. The Diocese, from time to time, may be organized into various networks for strategic missional purposes. These Missional Networks may be established by the Bishop in consultation with the Diocesan Council or by any collaboration of individuals, congregations, agencies, or mission partners.

Sec. 3. The Diocesan Council shall establish a Social Service Council comprised of lay and ordained representatives from around the Diocese for the purpose of administering the common diocesan social service ministry, according to guidelines established by the Diocesan Council.

### **CANON 19 Of the Organization of New Congregations**

Sec. 1. (a) The written consent of the Bishop, acting with the advice and consent of the Diocesan Council, shall be sufficient authority for the formation of a new congregation. The Bishop shall notify the three closest congregations of such intent before granting permission.

(b) No new congregation shall be organized or regular services instituted in any location without the approval of the Bishop acting with the advice and consent of the Diocesan Council.

(c) The site of any existing congregation shall not be changed without the consent of the Bishop acting with the advice and consent of the Diocesan Council; and further, no building thereon may be removed, taken down or otherwise disposed of for any worldly or common use, except as provided in Title I, Canon 22, Section 3.

Sec. 2. An Organizing Fellowship may be formed in accordance with Sec. 1 of this Canon by:

(a) at least six adult members of this Diocese, or

(b) a person authorized by the Bishop, with the advice and consent of the Diocesan Council, to start a new congregation.

Sec. 3. (a) An Organizing Fellowship must apply in writing to the Bishop for Recognition by the Annual Convention at least ninety (90) days before the next Annual Convention.

(b) If the Bishop approves such Application for Recognition, the Bishop shall so inform, in writing, the Secretary of the Convention at least sixty (60) days prior the date of such Convention.

(c) The Secretary of the Convention shall notify the lay delegates and clergy of the Convention at least thirty (30) days prior to the date of such Convention of such Application, and shall report the same to the Convention.

(d) Upon approval by the Convention of such Recognition, the Secretary shall add this Organizing Fellowship to the List of Recognized Organizing Fellowships. As provided in Article IV.A.1 of the Constitution, the members of Recognized Organizing Fellowships who are present and otherwise qualified shall have voice, but no vote, in the Annual Convention of the Diocese.

Sec. 4. A Recognized Organizing Fellowship which does not apply for Admission as a Congregation into Union with the Convention of this Diocese within three (3) years from the date of its Recognition may be removed from the List of Recognized Organizing Fellowships by the Secretary of the Convention, upon direction of the Bishop.

## **CANON 20 Of the Admission of a Congregation into Union with the Convention of this Diocese**

Sec. 1. (a) A congregation may request Admission into Union with the Convention of this Diocese by submitting, in writing, to the Secretary of the Convention at least ninety (90) days before any Annual Convention, an Application for Admission and also the following:

- (i) The minutes of a meeting of the members applying to become a congregation showing that a majority of the members present has voted in favor of making such application and has elected at least three members to act as incorporators of the congregation;
- (ii) A certificate from the Bishop acknowledging the intention of said congregation to incorporate, and approving the Application of such congregation.
- (iii) Proof that the provisions for notification in Title I. Canon 19 have been satisfied.
- (iv) Proof that the Basic Standards in Sec. 2 of this Canon can be met.

(b) At the Convention at which Application for Admission is made, the proofs required in Sec. 1. (excepting the Report in Sec. 2.i) shall be presented covering at least one full calendar year prior to that of the Convention. A copy of the proposed Articles of Incorporation and By-Laws shall also be submitted.

(c) Should the Convention accept this Application, the congregation desiring to be admitted shall then immediately complete its incorporation and also submit a Parochial Report for the year in which the application is accepted.

Sec. 2. The Basic Standards for congregations shall be:

- (a) A congregation will conform to the doctrine, discipline and worship of The Episcopal Church .
- (b) A congregation, as a constituent part of The Episcopal Church, and the Episcopal Diocese of Eastern Michigan, will accede to, recognize and adopt the Constitution and Canons of the General Convention and of the Diocese of Eastern Michigan.

