



**The**

**Constitution**

**of the**

**Diocese of Easton**



## **ARTICLE I**

### **Acceding to the Constitution and Canons of the Church.**

The Church in the Diocese of Easton, as a constituent part of the Protestant Episcopal Church in the United States of America, accedes to the Constitution of that Church and acknowledges the authority of its Canons.

## **ARTICLE II**

### **Ecclesiastical Authority**

The Bishop shall be the Ecclesiastical Authority. In case of his or her absence or disability, he or she may temporarily place in charge the Bishop Coadjutor or the Suffragan Bishop, in that order, if there be either or both; if there be neither, he or she may authorize the Standing Committee to act. Such authorization shall be made if the absence or disability exceed six (6) months; and in all cases such authorization shall be made and revoked in writing. If no Bishop be actually or canonically qualified and able to act, the Standing Committee shall be the Ecclesiastical Authority.

*Journal of 1996, pp. 16 & 57: Gender neutral language was adopted.*

## **ARTICLE III**

### **Annual Convention**

Sec. 1. **Time and Place.**

There shall be an Annual Convention of the Protestant Episcopal Church in the Diocese of Easton at the time and place provided therefore by canon, unless the Bishop, with the advice of the Standing Committee, shall appoint another time or place.

Sec. 2. **Notice of Meeting.**

On or before sixty (60) days prior to Annual Convention the Secretary of Convention shall send notice of the Convention to the Registrar of each parish and separate congregation and to the similar officer of the congregation of Trinity Cathedral and of each diocesan mission, with or without a rector, to all clerics, and to all other persons entitled to a seat, with or without a vote, in Convention by reason of their office. The Secretary shall also send with said notice the corrected minutes of the previous Convention, including a copy of all resolutions adopted by the previous Convention. Courtesy resolutions may be omitted.

*Journal 2007, p.34, amended to include corrected minutes of previous Convention*

Sec. 3. **Composition of Convention.**

The convention shall be composed of clerics and lay delegates.

Sec. 4. **Seat and Vote in Convention.**

If they be otherwise qualified, the following shall have a seat and vote in Convention.

(a) **Clergy.**

- (i) The Bishop; and the Bishop Coadjutor and Suffragan, if there be one or both.
- (ii) Every cleric, not under ecclesiastical censure, who shall have been certified by the Ecclesiastical Authority as a parochial cleric canonically resident in the Diocese and who is other than a perpetual deacon.
- (iii) Every non-parochial cleric, not under ecclesiastical censure, who shall have been certified by the Ecclesiastical Authority as a non-parochial cleric, canonically resident in this Diocese, and who shall have made the annual report required by the canons of General Convention.
- (iv) Every Deacon, not under ecclesiastical censure, who shall have been certified by the Ecclesiastical Authority as a Deacon, canonically resident in this Diocese.

*Journal of 1998, pp. 90 & 143: Sec 7 (a) (i ) referring to perpetual deacon was deleted and Sec. 4 (iv) added to give Deacons voice and vote at Convention.*

(b) **Layperson.**

- (i) Each lay delegate shall be a confirmed member of the Church. One or more lay delegates shall be elected from each parish. For all purposes of this Article, the word parish shall include each separate congregation, and diocesan mission in the Diocese, and the enrolled members of Trinity Cathedral who are members of no other congregation.
- (ii) Each parish, as above defined shall be entitled to such lay representation based upon its number of communicants in good standing, as set forth in the annual parochial or similar report filed for the calendar year preceding the date of Convention, as shall be set forth in the canons of this Diocese.

*Journal of 2002, pp 10,11 and 28 and Journal of 2003, p. 9: deleted the sanction of a lay delegate losing his or her vote because a parish did not pay its asking or file its parochial report*

Sec. 5. **Qualifications of Delegates and Their Alternates.**

The Convention shall have power and authority by canon to determine the qualifications of clerical and lay delegates and their alternates to an annual or to a special Convention; provided, however, that any delegate or delegation disqualified under such regulations shall have the right of appeal to the Convention.

Sec. 6. **Election of Lay Delegates.**

At the annual congregational meeting, or a special meeting called for the purpose, the qualified voters of each parish as defined in Section 4 above (for the purposes of this paragraph, such qualified voters shall be the persons defined in *Article 23, Section 299(a) of the Annotated Codes of Maryland (1957)* extended to include members of separate congregations, diocesan missions, and the congregation of Trinity Cathedral as well as members of parishes) at least forty (40) days before the convening of the next Diocesan Convention, shall elect from among its confirmed members, the number of lay delegates and their alternates prescribed by Section 4(b) of this Article. If for any reason, the qualified voters of any parish fail to elect the appropriate number of delegates and alternates, or if any of those elected cannot serve after being elected, then the Vestry or governing body of such parish shall have the power to choose one or more qualified delegates or alternates, as the case may be, to fill the vacancy.

Sec. 7 **Seat Without Vote in Convention.**

(a) **Clergy**

The following shall have a seat in a Convention with the right to debate but not to vote unless otherwise qualified.

(i) Dean of Convocation

(b) **Laypersons.**

The following laypersons shall have a seat in a Convention with the right to debate but not to vote unless otherwise qualified:

(i) The Chancellor of the Diocese;

(ii) The Secretary of Convention;

(iii) The Treasurer of Convention;

(iv) The Registrar;

(v) Lay members of the Standing Committee;

(vi) Lay members of the Diocesan Council;

(vii) Lay members of the Committee on Constitution and Canons;

(viii) Alternate lay delegates to Diocesan Convention.

*Journal of 1965, p. 38: Journal of 1966, pp. 11, 37: This Article was revised to give Trinity Cathedral and diocesan missions voice and vote in Convention.*

*Journal of 1970, pp. 17, 38: Section 4(b) was amended to provide that each lay delegate from a diocesan mission should have a full vote in the Convention and that parishes should have additional delegates on the basis of the number of communicants in good standing as set forth in Section 4(b) (ii). The prior provision for an additional lay delegate for each priest in a parish in excess of one priest was repealed. In the original consideration in the 1969 Convention (1969 Journal pp. 16 - 17) there was added by amendment a requirement that the parish pay not only its Convention Fund assessment, but also its Shared Objective apportionment, in order for its lay delegate to be seated. This amendment was deleted in the 1970 Convention, and the confirming amendment of Canon 15 was accordingly not adopted;*

*Journal of 1971, p. 24: Section 1 was amended, after initial approval in 1970, to fix Convention at Trinity Cathedral in November. The month approved in 1970 Convention was changed to November at the 1971 Convention.*

*Journal of 1972, pp. 17, 44: Section 4 (b) (i) was amended to move the requirements for vote to a separate paragraph- Section 4 (b) (iii) was added to state such requirements for vote in Convention, and to conform the requirement for annual report to the change in date of Convention and to Canon 64.*

*Journal of 1974, pp. 20, 25, 50: Section 4 (a) (ii) and (iii) were amended to delete six-month residency prior to Convention requirements for right to vote for both parochial and non-parochial clergymen; and Section 7 (a) (ii), providing for a seat for clergypersons with less than six months residence, was deleted.*

*Journal of 1976, pp. 21, 22, 53, 55: Section 4 (b) (iii) was amended to qualify the loss of vote in Convention because of failure to file the parochial report before the date required by Canon, only if there is a failure to pay the penalty imposed by Canon for such failure.*

*Journal of 1977, pp. 25, 59: Section 4 (b) and Section 7 were amended to provide that the number of lay delegates be established by Canon and give alternate lay delegates voice (but no vote) in Convention.*

*Journal of 1977, pp. 25, 60: Section 6 was amended to agree with the amendment of Section 4 (b) and to make other minor wording changes.*

*Journal of 1978, pp. 22, 49: Section I amended to provide that the time and place of Annual Convention shall be established by canon. See Canon 9A. Section 4 (b) (iii) amended substituting term Diocesan Fund Budget for Convention Fund.*

*Journal of 1984, p. 35: Section 3 was amended to require 60 days prior notice of Annual Convention.*

*Journal of 1988, p. 57: The Convention amended Canon 33, to permit the Bishop to appoint as Dean of Convocation a priest, physically resident in the Convocation but not necessarily canonically resident. Section 7 (a) was amended to permit such a Dean to have a seat in Convention but without vote.*

*Journal of 1998, pp. 90 & 143: Sec 7 (a) (i ) referring to perpetual deacon was deleted and Sec. 4 (iv) added to give Deacons voice and vote at Convention.*

## **ARTICLE IV Special Convention**

Sec. 1. **When Requisite - Time and Place.**

Whenever it shall appear requisite for the good of the Church, the Bishop may call a special meeting of the Convention at such time and place as he or she shall determine; but if there be no Bishop actually or canonically qualified and able to act, such authority shall be exercised by the Standing Committee.

Sec. 2. **Notice of Meeting.**

The convener shall send, or cause to be sent, written notice of such special meeting specifying the time, place and business to be acted upon, at least thirty (30) days before the day of meeting, to the registrar of every parish and separate congregation and to the similar officer of the congregation of Trinity Cathedral and of each diocesan mission, with or without a rector, and to all clergypersons, all lay delegates and their alternates, if known, and all other persons entitled to a seat or vote in Convention by reason of their office.

Sec. 3. **Delegates.**

- (a) **Clerical Delegates.** All clergy, qualified as for an annual Convention, shall be entitled to a seat or vote in a special Convention.
- (b) **Lay Delegates.** Lay delegates and their alternates, elected to the previous annual Convention and therein qualified, shall serve as delegates and alternates to any special Convention held during the Convention year; provided, however, that if any lay delegation to the previous annual Convention shall have been disqualified, such delegation may present its case before the special Convention, and said special Convention shall have power and authority to take appropriate action thereon.