- (c) A congregation will order its common life in concert with the Published Policies set forth by the Bishop and the Diocesan Council of the Diocese of Eastern Michigan.
- (d) A congregation will offer a weekly worship opportunity, with the Holy Eucharist being the principal act of worship on the Lord's Day whenever possible, and at minimum once a month.
- (e) A congregation will elect a Vestry of at least six (6), but not more than fifteen (15), members.
- (f) A congregation will be incorporated according to the laws of the State of Michigan, and a copy of their current Articles and By-Laws will be filed with the Diocese of Eastern Michigan.
- (g) A congregation will call and retain a Rector, or be placed in the charge of a Priest-in-Charge, Pastoral Leader, or commissioned Baptismal Ministry Team by the Bishop, in accordance with the Published Policies of the Diocese of Eastern Michigan.
- (h) A congregation will have representation present at the Diocesan Conventions.
- (i) The Vestry will approve an Annual Budget and present it at the Annual Meeting. The Vestry will complete a yearly audit, submit a Parochial Report, and demonstrate the ability to pay its bills.
- (j) A congregation will contribute to the Diocese at least ten percent (10%) of its Total Operating Revenue, as outlined in Title I, Canon 14, Sec. 2.

Sec. 3. At the next Annual Convention, following the Convention's acceptance of the Application for Admission, all of the evidence and documents required by Sec. 1, including a certified copy of the Articles of Incorporation, appropriate reports covering the time between the Annual Conventions, and proof that the Basic Standards in Sec. 2 of this Canon have been met, shall be presented. That Convention may then take final action to confirm acceptance or reject the Application of said congregation; if confirmed, the Convention thereby admits the congregation into Union with the Convention effective immediately.

## **CANON 21 Of Congregational Meetings**

Sec. 1 The first meeting of a congregation after its Articles of Incorporation have been duly filed may be called by any three or more incorporators, as soon as practical. Notice shall be given to all incorporators and interested parties.

- (a) The incorporators and any persons sixteen (16) years of age or older who are baptized shall be entitled to vote at that meeting, provided that all those so voting first signify an intention of becoming attached to such congregation.
- (b) Those entitled to vote shall
  - (1) choose a person to preside at the initial meeting and appoint a secretary and two persons to judge elections.

(2) elect Vestry members of the congregation by a majority of all votes cast. No person may be elected to the Vestry unless they are sixteen (16) years of age, baptized and a regular worshiper for six (6) months prior to the election .

(3) adopt a set of By-Laws to govern the management of the temporal affairs of the congregation. The By-Laws shall conform to the Constitution and Canons of this Diocese and of the General Convention and to the laws of the State of Michigan.

Sec. 2. At all subsequent meetings of the congregation, the right to vote shall be confined to such persons who are sixteen years of age or older, for six months prior to the meeting have been regular worshipers in such congregation, are baptized, and are physically present at the meeting.

Sec. 3. An annual meeting shall take place in January of each year. Notice shall be given by the Rector, or in the Rector's absence by either Warden, on each of two Sundays immediately preceding the meeting.

(a) At each annual meeting sufficient numbers of persons shall be elected to constitute a Vestry consisting of not fewer than six (6) nor more than fifteen (15) members.

(1) The congregation may decide to classify Vestry members into three equal classes;

(i) Except for the first election, their terms shall be for three (3) years.

(ii) On the first election, one class shall hold office for one year, one for two years, and one for three years.

(iii) Each annual meeting will elect successors to fill the places made vacant.

(iv) Members shall serve no more than two (2) consecutive three (3) year terms.

(2) If Vestry members are elected for a three-year term, no Vestry members so elected shall be eligible for re-election until one year after his or her second consecutive three year term expires.

(i) Except at the initial meeting, the Wardens, when present, shall be the judges of the election. A majority of all persons present and eligible to vote is necessary to elect.

(ii) The Rector, when present, shall preside at all congregational meetings.

(b) A full and complete record of all meetings of the congregation shall be kept by the Clerk of the Vestry.

(c) The congregation may conduct such other business as may be brought before it. Unless otherwise required by the By-Laws all issues voted upon shall be passed by a majority of those present and eligible to vote.

Sec. 4. Special meetings of the congregation may be called by the Vestry, the Wardens, or the Rector, upon seven (7) days notice to the Vestry and to the congregation at a regular Service of the Church and a posting of a conspicuous notice at the church building; the purpose of the special meeting shall be incorporated in a notice.

## **CANON 22 Of the Vestry**

Sec. 1. (a) The Vestry members shall annually choose by ballot from their own body two members to be Wardens and one member to be Clerk.

(b) The Vestry shall appoint a Treasurer and may appoint a Secretary and such other agents as may be required at their discretion (who need not be members of the Vestry).

(c) A schedule of regular meetings of the Vestry shall be established at the first meeting of the Vestry after the Annual Meeting, and it shall be posted in a conspicuous place.

(d) Special meetings of the Vestry may be called by the Rector or by one-third of the Vestry members by giving notice thereof at a regular service of the Church and by mail or personal notice to all members of the Vestry.

Sec. 2. A majority of the Vestry members shall constitute a quorum. The Rector, or such other member of the Vestry designated by the Rector, shall preside at all meetings of the Vestry. In the absence of a Rector, one of the Wardens, or a Vestry member chosen by the Wardens, shall preside.

(a) The Rector shall have no vote at the meeting except when presiding, and then only in the event of a tie.

(b) All vacancies in the Vestry may be filled by the remaining Vestry members at any meeting, and the person so elected shall hold office for the unexpired term of the predecessor.

(c) Only those members present may cast a vote on any matter coming before the meeting.

(d) The Clerk shall (i) note and record, in a book provided for that purpose, the minutes of the proceedings of the Vestry meetings (which duty may be delegated to a Secretary appointed by the Vestry). (ii) attest to the public acts of the Vestry, (iii) preserve all records and papers belonging to the Congregation and not required to be kept by any other person or officer, and (iv) perform such other duties as may be assigned. The Clerk shall faithfully deliver into the hands of his or her successor all books and documents belonging to the Congregation that may be in his or her possession.

(e) The Treasurer shall receive all monies collected under the authority of the Vestry and shall disburse the same under the direction of the Vestry.

Sec. 3. Subject to the Canons of this Diocese and the General Convention and the laws of the State of Michigan,

(a) The Vestry shall have authority

(1) in the corporate name of the Congregation, to lease or to purchase and hold such real estate as shall be reasonably necessary for the Congregation's purposes.

(2) to erect, alter, enlarge, take down, or remove and rebuild any church or other building belonging to the Congregation provided such Vestry shall have first obtained the consent of said Congregation.

(b) The Vestry shall have the power to alienate or encumber any assets of the Congregation; except that it shall have no power or authority to alienate or encumber real estate without first being authorized to do so by: 1) a vote of the members of the Congregation at an annual or special meeting called for such purpose, and 2) the prior consent of the Bishop acting with the advice and consent of the Diocesan Council of the Diocese. Should the Vestry encumber real property, it shall, within thirty (30) days thereafter, prepare and furnish the Bishop and the Diocesan Council with a statement showing the date and principal amount of such note and mortgage, the rate of interest thereon, the date and terms of payment of the principal and interest, the date of maturity thereof, and the name(s) and address(es) of the mortgagee(s). The Vestry shall make annual reports to the Bishop and the Diocesan Council as to the status of said mortgage payments until said mortgage is fully paid.

(c) Except for the refinancing of an existing indebtedness, no indebtedness shall be incurred by a Congregation without the approval of the Bishop and the Diocesan Council with these two exceptions:

(1) When the indebtedness is to be incurred for permanent improvements, replacements or additions to real estate or equipment, and where the amount of such indebtedness, together with all other indebtedness of the Congregation, shall not exceed fifty percent (50%) of the average annual receipts of such Congregation during the previous three (3) years.

(2) When the indebtedness is to be incurred for current expenses, and where the amount of such indebtedness, together with all existing indebtedness for current expenses shall not exceed twenty percent (20%) of the total current receipts of such Congregation during the preceding year, and the payment of all indebtedness for current expenses shall be provided for in the budget of the next two (2) years with reasonable expectation of its payment. The principal of endowments and bequests and receipts for purposes other than current expenses shall be excluded from computing receipts under this provision. Whenever approval is required, the Congregation requesting such approval shall furnish a statement of the amount and terms of payment of said indebtedness, the reason for its necessity, and a plan for its retirement.