*Journal of 1965, p. 38; Journal of 1966, pp. 11, 37: Amended Sec. 2 to reflect fact that Trinity Cathedral and diocesan missions were given a vote in Convention.*

## **ARTICLE V**

### **Election of a Bishop**

Sec. 1. **Special Convention - Time and Place.**

The election of a Bishop, Bishop Coadjutor or Suffragan, shall take place at a Special Convention called for the stated purpose by the Bishop, with the advice and consent of the Standing Committee, or by the Standing Committee if there be no Bishop. Such Convention shall be held at such time and place as the convener may appoint.

Sec. 2. **Notice of Meeting.**

The convener shall send, or cause to be sent, written notice of the time, place and purpose of the special Convention for the election of a Bishop, Bishop Coadjutor or Suffragan, at least sixty (60) days before the day of said meeting to all persons entitled to such notice under Article III, Sec. 2.

Sec. 3. **Convention Procedure.**

- (a) **Clergy and Laity to Vote by Orders.**  
The election of a Bishop, whether Diocesan, Coadjutor or Suffragan, shall be made in open Convention by the concurrent vote of the clergy and laity, voting separately by ballot, the clergy first and then laity; and a concurrent majority of those present and entitled to vote in each order shall be necessary to a choice.
- (b) **Limitation of Action.**  
No business other than the election of a Bishop and other relevant business pertaining thereto or to the Episcopate shall be transacted at a special Convention for such election.

*Journal of 1972, pp. 17, 44: Section 3 (a) was amended to add Present and" in the required concurrent majority*

*Journal of 1975, pp. 30, 54, 55: Section 1 was amended to permit the Bishop of the Diocese, if one, to call a special Convention with the advice and consent of the Standing Committee, to elect his or her successor.*

*Journal of 2003, p 10, and Journal of 2004, p. 9: amended Section 1 to permit a special Convention to be held in a place other than Trinity Cathedral.*

## ARTICLE VI Transaction of Business in Convention

Sec. 1. **President of Convention.**

The Bishop, or the Bishop Coadjutor or Suffragan, in that order, if there be one or both, shall be president of the Convention and shall preside at all sessions thereof. If the Episcopate be vacant, the Convention, immediately upon assembling, shall elect a priest of the Diocese as president *pro tempore*, who shall preside until the next regular session of the Convention, or until a Bishop be consecrated or installed.

Sec. 2. **Quorum.**

Two-thirds (2/3) of the clergy canonically resident in the Diocese and entitled to vote, and two-thirds (2/3) of the elected lay delegates shall constitute a quorum, but a lesser number may adjourn.

Sec. 3. **Deliberation.**

The clergy and laity shall deliberate on all matters as one body. The convention shall adopt such rules and regulations as will ensure orderly procedure in its deliberations.

Sec. 4. **Vote by Orders.**

A vote by orders shall be taken on any question when it shall be required by the joint request of any five members of the Convention entitled to vote, or when it shall be specifically required by the Constitution or Canons of the Diocese.

Sec. 5. **Officer or Committee Holding Over.**

Whenever there shall be a failure or omission to elect any officer or committee, the person or persons then in office, or on such committee, shall continue to act until a successor shall be chosen.

*Journal of 2016, pp. 19-20: Section 1 was amended to add "pro tempore" and "or installed." (see Canon 102). Section 2 was amended to add "and entitled to vote" [see Article III, Section 3(a)(iii)].*

## ARTICLE VII Officers of Convention

Sec. 1. **Secretary.**

The annual Convention, immediately upon assembling, shall elect a Secretary of Convention, who shall hold office until the next annual election of a Secretary.

Sec. 2. **Treasurer and Registrar.**

The Convention shall annually elect a Treasurer and a Registrar, who shall hold office until the election of their respective successors.

Sec. 3. **Filling of Vacancies.**

A vacancy occurring in the office of the aforesaid Convention officers while the Convention is not in session shall be filled by the Bishop with the advice of the Standing Committee, the appointee to hold office until his or her successor shall be elected by the next annual Convention.

Sec. 4. **Removal from Office.**

If, while the Convention is not in session, a majority of the whole number of the members of the Diocesan Council shall deem it necessary or expedient to remove from office any of the above mentioned Convention officers, the reason therefore shall be communicated to the Bishop in writing; and the Bishop, thereupon shall call a special meeting of the Standing Committee to consider the matter. If, upon hearing the charges and the defense, if any, the Standing Committee, or a majority of the whole membership thereof, shall find such removal in the best interest of the Diocese, and if the Bishop shall concur in such judgment, such removal shall be ordered by the Bishop, and the vacancy shall be filled as provided in Section 3 of this Article.

## ARTICLE VIII Chancellor of the Diocese

Sec. 1. **Appointment.**

At each annual Convention, the Bishop, by and with the advice and consent of the Convention, shall appoint as Chancellor of the Diocese, for a term of one year, or until the next annual convention, a layperson who shall be

- (a) confirmed member of the Church,
- (b) a resident in this Diocese for three years last past, and
- (c) a lawyer admitted to practice law in this State by the Court of Appeals of Maryland.

Sec. 2. **Vacancy in Office.**

A vacancy in the Chancellorship, between sessions of the Convention for whatever cause, shall be filled by the Bishop by and with the advice of the Standing Committee; the appointee to serve until his or her successor is appointed and approved at the next annual Convention.

Sec. 3. **Removal from Office.**

If, in the best interests of the Diocese, it should become necessary to remove the Chancellor from office between sessions of the Convention, the procedure shall be the same as that provided for the removal of an officer of convention.

## ARTICLE IX Standing Committee

Sec. 1. **Composition.**

The Standing Committee shall consist of six (6) members, three (3) of whom shall be clerics actively engaged in the work of the Church and canonically resident in this Diocese, and three (3) laypersons each of whom shall be a confirmed member of the Church and a member of a parish in the Diocese of Easton.

Sec. 2. **Election of Committee - Tenure.**

The Convention shall annually elect one (1) cleric and one (1) layperson, qualified as aforesaid, as members of the Standing Committee; said members shall serve for a period of three (3) years, or until their successors are elected, and shall not be eligible for re-election for a period of one (1) year after the expiration of their term of office.

Sec. 3. **Vacancy in Committee.**

A vacancy in the Standing Committee shall be filled by the remaining members, or a majority of them, from the order in which the vacancy occurs; the appointee to hold office until his or her successor shall be elected by the next annual Convention.

Sec. 4. **Function.**

The Standing Committee shall perform all such functions as may be committed to it by the Constitution and Canons of General Convention and such other functions as may be prescribed by the Constitution and Canons of the Diocese; and, with the consent of the Bishop, exercise authority over such other matters of concern to the Convention as are not specifically referred elsewhere.

*Journal of 2011, p. 131: The word "priests" was changed to "clerics," thereby permitting a Deacon to serve on our Standing Committee. Approved on second reading – see Journal of 2012, p. 20*

*Journal of 2011, p. 131: To add language to make it possible for a layperson, who lives in a residence in an adjacent diocese, has been confirmed, and is an active member of a parish in the Diocese of Easton, to serve on our Standing Committee. Approved on second reading – see Journal of 2012, p. 20.*

## **ARTICLE X**

### **Diocesan Council**

Sec. 1. **Members of Council.**

The Diocesan Council of the Diocese shall be composed of the Bishop, together with the Bishop Coadjutor and Suffragan, if there be one or both, one (1) clerical and two (2) lay representatives from each Convocation, three (3) clergy and three (3) lay representatives elected at large by Convention, and, if the Episcopate be vacant, the President of the Standing Committee. The clergy from each Convocation and those elected at large by the Convention shall be actively engaged in the work of the Church and canonically resident in this Diocese.

Sec. 2. **Elected Members - Tenure.**

The Convention shall annually elect one (1) representative from each order for a term of three (3) years. In addition, the Convention shall also elect one (1) clerical and two (2) lay representatives from each convocation for a term of three (3) years, such elections to be rotated so that annually one convocational clergy representative is elected, and two persons in the lay order are elected, one each from the other two convocations.

Sec. 3. **Limitation of Tenure.**

No elected member of either order shall be eligible for re-election after having served one full term until one convention year shall have elapsed after the expiration of said term, except in the case where a person fills an unexpired term for one year or less, in which case that person shall be eligible for election to a full term without one convention year having elapsed.

Sec. 4. **Vacancies in Council.**

A vacancy in the elected members shall be filled by the remaining members of the Council, or a majority of them, for the remainder of the term of the one whose membership has terminated.



Sec. 5. **President of Council.**

The Bishop shall be president of the Council, but, if the Episcopate be vacant or the Bishop be absent, the vice-president shall preside.

Sec. 6. **Function.**

- (a) The Diocesan Council shall have charge of the unification, development and prosecution of missionary work, Church extension, all branches of Christian education, Christian social relations, publicity and promotion as directed by the Convention, and also shall have charge of the initiation and development of new work in these and related fields between the sessions of the Convention.
- (b) The Diocesan Council shall have charge of the administration of the budgets of the Convention, and all matters relating either expressly or by implication to the expenditure of funds shall be referred to the Diocesan Council, and in addition, it shall exercise general supervision over the financial affairs of the Diocese.
- (c) The Diocesan Council shall manage the business and secular affairs of the Diocese between sessions of Convention and may exercise all the powers of the corporation in the conduct of its affairs in the normal and ordinary course of business, except those conferred on or reserved to the Diocesan Convention exclusively by law, by the ecclesiastical authority, or the Diocesan Convention, or by the national or Diocesan Constitution or Canons. The Diocesan Council shall also have charge of such other matters as may be specifically committed to it from time to time by resolution of the convention or by any canon.
- (d) The Diocesan Council shall monitor the compliance of the Diocese of Easton with all resolutions adopted by the General Convention of this Church which call upon the individual dioceses to take action on a particular issue or concern, and shall report annually to the Diocesan Convention.