Sec. 4. (a) All documents requiring corporate signature shall be signed, in the name of the Corporation, by one of the Wardens and by the Clerk, or by such other members of the Vestry as shall be authorized to do so by resolution of the Vestry.

(b) The Vestry shall be responsible for the maintenance of the assets of the Congregation. It shall elect, call and provide for the maintenance of the Rector, keep order in the church during divine worship, and in general act in support of the Rector in whatever is appropriate for the furtherance of the Gospel.

(c) The Vestry shall keep a record of its proceedings together with a record of the meetings of the Congregation. Such records shall be kept open for inspection of the Rector, of any person qualified to vote at the annual meetings of the Congregation, and of the Bishop or the Bishop's designee.

(d) Whenever a Congregation shall fail to fill the vacancies in the Vestry or fail to elect Vestry members, fail to organize or be without a qualified and acting Vestry for a period of two years, it shall be the duty of the Bishop to appoint the proper number of Wardens and Vestry members with the advice and consent of the Diocesan Council. These appointees shall constitute the Vestry of such Congregation until such Congregation is dissolved or a Vestry is duly elected and organized.

(e) Should any member of the Vestry be absent from the regularly scheduled meetings of the Vestry for a period of three consecutive months, the remaining members of the Vestry may, at their discretion and with the advice and consent of the Rector, declare that seat to be vacant and elect a qualified person to fill the unexpired term. In the absence of a Rector, the advice and consent of the Bishop shall be secured.

(f) Any Vestry member under ecclesiastical discipline may be expelled from the Vestry upon the Vestry's determination that the Vestry member so accused is guilty of the violations charged with two-thirds of the Vestry concurring. The person expelled shall have the right to appeal to the Bishop, whose decision shall be final.

Sec. 5. (a) The control of the worship and spiritual jurisdiction of the Congregation shall be under the exclusive direction of the Rector with the godly counsel of the Bishop.

(b) It shall be the duty of the Vestry, when the Congregation is without a Rector, to provide for regular public worship and the instruction of the Congregation led by clergy or by lay persons as circumstances may permit.

## **CANON 23 Of the Renewal of Congregations**

Sec. 1. (a) Written notification to the Bishop of a congregation's possible inability to live into the Basic Standards for Congregation (Title I, Canon 20.2) may be made by the Rector or Priest-in-charge, the Pastoral Leader, the commissioned Baptismal Ministry Team, the Vestry, the Standing Committee, or the Diocesan Council.

(b) Upon receipt of such Notification the Bishop shall then notify the Vestry of such congregation and the Diocesan Council of such possible inability within ten (10) days. The Vestry of such Congregation shall then so notify the members of such congregation within twenty (20) days of its receipt of notice from the Bishop. The Bishop shall, within ten days, communicate in writing to the Vestry of such congregation the date of the next regular meeting of the Diocesan Council at least thirty (30) days thereafter.

Sec. 2. Members of the affected congregation may give witness to the desire to work through the difficulties or for closure.

Sec. 3. The Bishop, in consultation with the Diocesan Council, may recommend that the congregation be facilitated into living into the Basic Standards for Congregations.



(a) The Bishop, three (3) members of the Diocesan Council, and the leadership of the congregation will be the primary participants in developing a plan of action.

(b) Progress reports shall be made to the Diocesan Council every ninety (90) days until the Basic Standards for Congregations are met, or a decision to close the congregation is made.

Sec. 4. The Bishop, in consultation with the Diocesan Council, may recommend closure of the congregation.

## **CANON 24 Of the Closure of Congregations**

Sec. 1. If the Bishop, in consultation with the Diocesan Council, recommends closure of the congregation in accordance with Title I, Canon 23, the Bishop will notify the Congregation within ten (10) days of such decision.

Sec. 2. A service for the celebration of the life and ministry of the congregation shall be scheduled, and, if appropriate, a rite for the secularizing of a consecrated building shall be included.

Sec. 3. All assets shall become the property of the Episcopal Diocese of Eastern Michigan. Financial and non-financial assets, real and personal property, including restricted funds, memorial funds, trusts, etc., will be property of the Diocese to be managed, allocated and disposed of by the Diocesan Council.

Sec. 4. The Bishop shall encourage and assist the communicants of the closing congregation in transferring their membership to other nearby Episcopal congregations.

Sec. 5. A congregation shall not be closed solely on the basis of noncompliance with Published Policies (Title I, Canon 20.2.c) without a minimum of one (1) year of dialogue with the proper ecclesiastical authority and without an opportunity to challenge the policy before the Annual Convention of the Diocese.

## **CANON 25 Of Chapels**

Sec. 1. A Chapel shall be a church without a resident congregation of Members or one which is open only part of the year.

Sec. 2. The title to the property of such Chapel shall be vested in the Diocese. An Offering shall be taken on at least one Sunday of each season for the missionary work of the Diocese.

Sec. 3. A Chapel Committee may be appointed by the Bishop in consultation with the Diocesan Council, which will work with the Bishop on the ministry and mission of the Chapel. Such a Committee shall report to the Bishop at least annually on its activities and finances.

## **CANON 26 Of Clergy and Congregations Seeking Affiliation with This Diocese**

Sec. 1. Whenever a Congregation of Christian people located within the boundaries of this Diocese shall seek affiliation with The Episcopal Church under the provisions of Title I, Canon 16 (*Of Clergy and Congregations Seeking Affiliation with This Church*) of the Canons of the

General Convention, the Bishop shall report to the Secretary of the Convention of this Diocese when such affiliate status has been granted by the Presiding Bishop.

Sec. 2. The Secretary shall report to the Convention and list such Congregations separately as “Affiliate Congregations” in reports and listing of Congregations. The Clergy and members of “Affiliate Congregations” shall have seat and voice in the Annual Convention of this Diocese until such time as a) that status is revoked by the Presiding Bishop, b) the oversight of such Congregation no longer rests with the Bishop of this Diocese, or c) such Congregation is admitted into union with the Convention of this Diocese under the provisions of Title I, Canon 20 of the Canons of this Diocese. Should such a Congregation be admitted into Union with the Convention of this Diocese, the clergy thereof may be given vote in the Convention of this Diocese only by admission to the List of the Clergy (Title I, Canon 2) in accordance with the provisions of Title III, Canon 10 (*Of Reception of Clergy from Other Churches*) of the Canons of the General Convention.

### **CANON 27 Of the Jurisdiction of the Bishop in Communicant Status and Marital Status and the Solemnization of Marriages**

All matters which are subject to review under Title I, Canons 17 (*Of Regulations Respecting the Laity*), 18 (*Of the Solemnization of Holy Matrimony*), and 19 (*Of Regulations Respecting Holy Matrimony*) of the Canons of the General Convention may, upon written application, be inquired into, reviewed and disposed of by the Bishop (or, otherwise, in accordance with Article III of the Constitution of this Diocese) in a manner as determined by the Bishop.

### **CANON 28 Of the Camp Chickagami Board**

Sec. 1. The operation of Camp Chickagami shall be under the direction of the Camp Chickagami Board.

Sec. 2 The Camp Chickagami Board shall consist of nine (9) persons. At least seven (7) of the members must reside in the Diocese of Eastern Michigan and at least five (5) of the members must be communicants in good standing of a congregation in the Diocese of Eastern Michigan. All members shall be appointed by the Diocesan Council to three year terms, beginning and ending immediately following the Annual Convention. Diocesan Council minutes will reflect all names proposed or considered for membership on the Board. No member having served two or more consecutive terms shall be eligible for appointment to an immediate succeeding term. All members shall serve until a successor is installed.

Sec. 3. Initial appointees in 2013 will have staggered terms of service with subsequent annual appointments following the guidelines delineated in Section 2 above

Sec. 4. The Board shall have such powers and duties as may be assigned to it by the Diocesan Council. The Board may, subject to the Diocesan Council, adopt its own procedures and rules for the performance of its duties and functions, provided that it shall in all matters be governed by the Constitution and Canons of the General Convention and of the Diocese of Eastern Michigan, the actions of the Annual Convention of the Diocese of Eastern Michigan, and all pertinent policies of the Diocese of Eastern Michigan adopted by the Annual Convention, the Bishop, and/or the Diocesan Council.