*Journal of 1971, p. 23: The title of Executive Council was changed to Diocesan Council in order to eliminate confusion with the Executive Council of the national church. Corresponding changes have been made in various canons to conform, but without annotation.*

*Journal of 1972, pp. 17, 43: Sections 1 and 2 were amended to provide a lay representative on the Diocesan Council from each Convocation, serving two-year terms, plus four lay representatives, two of whom are elected each year to two-year terms. Lay representation is thus increased. There was a third section of the amendatory resolution, which is not reproduced here since it applies only during the first year that the new composition is effective, and which provides for the three lay members elected in 1971 at large to serve the remainder of their terms. The term of the Dean of Convocation is extended to two years by amendment of Canon 33.*

*Journal of 1985, pp. 55, 75: Section 6 (c) was amended in order to clarify the authority of the Diocesan Council as the equivalent of a corporate Board of Directors which it is.*

*Journal of 1988, p. 58: Sections 1 and 2 were amended to permit each Convocation to recommend its clerical representative for election to the Diocesan Council, rather than being represented by its dean who was appointed by the Bishop.*

*Journal of 1993, p. 98: Section 1, Section 2, and Section 3 were amended to reflect changes in the membership, election, tenure, and limitation of tenure of the Diocesan Council. The membership of the council was increased from 15 to 16 members and its composition changed from seven (7) clergy plus the Bishop and seven (7) lay members to six (6) clergy plus the Bishop and nine (9) lay members. Nine (9) members would represent convocations, an increase from six (6). Tenure was increased from a term of two (2) to three (3) years with no succession. The implementing procedures for this amendment are contained in Resolution IV found on page 100 of the Journal for 1993.*

*Journal of 2003, p. 9 and Journal of 2002, pp 11 and 29: deleted the last sentence of Sec. 1 and added a new sentence requiring that any clergy member be canonically resident in this Diocese.*

*Journal of 2016, p. 20: Section 6(d) added.*

## ARTICLE XI

### Board of Managers of Trust Funds

Sec. 1. **Members of Board - Tenure.**

The Board of Managers of Trust Funds of the Diocese shall be comprised of the Bishop, as chair ex-officio, and six (6) other managers, all laity, two (2) to be elected each year by the convention for a term of three (3) years. The initial election(s) of members shall be such that approximately one-third of the members are serving one (1) year terms, approximately one-third two (2) year terms and one-third three (3) year terms in order to establish a rotation of committee membership.

Sec. 2. **Vacancies in Board.**

- (a) If the Episcopate be vacant, the President of the Standing Committee shall be a member of the Board.
- (b) A vacancy among the elected members of the Board shall be filled by the remaining members; the appointee to serve until the next annual Convention, when a successor shall be elected to fill the unexpired term, if any part of it remain.

Sec. 3. **Acting Chairperson.**

- (a) In the absence of the Bishop, the Board shall designate one of its members to act as chairperson.
- (b) If the Episcopate be vacant, the President of the Standing committee shall be chairperson during the vacancy.

Sec. 4. **Functions of Board.**

The Board of Managers of Trust Funds shall comply with Maryland law pertaining to the management of Endowment Funds, with such duties and powers as are therein specified, and, in addition, shall perform such other duties as may be committed to it from time to time by resolution of Convention or by canon.

*Journal of 1996, pp. 12 & 56: Section 1 was amended to increase the membership from 3 to 6 in order to get better attendance.*

*Journal of 2013, p. 20-21: Section 4 was amended with more generic language, replacing a reference to a 1908 Maryland law.*

## ARTICLE XII

### Other Diocesan Officers, Committees, Commissions and Trustees

Sec 1. **Appointment by Convention.**

The Convention shall have power and authority to appoint or cause to be appointed such other Diocesan officers, committees, commissions and trustees, not herein specifically provided for, as it shall from time to time deem wise and expedient to carry on the work of the Diocese.

Sec. 2. **Interim Appointment.**

The Bishop or the Standing Committee, if the Episcopate be vacant, shall have power and authority between sessions of Convention to appoint such other Diocesan officers, committees, commissions and trustees not herein specifically provided for, as the Bishop, or the Standing Committee, as the case may be, shall from time to time deem wise and expedient to carry on the work of the Diocese. Such appointment shall terminate at the date of the next annual or special Convention, at which time the Bishop, or the Standing Committee, as the case may be, shall recommend the continuance, if such is desirable, of such officer, committee, commission or trustee and shall submit nominations thereto for approval and confirmation by the Convention.

Sec. 3. **Exercise of Power.**

The powers of appointment herein authorized may be exercised with or without special canon or enabling resolution of the Convention.

**ARTICLE XIII**  
**Parishes-Separate Congregations – Missions**

Sec. 1. **Parishes.**

The convention shall have power to

- (a) alter and adjust boundaries between contiguous parishes;
- (b) erect new parishes outside the boundaries of existing parishes, and
- (c) divide or unite parishes subject to the consent of the vestries of the parishes affected thereby.

The Convention shall adopt such canons as may be necessary to effectively exercise the provisions of this section.

Sec. 2. **Separate Congregations.**

The Convention, by canon, shall adopt such rules and regulations as it shall deem to be necessary and expedient to govern the admission of separate congregations into union with the convention, provided, the rights of existing parishes are not thereby affected without the prior consent of the vestries of the parishes involved.

Sec. 3. **Mission Congregations.**

The Convention, by canon shall adopt such rules and regulations as it shall deem necessary and expedient to govern the organization of missions, either within or outside the bounds of an existing parish, looking toward the eventual erection of a new parish, provided, the rights of existing parishes are not thereby affected without the prior consent of the vestries of the parishes involved.

Sec. 4. **Concerning Parish Bylaws.**

Each parish and separate congregation shall have authority to govern its internal affairs through bylaws in accordance with the provisions of Maryland law. Parish bylaws shall regulate the following aspects of parish operations:

- (a) membership in the parish or separate congregation;
- (b) the conduct of congregational meetings including the date, time and place of the meeting, the method of giving notice for the meeting, the number of members required to form a quorum, the qualification of voters, the officers of the meeting, parliamentary procedure, and the purpose of the meeting (provided that a congregational meeting must be held a minimum of once each year);
- (c) the organization, role, and authority of the vestry;
- (d) the regulation of the vestry including the date, time and place of meetings, the method of giving notice of meetings, the number of members required to form a quorum, parliamentary procedure, the purpose of the meetings, order of business, and officers (provided that the vestry must meet a minimum of one time each year);
- (e) the qualifications, number, oath of office, term, powers, and duties of vestry members;
- (f) the election, re-election, removal, replacement, and continuance in office of vestry members;

- (g) the election, re-election, removal, replacement , and continuance in the office of the parish officers including the senior warden, junior warden, treasurer, registrar, and such other officers as the bylaws may permit;
- (h) the qualifications, number, oath of office, term, powers, and duties of parish or congregational officers including the senior warden, junior warden, treasurer, registrar, and such other officers as the bylaws may permit;
- (i) the election, calling, removal, compensation, powers, duties, and obligations of the rector and other clergy, provided the relevant bylaw provisions comply with the constitution and canons of the Episcopal Church and of this diocese;
- (j) the control and regulation of property, assets, and investments;
- (k) prior to their adoption, all proposed by-laws shall be reviewed by Diocesan Committee on Constitutions and Canons.

Sec. 5. **Alienation of Property.**

No vestry of a parish or separate congregation shall sell, encumber or transfer any real property belonging to the parish or separate congregation without fully complying with all national and diocesan canons and obtaining the consent of a majority of the entire vestry.

Sec. 6. **Obligations of Parishes And Separate Congregations.**

Each parish and separate congregation shall be required to perform the following tasks:

- (a) adopt bylaws to govern its internal affairs;
- (b) elect a vestry in the manner dictated by its bylaws and fill any vacancy occurring in the membership of the vestry within ninety (90) days of the occurrence of said vacancy;
- (c) elect such officers as may be required by the bylaws, including a senior warden, junior warden, treasurer, and registrar, and fill any vacancy occurring in the said offices within thirty (30) days of the occurrence of said vacancy;
- (d) keep and maintain such records as may be required by state law, the constitutions and canons of the Episcopal Church, this constitution, the canons of this diocese, or its bylaws;
- (e) meet its just financial obligations to the diocese and other persons and entities;
- (f) elect delegates and alternates to the convention and ensure that it is represented at all meetings of the convention or the appropriate convocation;
- (g) arrange for a clergyperson to perform the offices of the church within the parish or the congregational church on a regular basis;
- (h) arrange for a worship service authorized by the canons of the Episcopal Church to be conducted within the parish or congregational church every Sunday and on such special days as the ecclesiastical authority may direct;
- (i) ensure the availability of the sacraments of baptism and the Eucharist to all eligible persons within the parish or the community of the separate congregation;
- (j) ensure the availability of suitable persons to perform marriage and funeral services for eligible persons within the parish or the community of the separate congregation;
- (k) hold congregational and vestry meetings at such times as the bylaws may require, said meetings being held at least once each year;
- (l) perform any other task required by the canons of the diocese or the Episcopal Church.