Sec. 5 The Board shall file with the Bishop and with the Diocesan Council a copy of the Minutes of each meeting, and it shall submit a written report to the Annual Convention, to be filed with the Secretary of the Convention at least sixty (60) days before the Convention.

## **TITLE II: WORSHIP**

### **CANON 1 Of Ordering the Worship of the Church in this Diocese**

The Bishop, in consultation with the Diocesan Council, may appoint such bodies as deemed appropriate to further the provisions of Title II (*Worship*) of the Canons of the General Convention.

## **TITLE III: MINISTRY**

### **CANON 1 Of the Ministry of All Baptized Persons**

This Diocese shall make provision for the development and affirmation of the ministry of all baptized persons in the Church and in the world.

### **CANON 2 Of the Commission on Ministry**

Sec. 1. Duties: There shall be a Commission on Ministry whose duties shall be to advise and assist the Bishop, as prescribed by Title III, Canon 2, Section 2 (*Of Commissions on Ministry*) of the Canons of the General Convention.

(a) The Commission shall have authority to appoint sub-committees, drawn from and beyond its own membership.

(b) The Commission shall make a report concerning its work to each Annual Convention of the Diocese.

Sec. 2. Members: The Commission on Ministry shall consist of six (6) appointed members of the Clergy who are canonically resident in the Diocese; and of six (6) appointed Lay Persons, each of whom is over sixteen (16) years of age, confirmed, a regular attendant in good standing, and a contributor for at least twelve (12) months to the support of a congregation in the Diocese.

Sec. 3. Appointment:

(a) Members shall be appointed by the Bishop for terms of three (3) years. The Bishop shall appoint two (2) laypersons and two (2) ordained persons each year and fill any vacancies as needed, reporting such appointments at the opening of each Annual Convention.

(b) No member may serve more than four (4) successive 3-year terms.

### **CANON 3 Of the Election of a Bishop**

Sec. 1. The election of a Bishop or a Bishop Coadjutor of this Diocese shall be in an Annual Convention, or in a Special Convention called for that purpose in accord with Title III, Canon 11 (*Of the Ordination of Bishops*) of the Canons of the General Convention. The concurrence of two-thirds of the members of the Convention present and voting shall constitute an election.

Sec. 2. Whenever the Bishop of this Diocese shall call for the election of a Bishop or Bishop Coadjutor, the Diocesan Council shall work with the Presiding Bishop and the Office of Pastoral Development to establish a process of discernment and election that follows recommended best practices for episcopal elections. In following said best practices, honor will be given to the unique culture of the Diocese of Eastern Michigan, with particular attention paid to participation of all the baptized.

### **CANON 4 Of the Calling of Rectors**

Whenever a Rectorate becomes open the Vestry shall fill such Rectorate according to the provisions of Title III, Canon 9, Section 3.a (*Of the Life and Work of Priests: The Appointment of Priests: Rectors*) of the Canons of the General Convention; provided, however, that no election shall be had unless and until all requirements of the Church Pension Fund in that congregation shall be paid in full, and the current Diocesan policy on Salary and Benefits be met unless other arrangements are approved by the Bishop.

### **CANON 5 Of the Reconciliation of Disagreements Affecting the Pastoral Relation**

When the pastoral relationship in a Congregation between a Rector and the Vestry or congregation is imperiled by disagreement or dissension, and the issues are deemed serious by the Rector or by a majority vote of the Vestry, either party may petition the Bishop, in writing, to intervene and assist the parties in their efforts to resolve the disagreement in accordance with the provisions of Title III, Canon 9, Section 12 (*Of the Life and Work of Priests: Reconciliation of Disagreements Affecting the Pastoral Relation*) of the Canons of the General Convention.

### **CANON 6 Of the Dissolution of the Pastoral Relation**

Sec. 1. Except upon mandatory resignation by reason of age, a Rector may not resign as Rector of a Congregation without the consent of its Vestry, nor may any Rector canonically or lawfully elected and in charge of a Congregation be removed therefrom by the Vestry against the Rector's will, except as provided in Title III, Canon 9, Section 13(a) (*Of the Life and Work of Priests: Dissolution of Pastoral Relation*) of the Canons of the General Convention.