Sec. 7. **Nonfunctioning Congregations.**

Nonfunctioning parishes, separate congregations or missions shall be dealt with as set forth below.

- (a) Parish, separate congregation or mission which fails to have monthly celebrations of the Eucharist for a period in excess of six (6) months shall be deemed nonfunctioning by the ecclesiastical authority.
- (b) The ecclesiastical authority may deem a parish or separate congregation nonfunctioning if it fails to meet its one or more of its obligations under Section 6 after its Registrar has been

given written notice from the ecclesiastical authority citing the specific obligation involved and giving the parish or separate congregation a minimum of six (6) months to perform the said obligation.

- (c) The ecclesiastical authority shall confirm that each parish, separate congregation and mission holds a monthly celebration of the Eucharist.
- (d) Sixty (60) days prior to the meeting of the convention, the ecclesiastical authority shall deliver to the secretary of convention a report stating which parishes, separate congregations, and missions the ecclesiastical authority deems to be nonfunctioning, this report shall be updated on the first day of the meeting of convention.
- (e) During the annual meeting of the convention, the secretary shall lay before the convention the report described in section 7(d). After due consideration of the report, convention shall accept, reject, or amend the report as it deems appropriate.
- (f) Should convention accept the ecclesiastical authority's report that any parish, separate congregation, or mission is nonfunctioning, the convention will deal with the nonfunctioning body in one of the ways set forth below.
  - (i) In the case of a nonfunctioning parish or separate congregation, the convention shall remove the officers and vestry of the nonfunctioning parish, or separate congregation, rescind the bylaws of the nonfunctioning parish, adopt new bylaws for the nonfunctioning parish providing for its governance by a three (3) member board of conservators, and elect a three (3) member board of conservators to dissolve the parish or separate congregation. Immediately upon its dissolution, the nonfunctioning parish or separate congregation shall become a mission.
  - (ii) In the case of a nonfunctioning mission, the convention shall dissolve the mission and direct the ecclesiastical authority to transfer its property and other assets to an adjoining parish.
- (g) The ecclesiastical authority shall take any steps necessary to implement a decision of the convention taken in accordance with section 7(f) above.

*Journal of 1999, p. 91: amended because of repeal of the Vestry Act.*

## **ARTICLE XIV**

### **Adoption of Canons by Convention**

#### **Sec. 1. Power and Authority.**

The Convention shall have full power and authority to adopt such canons as it shall from time to time deem to be necessary and expedient to regulate the usual and normal functions of the Diocese as an integral part of the Protestant Episcopal Church in the United States of America.

#### **Sec. 2. Restrictions.**

The terms and provisions of such canons as shall be adopted may be in furtherance of, but shall not be in conflict with, any of the provisions of the Constitution and Canons of General Convention, the Charter, Constitution and Canons of this Diocese, or the laws of the State of Maryland affecting the Diocese of Easton.

## ARTICLE XV Amendments to Constitution

### Sec. 1. **Initial Proposal.**

Amendments to this Constitution shall be made in the following manner:

- (a) A proposed amendment shall be reduced to writing and shall be forwarded to the Committee on Constitution and Canons at least one hundred twenty (120) days before the meeting of any annual Convention; the Committee on Constitution and Canons shall then consider all such proposals submitted to it, and shall submit them to the Convention with appropriate recommendations.
- (b) If, after consideration, the amendment shall be approved by a majority in each order of the members of Convention entitled to vote therein, voting thereon separately, said amendment shall be tabled for the time being, and an exact copy of the proposed amendment shall be transmitted by the Secretary of Convention in a separate communication to the vestry of each parish and separate congregation, to the Chapter of Trinity Cathedral and to the Trustees of each diocesan mission entitled to representation in the Convention at least sixty (60) days before the next annual meeting of the Convention.

### Sec. 2. **Final Proposal.**

At the annual meeting of the Convention next following the meeting at which such proposed amendment was initially introduced, approved and tabled, it shall be lifted from the table and reconsidered, and if it shall be again approved by a majority of all members in each order entitled to vote, each order voting separately thereon, such amendment shall become effective forthwith.

*Journal of 1965, p. 38; Journal of 1966, pp. 11, 37: Section I (b) corrected for typographical errors and amended to include reference to Trinity Cathedral and to Diocesan Missions.*

*Journal of 2008, p. 34; Journal of 2009, p. 27: Section 1 (a) the time for submitting amendments changed from 90 to 120 days.*



**The**

**Canons**

**of the**

**Diocese of Easton**

**Note: The 137<sup>th</sup> Convention meeting on January 29, 2005, adopted two resolutions which reorganized and renumbered the Canons.**

*Journal of 2005. pp. 10,11 and 82 – 85.*



# Title I

## Of Conventions, Synods, and Related Matters

### Canon 101

#### Of Date and Place of Convention

Sec. 101.01 **Date, Place, & Time.**

- .011 The Annual Convention shall be convened in each year, on such date between the third Sunday in January and the second Sunday in March and at such time and place as the Bishop shall determine and announce at least ninety (90) days prior to the date of Convention.

*Journal of 1978, pp. 22, 49: New Canon enacted to reflect constitutional change that provided for time and place of Convention to be set by canon.  
Journal of 1985, pp. 51, 73: This Canon was amended to provide flexibility in the date and site of the Annual Convention.*

### Canon 102

#### Procedure of Convention

Sec. 102.01 **President of Convention.**

- .011 **President *Pro Tempore*.** If there be no Bishop of the Diocese present at the opening of the Convention for any reason, the Secretary of the Convention shall call the meeting to order; immediately thereafter, the Convention shall elect, by joint ballot, a priest of the Diocese as president *pro tempore*, who shall preside until the Bishop shall attend; but the Bishop may appoint a president *pro tempore* during his or her temporary absence from any other part of the Convention proceedings.

.012 **Prerogatives of Office.**

- .012(a) Whosoever shall preside may advise the Convention, as often as he or she may deem expedient, his or her general view of the state of the Church,  
.012(b) may deliver his or her sentiments on any subject after it has been debated, before a vote thereon, but  
.012(c) he or she shall not enter into debate on any question.

Sec. 102.02 **Joint Vote.**

- .021 **When Taken.** A vote on any question before the Convention shall ordinarily be determined, unless specifically ordered otherwise by the Constitution or by canon or unless a vote by orders is called for, by a joint vote of both orders, said joint vote may be either *viva voce* or by show of hands; however, a majority of the members then present may call for a roll call vote.
- .022 **Count of Vote.** When a vote shall be taken on any question, or when the election for Convention officers and members of committees be had by joint ballot, the votes, or ballots, of all members of the Convention then present shall be counted together, the clerical with the lay, and a majority of the vote of all members then in attendance and voting shall be necessary to validate the election or to determine the question.



- Sec. 102.03 **Vote by Orders**  
 .031 **When Taken.** A vote by orders shall be taken on any question in accordance with the provisions of Article VI, Sec. 4 of the Constitution.
- .032 **Count of Vote.** When a vote shall be taken by orders, in an election or to determine a question, it shall be taken in the following manner; clerics, entitled to vote, shall cast one vote each in the clerical order; lay delegates, entitled to vote, shall cast one vote each in the lay order. The vote in the lay order shall be cast and counted separately and the concurrent majority of the votes of the two orders, so cast and counted, shall be necessary to validate an election or to determine the question.
- Sec. 102.04 **Reports and Budgets of Departments and Committees.**  
 .041 **Delivery to Secretary in writing.** All reports of Departments, Commissions and Committees requiring action by Convention shall be submitted in writing, to the Secretary no less than thirty (30) days in advance of the meeting of the Convention. The Secretary shall forward a copy of each of the aforesaid reports to each clerical and lay delegate, each lay alternate, and each parish Registrar no less than fifteen (15) days prior to the meeting of the Convention.
- .042 **Exceptions.** No verbal Committee, Commission or Department report shall be permitted, except in explanation of a proposed action. Any report not submitted within the time prescribed in Sec. 102.041 above, in writing, shall only be considered upon a majority vote of the Convention to do so.
- .043 **Reports filed by Title.** Reports not requiring action by Convention shall be submitted in writing to the Secretary no less than thirty (30) days in advance of the meeting of the Convention and shall be automatically filed by title without discussion or debate.
- .044 **Debate on Reports filed by Title.** There will be provided on the agenda an opportunity for any report filed by Title to be subject to question at the Convention. Any Delegate desiring to question a report shall so signify in writing to the Secretary, so that he or she may be recognized for that purpose at the appropriate time.
- .045 **Reports requiring action.** Each report and proposed budget requiring Convention action will be assigned a specific place on the agenda by the Committee on the Dispatch of Business.
- Sec. 102.05 **Nomination and Election.**  
 .051 **Report of Nominating Committee.** The Nominating Committee shall offer no less than one more name in nomination for each office than the number of vacant positions to be filled on the Diocesan Council (excluding seats filled by Convocation nomination), the Standing Committee, as deputy or alternate deputy to the Provincial Synod, and as deputy or alternate deputy to General Convention. Clerical and lay positions shall be considered separate offices. Only one name need be submitted for any other office. No name shall be submitted unless the nominee has previously agreed to serve if elected.
- .052 **Biographical material on nominees.** With its list of nominees, the Nominating Committee shall submit to the Secretary no less than forty-five (45) days in advance of the meeting of the Convention, brief biographical material as to each nominee. The Secretary shall forward copies thereof to each clerical and lay delegate, each alternate, and each Registrar as provided above for copies of the Report.