Sec. 2. If for any urgent reason a Rector or Vestry shall desire a separation and dissolution of the pastoral relation, and the parties cannot agree respecting a separation and dissolution, either party may act in conformity with and subject to Title III, Canon 9, Section 13(b) and following (*Of the Life and Work of Priests: Notice to Ecclesiastical Authority*) of the Canons of the General Convention.

Sec. 3. In regards to the provisions of Title III, Canon 9.13(e) (*Of the Life and Work of Priests: Dissolution of the Pastoral Relation*) of the Canons of the General Convention, the provisions of subsection (e) shall apply in the case of a Rector. In the case of a Vestry, the Bishop may act in

accordance with Title I, Canon 23, Section 1(b) of these Canons, said failure constituting a failure to live into the provisions of Title I, Canon 20, Section 2(a).

### **CANON 7 Of Priests-in-Charge**

Sec. 1. All Clergy called or appointed to authority in a congregation, who are not called as Rectors in accordance with Title III, Canon 9, Section 3.a (*Of the Life and Work of Priests: The Appointment of Priests: Rectors*) of the Canons of the General Convention (as provided in Title III, Canon 4 of these Canons), shall be appointed by the Bishop as Priest-in-Charge in accordance with Title III, Canon 9, Section 3.b (*Of the Appointment of Priests: Priests-in-Charge*) of the Canons of the General Convention.

Sec. 2. This Canon shall also apply to any member of the clergy, by whatever title designated, who is called to a congregation for a stated period of time, or whose service to a congregation is limited to a stated period of time by Title III, Canon 9, Section 7 (*Of the Life and Work of Priests*) of the Canons of the General Convention.

Sec. 3 . Priests-in-Charge may have a letter of agreement with the Bishop setting forth the mutual responsibilities of the appointment. The Bishop may also have a letter of agreement with the Vestry of the congregation setting forth mutual responsibilities regarding the ministry of a Priest-in-charge.

## **TITLE IV: ECCLESIASTICAL DISCIPLINE**

### **CANON 1 Of the Administration of Ecclesiastical Discipline**

The Diocese of Eastern Michigan adopts by reference Title IV (*Ecclesiastical Discipline*) of the Canons of the General Convention, as adopted in 2009, effective July 1, 2011, and as amended from time to time, applicable to the Ecclesiastical Discipline of Priests and Deacons, and as it pertains to the practices and procedures set forth. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV (*Ecclesiastical Discipline*) established by the General Convention, the Canons of the General Convention shall govern.

### **CANON 2 Of the Discipline Structure**

Sec. 1. Disciplinary Board

(a) The Board shall consist of not fewer than seven persons, the majority of whom shall be priests and/or deacons, but by no more than one.

(b) The members of the Board shall be appointed by the Bishop with the advice and consent of the Diocesan Council. The ordained members of the Board must be canonically and geographically resident in this Diocese. The lay members of the Board shall be adult communicants in good standing, and geographically resident in this Diocese. Members shall be appointed for a three-year term, beginning on the first day of the year following their appointment. Membership on the Board shall meet the limitations set forth in Title IV, Canon 5, Section 3 (*Of Disciplinary Structures: Rules of operation*) of the Canons of the General Convention.

(c) Vacancies on the Board shall be filled by the Bishop with the advice and consent of the Diocesan Council, upon notice by the President of the Board of such vacancy.

(1) Persons appointed to fill vacancies shall complete the vacated term and shall be of the same order as the Board member replaced.

(2) Should a vacancy occur as a result of a challenge, a replacement Board member shall serve only for the proceeding for which the regular Board member is not serving as a result of the challenge, and shall be of the same order.

(d) The Board shall elect from its members a President and one or more Vice-Presidents. The Board shall also appoint a Clerk, who shall be custodian of all records and provide administrative services as needed by the Board. The Clerk may be a member of the Board.

(e) The REFERENCE PANEL shall be composed of an Intake Officer, the Bishop Diocesan, and the President or a Vice-President of the Disciplinary Board. The Reference Panel shall review the Intake Report to determine how to refer the Report for further considerations. All deliberations shall be confidential, except as required by the law or as deemed pastorally appropriate by the Bishop.