- .053 **Floor nominations.** Nominations shall be permitted from the floor for any elective office provided the nominee shall have agreed to serve if elected. In making such a nomination, either the nominator or the seconder may have no more than one minute to introduce biographical data regarding the nominee. No other data or remark with respect to any nominee is to be allowed during the nomination and election.
- .054 **Election.** During an election, a nominee, in person or through an authorized spokesman, may withdraw his or her name from further consideration at any time.
- .055 **Election by Plurality.** In any election, except that for the election of a Bishop, if a majority of votes for the required number to be elected shall not have been cast on the second ballot, then upon the next ballot, being number three, a plurality of votes cast shall determine the election. In the event of a tie vote on ballot number three, as many ballots as may be necessary to eliminate the tie shall be taken to effect an election by plurality vote.
- .056 **Results.** The tellers shall announce the tally of each ballot as soon as practicable after the vote. The tally of a ballot must be announced before any required subsequent ballot.
- Sec. 102.06 **Motion or Resolution in Writing.**
- .061 **Delivered to Secretary in Writing 60 Days Before Convention.** All resolutions submitted by Lay Delegates, Clergy Delegates, Vestries, the Cathedral Chapter, and/or Bishop's Committee shall be delivered to the Secretary of Convention sixty (60) days prior to Convention. A financial impact statement shall be included which covers all anticipated costs of implementation by the Diocese and/or parishes. The Secretary shall forward submitted resolutions promptly to the Committee on Resolutions.
- .062 **Late Resolution.** Resolutions submitted to the Secretary less than sixty (60) but at least ten (10) days prior to the Convention shall also be forwarded to the Committee on Resolutions. A financial statement impact statement shall be included which covers all anticipated costs of implementation by the Diocese and/or parishes. Resolutions received by the Secretary less than ten (10) days prior to Convention shall be deferred to the Annual Convention in the following year.
- .063 **Waiver.** The requirements of this section may be waived only by a majority vote of Convention.
- Sec. 102.07 **Consideration of the Budget.**
- .071 Budgets shall be considered by the delegates sitting as a Committee of the Whole in the regular Agenda of Convention. The Department of Finance shall present the budget to Convention and shall respond to any questions that may be submitted from the floor. Amendments, additions, or deletions may be offered successively in respective presentations and decided by proper vote of the Delegates. Final action shall be taken thereon following such Committee consideration, by the delegates sitting at Convention.
- Sec. 102.08 **Independence of Delegates.**
- .081 While Delegates may submit proposed budgets or other questions to their Vestries in order to receive such advice or direction as their vestry may wish to give, such advice or direction shall be advisory and not binding upon the Delegates at Convention.

Sec. 102.09 **Minutes of Convention.**  
.091 The Secretary shall complete the minutes of proceedings, and submit a copy to the Bishop who shall cause it to be mailed to each clerical and lay delegate, each lay alternate, and each Registrar within sixty (60) days of its adjournment.

Sec. 102.10 **Suspension of Procedure of Convention.**  
.101 The Convention may suspend any provision of Sections 102.04 and 102.06 by majority vote.

*Journal of 1966, p. 11: Section 3(b) was amended to conform to the one-half vote given diocesan mission delegates.*

*Journal of 1970, pp. 17, 37: Section 3(b) was amended to conform to the constitutional change on lay vote set out in Article III, Section 4(b).*

*Journal of 2000, pp. 175-177: Sections 5 through 11 were added to incorporate the Rules of Procedure adopted in 1986 into the Canons.*

*Journal of 2001, pp. 76-78: Sections 5 through 11 revised at the instruction of the Convention to more adequately reflect the purposes of the 2000 revision.*

*Journal of 2007, pp. 33-34: Sections .061 and .062 reworded for clarification, included Constitution & Canons Committee, and changed date for delivery of resolutions from seven (7) days to sixty (60) days and added an due date.*

*Journal of 2008, p. 34-35: Required resolutions to be submitted 60 days in advance & reviewed by Committee on Resolutions.*

*Journal of 2009, p. 27-28: Refined the 2008 changes by adding a financial impact statement and providing for late resolutions.*

*Journal of 2015, p. XXX: Sec. 102.055 amended to require two votes by Orders; on the third and all subsequent ballots the vote is tallied as a "Joint Vote," ie a plurality of all cast by Clergy and Lay Delegates combined.*

## **CANON 103**

### **Of The Seat of Clerics in Convention**

Sec. 103.01 **Certification.**  
.011 At least two (2) weeks before the meeting of every Convention, the Bishop, or the President of the Standing Committee, if there be no Bishop, shall prepare a list of all clerics canonically resident in the Diocese, with their titles and place of residence, and shall indicate those entitled to vote in Convention. The list shall be recorded by the Secretary of Convention in a book to be kept for that purpose, and shall be laid before the Convention on the first day of meeting, and shall be evidence of the right of all those there indicated to a seat or vote or both as the case may be. Said list shall be printed in the Journal.

Sec. 103.02 **Absence from Convention.**  
.021 No cleric, parochial or non-parochial, shall absent himself or herself from Convention without the previous consent of the Bishop.

*Journal of 1996, pp. 16 & 58: Gender neutral language was adopted.*

## **CANON 104**

### **Of the Election and Certification of Lay Delegates and Their Alternates**

Sec. 104.01 **Election.**  
.011 Lay delegates and alternates of parishes in union with this Convention shall be elected or appointed pursuant to the Constitution of this Diocese, or pursuant to the by-laws of the several parishes.

Sec. 104.02 **Number of Delegates and Alternates.**  
.021 Each parish, as defined in Section 4 of Article III of the Diocesan Constitution, shall be entitled to the following lay representation in Convention:

- .021(a) 2 - 199 communicants - 2 delegates;
- .021(b) 200 - 499 communicants - 3 delegates; and
- .021(c) 500 or more communicants - 4 delegates.

.022 Each parish shall also be entitled to alternates in a number not to exceed the number of lay delegates of such parish. In the event of a vacancy among the lay delegates of any parish, for any reason, the vacancy shall be filled from the parish alternates in the order established by the parish at their election and duly certified to the Secretary of Convention.

Sec. 104.03 **Certification.**

.031 **Procedure.** Not less than sixty (60) days prior to each Annual Diocesan Convention, the Secretary of Convention shall send to the registrar or similar officer of each parish as defined in Article III, Section 4, two copies of the certificate prescribed in Sec. 104.032 of this Canon, and together with notice of the next annual Convention. Not less than ten (10) days prior to that Convention the Registrar or similar officer shall deliver one copy of the certificate properly filled in and signed, to the Secretary of Convention and another to the Bishop, or if there be a vacancy in the Episcopate, to the President of the Standing Committee. Any changes in the delegation made in pursuance of the provisions of the Constitution of this Diocese shall be promptly communicated to the Secretary of Convention and to the Ecclesiastical Authority.

.032 **Form of Certificate.** The certificate of election shall be in the form determined by the Secretary.

Sec. 104.04 **Committee on Lay Credentials.**

.041 The Bishop, or if there be a vacancy in the Episcopate, the President of the Standing Committee, shall appoint a committee of three (3) laypersons, to be known as the Committee on Lay Credentials, who shall examine and report to the Convention on the correctness of the certification of said delegates and alternates.

*Journal of 1966, p. 11: The substantial changes conform the canon to constitutional changes, giving voice and vote to the Cathedral and diocesan missions. See also Journal of 1965, p.40. Cross Reference: Article III, Section 4, 5, and 6 of the Constitution.*

*Journal of 1977, pp. 25, 59: Section LA [104.2] added to specify the number of lay delegates to which parishes are entitled in accord with change in Article III, Section 4(b) (ii) of the Constitution, and to change the designation of alternate delegates from being an alternate to a specific delegate to an order of succession for alternates established by the parishes.*

*Journal of 1978, pp. 23, 50: Section 2(a) [104.31] amended to delete a specific date and to provide a 60 day period prior to Annual Convention for mailing certificates of election by delegates by Secretary of Convention; and providing that completed certificates be returned ten days prior to Convention. Further, subsection 2(b) [104.32] amended to provide wording of certification to be determined by Secretary of Convention.*

## CANON 105 Of the Committee on Nominations

Sec. 105.01 **Appointment.**

.011 The Bishop shall, not less than ninety (90) days before each Annual Convention, appoint a Committee on Nominations. The Committee shall consist of a chairperson, three (3) clergy, one (1) from each Convocation, and five (5) additional lay members, at least one (1) from each convocation.

- Sec. 105.02 **Duty of the Committee.**  
 .021 It shall be the duty of such Committee to nominate to the ensuing Convention persons, in their judgment, qualified to execute the offices then required to be filled by election by Convention under either the Diocesan Constitution or Canons, or otherwise.
- Sec. 105.03 **Duty of the Chair.**  
 .031 It shall be the duty of the Chair of the Committee on Nominations to certify in writing the accuracy and completeness of the ballot before it is distributed to the voting Delegates of a Diocesan Convention.

*Journal of 1985, pp. 52-73: The Canon was amended to consolidate the responsibility for all nominations in a single committee.*

*Journal of 1995, pp. 15 & 53: The reference to sub-Deans of Convocation was deleted and 3 clergy, one from each Convocation, substituted.*

*Journal of 2002, pp. 29: Title of Section 2 [105.2] changed from "Duty" to "Duty of the Committee" and a new "Section 3.[105.3] Duty of the Chair" requiring the ballot be certified by the Chair of the Committee on Nominations in writing as to the accuracy and completeness of the ballot before distribution of same to Delegates.*

## CANON 106

### Of Deputies to General Convention

- Sec. 106.01 **Election of Deputies.**  
 .011 At the annual Convention next preceding the meeting of General Convention, or at an annual Convention held at least one full year before the meeting of General Convention, as the Convention, by resolution shall determine, there shall be elected four (4) clerical and four (4) lay deputies to General Convention, or such other number as General Convention may require. Election shall be had by concurrent vote of the clerical and lay members voting hereon separately.
- Sec. 106.02 **Election of Alternates.**  
 .021 An equal number of alternate deputies shall also be elected in like manner; provided, however, that on the ballot which completes the election of clerical or lay deputies, as the case may be, the Convention may, by resolution, declare the election of a sufficient number of the remaining nominees to complete the alternate delegation of that order, in sequence from the highest number of votes cast for the nominees on that ballot.
- Sec. 106.03 **Notification.**  
 .031 Each deputy-elect shall notify the Bishop in writing of his or her ability or inability to attend the General Convention as soon as possible after his or her election, and not less than sixty days prior to the date of the opening of General Convention. If any deputy-elect shall fail so to notify the Bishop of his or her intention within the time prescribed, the Bishop shall consider that a vacancy exists and shall fill the same as hereafter prescribed.
- Sec. 106.04 **Vacancies.**  
 .041 A vacancy occurring, for any reason, among the elected deputies shall be filled from the alternates of the order in which the vacancy shall occur in the order of their election or in sequence from the highest number of votes each received when elected, as the case may be. If there be not sufficient alternates to complete the full number of deputies, the Bishop, with the advice of the Standing Committee, shall appoint the required number.

**CANON 107**  
**Of Deputies to the Provincial Synod**

Sec. 107.01 **Election of Deputies.**

.011 The Convention shall, at the annual meeting next preceding the meeting of the Synod, elect by joint ballot for a three (3) year term, one (1) clerical and two (2) lay deputies to the Provincial Synod, or such other number as the Synod shall require.

Sec. 107.02 **Election of Alternates.**

.021 An equal number of alternate deputies shall also be elected in like manner; provided, however, that on the ballot which completes the election of clerical or lay deputies, as the case may be, the Convention may, by resolution, declare the election of a sufficient number of the remaining nominees to complete the alternate delegation of that order, in sequence from the highest number of votes cast for the nominees on that ballot.

Sec. 107.03 **Notification and Vacancies.**

.031 Deputies-elect shall make the same notification to the Bishop required of deputies-elect to General Convention, and vacancies occurring among the deputies-elect shall be filled in the same manner as that prescribed for the filling of vacancies of deputies-elect to General Convention.

*Journal of 1995, pp. 15 & 54: A 3 year term and composition of 1 cleric and 2 lay in Section 1 [107.1] made to reflect changes required by the Provincial Synod.*

**Title II**  
**Of Officers of the Convention and Diocese**

**CANON 201**  
**Secretary of Convention**

Sec. 201.01 **Duties.**

It shall be the duty of the Secretary of Convention with regard to:

.011 The Call, Proceedings, Books, Records of the Convention:

.011(a) To take down and record the minutes of the proceedings of the Convention;

.011(b) To assemble and preserve in permanent form the minutes, journals, and all other books and records of the Convention;

.011(c) To give notice by mail to all clerics, all lay delegates and their alternates, if known, to the registrar of every parish and similar officer of each mission, with or without a rector, and to all persons entitled to a seat in the Convention, of all meetings thereof, annual and special;

.012 The Certification of Lay Delegates and Alternates and Registration of Lay, Alternate, and Clerics:

.012(a) To prepare from the parochial certifications of lay delegates and alternates a tentative roll of delegates;

.012(b) To supervise the registration of all clerical and lay delegates and alternates who attend the Convention;

- .013 The Journal of Convention and Diocesan Statistics:
- .013(a) To publish and mail to every cleric and lay delegate, and to such other persons as may be entitled thereto, Convention Journal as soon as practicable after the adjournment of the annual Convention;
  - .013(b) To exchange Convention Journals each year with the Registrars or Secretaries of other Dioceses, and those received shall be the property of the Diocese;
  - .013(c) To make and prepare, each year jointly with the chairperson of the Department of Finance a tabulation of vital and financial statistics of the parishes, not less than thirty (30) days prior to the date of the annual Convention of the Diocese;
  - .013(d) To forward to the Secretary of the House of Deputies of the General Convention, as soon as practicable, such copies of the latest Journal of the Diocesan Convention as may be required;
- .014 Other Duties
- .014(a) To sign all official documents requiring the signature of the Secretary of the Convention and affix the Convention seal;
  - .014(b) To deliver into the hands of his or her successor all minutes, journals, records, documents and all other books and papers concerning the Convention of which he or she may have possession;
  - .014(c) To perform such other duties as the Convention may from time to time delegate to or require of him or her; as well as such duties as may be required by the Constitution of the Diocese or any general diocesan canon.

Sec. 201.02 **Assistant Secretaries.**

- .021 At each annual Convention one or more Assistant Secretaries may be appointed by the Secretary with the consent of the Bishop. An Assistant Secretary shall assist the Secretary in the performance of his or her duties. In the absence or inability of the Secretary to act for any reason whatever, the aforementioned duties shall devolve upon an Assistant Secretary, including the affixing of his or her signature to official documents requiring the signature of the Secretary of Convention.

*Journal of 1961, p. 20: Sec. 2 [201.02] amended to provide more than one Assistant Secretary, and the method of appointment.*

*Journal of 1992, p. 109: Section 201.13(c) amended to reflect what was formerly a Committee is now a Department as defined in Canon 403.*

## CANON 202

### Of the Treasurer of Convention

Sec. 202.01 **Duties.**

- .011 The Treasurer of the Convention shall receive and disburse all moneys received or collected for the account of the Diocese, and shall have such other powers and perform such other duties as the Convention or the Diocesan Council may from time to time require of him or her, and as may be required by the Constitution of the Diocese and General or Diocesan Canon. He or she shall deliver into the hands of his or her successor all account books and moneys, and other property of the Convention, then in his or her custody.

Sec. 202.02 **Deposits.**

- .021 All monies received by the Treasurer shall be deposited in the name of the Convention, or his or her name as Treasurer thereof, in such depositories as he or she may select, or such as the Convention or the Diocesan Council may from time to time direct.

- Sec. 202.03 **Accounts.**  
 .031 The Treasurer shall keep a detailed account of the receipts and disbursements of all diocesan funds in books of account provided for that purpose, and shall prepare and present to the Diocesan Council a quarterly account of his or her transactions and a report of the financial state of the Diocese, and shall make a like accounting and report to the Convention at each annual or special meeting thereof.
- Sec. 202.04 **Bond.**  
 .041 The Treasurer shall give corporate surety bond for the faithful performance of his or her duties in such penalty as the Convention or the Diocesan Council may from time to time require, the premium thereon to be paid by the Diocesan Council.
- Sec. 202.05 **Assistant Treasurers.**  
 .051 At each annual Convention one or more Assistant Treasurers may be appointed by the Treasurer with the consent of the Bishop. An Assistant Treasurer shall assist the Treasurer in the performance of his or her duties. In the absence or inability of the Treasurer to act for any reason whatever, the aforementioned duties shall devolve upon an Assistant Treasurer.

*Journal of 1961, p. 20: Added last clause to first sentence of Section 1 [202.01] and the entirety of section 5 [202.5].*

*Journal of 1984, p. 33: Sections 1 [202.01], 3 [202.3] and 4 [202.04] of Canon 6 were amended to reflect a merger of the office of Treasurer of the Convention.*

## CANON 203 Of the Chancellor of the Diocese

- Sec. 203.01 **Duties.**  
 .011 In addition to such duties as may be prescribed elsewhere in these Canons, or in the Constitution of the Diocese of Easton, it shall be the duty of the Chancellor of the Diocese:
- .011(a) To act as Parliamentarian at meetings of Convention;
  - .011(b) To furnish advice to the Bishop, officers of Convention, the Standing Committee, the Diocesan Council, the Board of Managers of Trust Funds and other Diocesan officers, Committees, Commission and Trustees, on questions of law affecting the performance of their respective official duties or pertaining to their respective areas of responsibility;
  - .011(c) Upon written request of any Rector or Vestry to render written opinions concerning the interpretation of Subtitle 3, Religious Corporations of the Corporations and Associations Article of the General Public Laws of Maryland, the Charter of the Diocese, and the Constitution and Canons of the General Church and of this Diocese, provided, however, that:
    - .011(c)(i) If any such request shall involve the rights or interest of more than one Parish, the request for an opinion shall be submitted by proper authorities of both or all of the Parishes affected;
    - .011(c)(ii) If any request shall concern the legality of parochial by-laws or amendments thereof, the request shall be referred to the Committee on Constitution and Canons, pursuant to the provisions of Section 405.05 of Canon 405; and
    - .011(c)(iii) If any such request shall concern the legality of a proposed amendment to the Diocesan Constitution or Canons, the request shall be referred to the Committee on Constitution and Canons, pursuant to the provisions of Section 405.06 of Canon 405.
- Sec. 203.02 **Record of Opinions.**  
 .021 Whenever the Chancellor shall render a written opinion pursuant to the provisions of Section 203.013 of this Canon, he or she shall make a record of the same, and shall report the same from time to time to the Committee on Constitution and Canons. The Chancellor may also, in



his or her discretion, report to said Committee any written opinions furnished pursuant to of Section 203.012 of this Canon.