(f) A HEARING PANEL of three members of the Disciplinary Board, selected by the President of the Board, shall serve as the body before which a hearing is held as provided by Title IV, Canon 13 (*Of Hearing Panels*) of the Canons of the General Convention.

## Sec. 2. Personnel

(a) INTAKE OFFICER. An Intake Officer shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the names and contact information of the Intake Officer(s) throughout the Diocese, with methods and means of reporting information concerning alleged offenses. All communications shall be confidential, except as required by law or as deemed pastorally appropriate by the Bishop.

(b) INVESTIGATOR. The Bishop shall appoint an Investigator, in consultation with the President of the Board. The Investigator may, but need not be, a member of the Church. The Investigator shall be skilled and able to conduct investigations under this Title.

(c) CHURCH ATTORNEY. Within 60 days following each Annual Convention, the Diocesan Council, in consultation with the Bishop and Disciplinary Board, shall appoint an attorney to serve as Church Attorney for the following calendar year. The person so selected must be a member of the Church and a duly licensed attorney, but need not reside within the Diocese. The Church Attorney will represent the Church in proceedings under this Title.

(d) PASTORAL RESPONSE COORDINATOR. The Bishop may appoint a Pastoral Response Coordinator, to serve at the pleasure of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV, Canon 8 (*Of Pastoral Response*) of the Canons of the General Convention and this Title. The Pastoral Response

Coordinator may be an Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.

(e) ADVISORS. In each proceeding under this Title, the Bishop shall appoint an Advisor each for the complainant and for the respondent. A person serving as an Advisor shall hold no other appointed or elected position provided for under this Title; and shall not include persons serving as Chancellors, Vice-Chancellors, or Assistant Chancellors of this Diocese, or any person likely to be called as a witness in the proceeding. An Advisor shall be available for purposes of support, assistance, consultation, and advice regarding the process provided in this Title and the pertinent rights, responsibilities, consequences, and alternatives.

(f) CONCILIATOR. The Bishop shall appoint a Conciliator to assist in reconciling the parties and issues involved. The Conciliator shall be a person skilled in dispute resolution and without conflict of interest in the matter.

### **CANON 3 Of Inter-diocesan Agreements**

This Diocese may agree with one or more of the Dioceses in the State of Michigan to develop and share resources necessary to implement this Title, including all boards, panels, and personnel, and administrative and financial support for proceedings under this Title. Such agreement may be established by the Diocesan Council, with the advice and consent of the Bishop, and subject to such changes to this Title as may be necessary to realize full implementation of such an agreement.

## **TITLE V: CANONICAL LEGISLATION**

### **CANON 1 Of Additions and Amendments to the Canons**

Sec. 1. All proposed amendments or additions to the Canons shall be submitted to the Secretary of the Convention at least one hundred twenty (120) days before the Convention at which they are to be considered.

(a) They shall then be filed by the Secretary of the Convention with any committee as determined by Canon, which committee, if any, shall report on the proposed amendments, with or without recommendation, to the Secretary of the Convention not less than sixty (60) days before the date of the Convention.

(b) The Secretary shall mail copies of the proposed amendments or additions, including any such report, to the lay delegates and clergy of the Convention at least thirty (30) days prior to the date of such Convention, and shall report the same to the Convention.

(c) No amendment or addition to the Canons shall be considered by the Convention unless so reported to it by the Secretary.

Sec. 2. When any proposed amendment or addition is before the Convention for consideration, changes may be made by a majority vote during the debate and before final vote. No amendment or addition to the Canons shall be finally adopted and approved unless concurred in and adopted by a two-thirds vote of the members present.

Sec. 3. New canons, deletions of whole canons, and additions to, amendments of, and deletions from existing canons, unless otherwise expressly ordered, shall take effect on the first day following the adjournment of the Convention at which they were enacted or made.

**Adopted by the Primary Convention of the Diocese of Eastern Michigan, October 28-29, A.D. 1994, and as amended by Annual Convention of the Diocese of Eastern Michigan through October 18, A.D. 2014.**