*Journal 1961, pp. 20, 75, 76: New Section added, defining duties of Chancellor.*

*Journal 2005, pp.85: Section 1(c) [203.013] amended to reflect that by virtue of Chapter 308, Acts of 1999 of the General Assembly Maryland, the provisions of The Vestry Act (Article 23 of the Annotated Code of Maryland, 1957) were repealed and a new religious corporation law for the Diocese of Easton enacted.*

## **CANON 204**

### **Of the Registrar of the Diocese**

Sec. 204.01 **Duties.**

- .011 It shall be the duty of the Registrar of the Diocese to enter and record in a book provided for that purpose; a record of all consecrations and ordinations held in this Diocese; a record of all letters dimissory received and issued; a record of all clerical changes in the Diocese, including acts of suspension and degradation performed by the Bishop; a record of the consecration and secularization of Church buildings or Church Property; and a record of the establishment or dissolution of parishes.

## **CANON 205**

### **Of the Archivist of the Diocese**

Sec. 205.01 **Appointment.**

- .011 At each annual Convention, the Bishop shall appoint an Archivist of the Diocese, subject to confirmation by the Convention.

Sec. 205.02 **Duties.**

- .021 It shall be the duty of the Archivist of the Diocese:
- .021(a) To preserve copies of the Journals and all other publications and documents relating to the history of the Church in the Diocese, and to keep a record or list thereof, as well as such other documents and manuscripts as may be presented to the Diocese, noting thereon the name of the Donor;
- .021(b) So to label, arrange or file and index the list of such Journals, publications, documents and manuscripts that each may be easily referred to; and to store such of them as may be valuable in a safe place at the expense of the Diocese:
- .021(c) To make an annual report to the Convention.

*Journal of 1990, p. 150: Title of Historiographer changed to Archivist.*

**Title III**  
**Of Standing Committee, Diocesan Council,**  
**& Diocesan Budget**

**CANON 301**  
**Of the Standing Committee**

- Sec. 301.01    **Organization.**  
    .011        As soon as practicable after the adjournment of the annual Convention, the Standing Committee shall choose one of its members to be its president, and a member from the opposite order to be secretary; vacancies in either office or in the membership of the Standing Committee shall be filled promptly by the Committee. <sup>(1)</sup>
- Sec. 301.02    **Presiding Officer - Quorum.**  
    .021        The president shall preside at all regular and special meetings of the Committee; and not less than four (4) of its members, the whole membership having been notified to meet, shall constitute a quorum, and a majority of the quorum shall be competent to take action on all matters presented, unless otherwise specifically ordered.
- Sec. 301.03    **Meetings.**  
    .031        **Regular.** Regular meetings shall be held in June and in December of each year.  
  
    .032        **Special.** Special meetings may be called from time to time by the president or by the Bishop, at such time and place as the convener shall determine.
- Sec. 301.04    **Secretary.**  
    .041        The secretary shall keep an accurate record of the proceedings of the Committee, and shall present to each annual Convention an abstract thereof accounting from the last annual Convention. The secretary shall also notify the Bishop and the Secretary of Convention promptly of the election of its officers and of any change in the membership of the Committee.

*(1) See Article IX of the Constitution.*

*Journal of 1996, pp. 16 & 58: Section 1 [301.01] amended to take out requirement that president will be a cleric and require that the 2 officers will be 1 from each order.*

**CANON 302**  
**Of the Diocesan Council of the Diocese**

- Sec. 302.01    **Organization.**  
    .011        **Officers.** As soon as practical after the adjournment of convention, the Council shall annually elect from among its membership a Vice-President and shall also elect a Secretary. Its Treasurer shall be the Treasurer of the Convention.
- .012        **Departments of Council.**    There shall be the following departments in the Diocesan Council:  
    .012(a) A Department of Missions;  
    .012(b) A Department of Finance; and

- .012(c) Such other departments as the Diocesan Council may from time to time deem necessary or expedient.
- .013 **Chairpersons of Departments.** The Bishop may, if he or she so desires, be chairperson of any department, and shall be chairperson of the Department of Missions. If the Bishop shall elect not to exercise the aforesaid prerogative, he or she shall so notify the Diocesan Council at the next meeting after each annual Convention and shall, with the approval of the Council, appoint chairperson for the departments so vacated.
- .014 **Organization of Departments.** The chairperson of each department shall have power to appoint, subject to confirmation by the Council, additional members of the department, who shall vote in the department, but shall not have a seat or vote in the Diocesan Council unless otherwise qualified. The chairperson of each department shall promptly organize his or her department and report its proposed membership to the secretary of the Diocesan Council who shall report such appointments to the next meeting of the Diocesan Council for confirmation.
- .015 **Authority of Departments.** The Diocesan Council shall determine the scope and work of each department and prescribe the manner and means by which each department shall conduct its affairs under these canons.
- .016 **Budgets.** All Committee funds shall be budgeted exclusively through the department to which the particular Committee shall be responsible, as part of the department budget. If the Committee is expressly recognized as an independent entity by Diocesan Constitution or Canon, or by resolution of Convention, then that Committee shall submit its budget through the Department of Finance.

Sec. 302.02 **Meetings.**

- .021 **Regular Meetings.** Regular meetings of the Diocesan Council shall be held at least once in each quarter of each year at such time and place as the president may determine.
- .022 **Special Meetings.** Special meetings may be held from time to time at the call of the president, or by a quorum of members entitled to vote, ten (10) days notice of such being given to all members.
- .023 **Notice.** For any meeting of the Diocesan Council, unless at least ten (10) members of the Council in writing waive this requirement, each member of the Diocesan Council shall receive, at least ten (10) days prior to the meeting, with the notice of the meeting, an agenda and written material setting out the essential elements of the particular substantive proposal or proposals to be considered.

Sec. 302.03 **Duties of the Secretary.**

- .031 The secretary of the Council shall keep a full and accurate record of the proceedings of the Council, and shall present to each annual meeting of the Convention an abstract thereof, accounting from the last annual meeting of the Convention, and shall also make the complete records available for inspection by the Convention, if the Convention so requires.

Sec. 302.04 **Duties of the Treasurer.**

- .041 It shall be the duty of the Treasurer of the Convention, with the aid and assistance of the Department of Finance, to collect the financial pledge from each of the parishes, to disburse such funds, as well as such other moneys as may be received from whatever source or

otherwise accumulated, for the purpose specified in the budget in accordance with the direction or order of the Diocesan Council and under the supervision thereof.

Sec. 302.05 **By-laws.**

.051 The Diocesan Council shall have the right to adopt such by-laws, rules and regulations for its government, and the government of its various officers, agents and departments at it may deem necessary.

Sec. 302.06 **Reports of Chairpersons of Departments.**

.061 The chairperson of each department of the Diocesan Council, organized under Section 302.012 of this canon, shall submit a report of its work to the Diocesan Council at its stated meetings. In addition, he or she shall annually submit to the Secretary of Convention, in writing and not later than thirty (30) days before the next Annual Convention, a report of the work and progress of the department during the last preceding calendar year, together with an accounting of its funds. The report of a subcommittee of a department shall be made to the chairperson of that department, who shall incorporate such report into the report of the department.

*Journal of 1961, p. 20: Amended Section I [302.0 1] to provide for an assistant treasurer. The amendment also, perhaps unintentionally, required the secretary and treasurer (but not the assistant treasurer) to be clergy (corrected in 1972).*

*Journal of 1971, p. 22: Amended Section 2(a) [302.21] to increase meetings of the Diocesan Council (formerly Executive Council); deleted from Section 1(b) [302.22] references to Departments of Christian Education and of Christian Social Relations, and substituted the Department of Health, Education and Welfare; changed Section 6 [302.6] for the date of Departmental reports; and made a number of clarifying changes which were not intended to make changes of substance.*

*Journal of 1972, pp. 18, 45: Section 1 (b) was again amended, to divide the responsibilities of the Department of Health, Education and Welfare into the Departments of Christian Education and of Christian Social Relations and Health.*

*Journal of 1973, pp. 19, 40: Section 1 (a) was amended to remove the requirement that the Vice-President of the Diocesan Council be a clergy member.*

*Journal of 1977, pp. 25, 61: Section 2 was amended to change the frequency of meetings from the second Monday in each month except July and August and the month of Convention, to at least once in each quarter.*

*Journal of 1984, p. 33: Sections I (a) and 4 of Canon 11 were amended to reflect merger of the office of Treasurer of Diocesan Council into that of Treasurer of the Convention. Section 2 (c) was added to assure time for prior consideration of complex proposals.*

*Journal of 1985, pp. 52, 74: Section 1 (f) was added to clarify the budget process.*

*Journal of 1987, p. 53: Section 6 was amended to prevent sub-committees from reporting directly to Convention.*

*Journal of 1990, p. 149: Section I (b) was amended to remove identifying departments of Diocesan Council other than those required by Canon. Diocesan Council has authority to create departments as needed.*

*Journal of 2002, pp. 10 and 28: Delete reference to "apportionments" and substitute "askings" and remove the designation "Church's Program Budget."*

*Journal of 2006, p.21: In 302.041 "pledge" was substituted for "askings."*

## CANON 303 Of the Budget of the Diocese

Sec. 303.01 **Budget Process.**

.011 **Presentation.** The Diocesan Council shall present the proposed Diocesan Budget to the annual Diocesan Convention.

.012 **Preliminary Budget.** The Department of Finance each year shall prepare for the Diocesan Council a preliminary Diocesan Budget and a request for financial apportionment from each parish. The preliminary budget shall include all anticipated expenses and income.

.012(a) Expenses are to be projected based upon budget requests submitted by the various Departments, Commissions and Committees.

- 012(b) **Parish Pledges.** The Department of Finance shall prepare a requested apportionment from each parish, using such equitable system as may from time to time be proposed by the Department of Finance, recommended by Diocesan Council and established by resolution of Convention. Each parish shall be requested to consider the apportionment and to confirm its pledge to the Diocese by a date specified by Council.
- .012(c) Income is to be projected on the basis of anticipated investment revenues and pledges from the parishes. For the preliminary budget the anticipated pledges will be based on Vestry approved pledges received from the parishes or, if not available, the parish shall supply an estimate of the pledge.
- .013 **Preliminary Review.** The Diocesan Council shall review, revise and approve the preliminary budget and shall schedule meetings of the three (3) Convocations at which the parishes shall be provided an opportunity to comment on the preliminary budget.
- .014 **Proposed Budget.** After receiving all parish pledges and reviewing any changes in anticipated expenses and income, the Department of Finance will make such changes as may be necessary to bring the budget into balance and propose the resulting budget to Diocesan Council for approval. Upon approval of the proposed budget, Diocesan Council shall schedule meetings of the Convocations to review a draft of its proposed and balanced budget and a listing of pledges from each parish. Then Council shall prepare and approve a final draft balanced budget, reflecting all parish pledges received to that date, and shall present this final draft to the Annual Diocesan Convention for consideration and adoption. Within the context of this canon, a balanced budget is defined as one in which Total Expenses are within + or – 1% of Total Income.
- .015 **Budget Schedule.** The budget schedule is established to provide sufficient time for Diocesan Council and parish review. Finance Department requests budget data
- At least 30 days later budget data or estimates thereof are supplied to Finance Department
  - Finance Department prepares preliminary budget and presents to Diocesan Council for approval
  - Preliminary budget approved by Diocesan Council sent to parishes not less than two weeks prior to Convocation meetings
  - Convocation meetings review and comment on preliminary budget
  - All vestry approved pledges received from the parishes at date set by Diocesan Council
  - Finance Department balances the budget based on final pledges received and submits the draft proposed budget to Diocesan Council for approval
  - Draft proposed budget approved by Diocesan Council sent to parishes not less than two weeks prior to Convocation meetings
  - Convocation meetings review proposed draft budget and listing of pledges from each parish
  - Not more than ten days prior to convention Diocesan Council approves final draft balanced budget for presentation to the Annual Diocesan Convention
  - Presentation to the Annual Diocesan Convention

Sec. 303.02

**Final Budget.**

- .021 The Diocesan budget, as finally adopted by Diocesan Convention, shall become the final budget and establish Diocesan financial appropriations for that year subject to the authority of the Diocesan Council prescribed under Section 6, Article X, of the Diocesan Constitution.

- Sec.303.03 **Expenditure.**  
 .031 The sums so levied shall be paid to the Treasurer of the Convention, and he or she shall expend such funds, as well as such other moneys as may be received from whatever source, for the purpose specified by the Convention under the supervision of the Diocesan Council.
- Sec.303.04 **Payment of Pledge.**  
 .041 Each parish shall be requested to pay its annual pledge to the Diocese in installments during the budget year and to complete payment of said pledge by no later than March 1 of the following year.

*Journal of 1987, p. 51: Canon 14 [303] was repealed and re-enacted in its entirety, with substantial revisions to recognize the current budgetary process. The system for allocating the shares of responsibility among the various parishes, missions, and other congregations, prescribed by Sec. 1(b) above, is contained at p.54 of the 1987 Journal.*

*Journal of 1992, page 109: Section 1(f) amended to make clear from when the 30 days is measured.*

*Journal of 2000, pp. 180-181: The canon was rewritten to establish the new unified budget process.*

*Journal of 2003, pp. 31-34: The canon was amended at the request of the Department of Finance to provide a more realistic schedule for preparing, considering, and approving Diocesan Budget by Diocesan Council and to define the meaning of "balanced budget" within the context of this canon.*

*Journal of 2006, p.21: Canon 303 was rewritten at the request of the Department of Finance to conform to the current budget process.*

## Title IV Of Departments, Commissions, Committees, Boards, Etc.

### CANON 401 Of Committee Structure

- Sec.401.01 **Chairperson.**  
 .011 Unless otherwise provided by the Diocesan Constitution or Canons, the Bishop shall appoint the Chair of each Committee which is not a Committee of a Department. The chairperson of a Department in consultation with the Bishop shall appoint the chairperson of each Committee of that Department, when he or she organizes the Department and its Committees as provided by Canon 302. In the event that a Committee or Department is responsible for the disbursement of funds, such Committee or Department shall, promptly after its appointment, elect a Treasurer from its members, who shall not be the same individual as the chairperson.
- Sec. 401.02 **Tenure.**  
 .021 No chairperson of a Committee or Department shall serve more than four (4) consecutive years. After one (1) year has elapsed from the expiration of his or her last year of service as chairperson, however, such person shall be eligible for appointment as chairperson.
- Sec. 401.03 **Convocation Representation.**  
 .031 If practicable, each Committee and Department shall have at least one (1) member from each Convocation. Each Convocation may, at its option, recommend to the chairperson one or more persons for appointment to that particular Committee or Department.

*Journal of 1977, pp. 25, 61: Canon 25 [401] added.*

*Journal of 1985, pp. 52, 74: Section I [401.01] was amended to clarify the responsibility for appointment of chairmen and members of committees. Section 3 [401.03] was added to encourage broad representation on the committees.*

## CANON 402

### Of the Department of Missions

Sec. 402.01     **Composition.**

.011     The Department of Missions shall consist of the Bishop, who shall be chairperson thereof, the Deans of Convocation, and such other clerical and lay members as may be appointed by the Bishop and approved by the Diocesan Council. Upon its organization, the Department of Missions shall elect from among its clerical members a Vice chairperson who shall have authority to call meetings of the Department and to preside at such meetings in the absence of the Bishop and while the Episcopate is not vacant. In the event of a vacancy in the Episcopate, the Vice chairperson shall have authority to call meetings of the Department and to preside thereat in the absence of the President of the Standing Committee.

Sec. 402.02     **Vacancy in the Episcopate.**

.021     In the event of a vacancy in the Episcopate, the President of the Standing Committee shall become chairman ex-officio and the last members appointed shall remain in office until the succeeding Bishop shall make his or her own selection. Vacancies occurring during the interim in the department shall be filled by the remaining members, subject to confirmation by the Diocesan Council.

Sec. 402.03     **Duties of Department.**

.031     In addition to such matters as may be referred to the Department of Missions or required of it from time to time by the Diocesan Council or the Convention, to the Department shall be referred:

.031(a)     All matters concerning the unification, development and prosecution of missionary work and Church extension in the Diocese, for study and report or action as the Diocesan Council may require;

.031(b)     All requests for aid to parishes, separate congregations and missions, for study and report to the Diocesan Council, or in an emergency, for appropriation within the limit of its budget;

.031(c)     All applications for the establishment of mission congregations, for study and report to the Diocesan Council or to the Convention as the case may require.

.031(d)     Equip baptized persons for the ministry of evangelism, including the study, interpretation, training and practice of evangelism in this Diocese.

Sec. 402.04     **Report of Aided Parishes.**

.041     The Bishop shall require of each parish, receiving financial aid from the Diocese a report to be made by the rector, priest in charge and at least one (1) member of the vestry or of the board of trustees of a mission; and said report shall be made annually and in person and shall set forth the disposition of the funds so received.

*Journal of 1965, p. 38: Last sentences added to Section I [402.11] to provide Vice chairperson.*

*Journal of 2005, pp.86 : Section 3(c) [401.033] amended by removing the semi-colon (;) and the word "and" for the end of the sentence and replacing with a period (.). Section 3(d) eliminated in its entirety.*

*Journal of 2010; p. 154: Sub-section 402.031(d) was added to increase the responsibilities of this Department.*

## CANON 403 Of the Department of Finance

- Sec.403.01     **Composition.**  
    .011     The Department of Finance shall consist of a lay or clerical Chairperson, three (3) clerical and six (6) lay members, plus the Treasurer of Convention. The Chairperson shall be appointed by the Bishop for up to four (4) one year terms. Each year the Bishop, in consultation with the Chairperson, shall appoint one (1) clerical and two (2) lay members for a term of three (3) years.
- Sec.403.02     **General Duties.**  
    .021     The Department of Finance shall:  
    .021(a)    Have and perform the duties imposed by the canon of General Convention, Title 1 Canon7, "Of Business Methods in Church Affairs."  
    .021(b)    Exercise general supervision of the financial affairs of the Diocese to assure proper collection and disbursement of all diocesan funds and cooperation between the several officers committees and other personnel with respect to financial matters;  
    .021(c)    Act as financial advisor to the Bishop, and upon request, as financial advisor to any vestry in the diocese: and  
    .021(d)    Perform such other duties relating to the financial affairs of the Diocese as may be referred to it from time to time.
- ec.403.03     **Specific Duties.**  
    .031     **Preparation of Budget.** The Department of Finance shall prepare annually the Diocesan Budget pursuant to the provisions of Canon 303.  
    .032     The Department of Finance, through its chairperson, shall, with the cooperation of the Secretary of Convention, make and prepare a tabulation of vital and financial statistics of the parishes of the Diocese based upon the annual parochial reports for submission to the Convention and for incorporation into the Journal.  
    .033     The Department of Finance shall keep an accurate record of its proceedings and report the same to the Convention, if and when required.  
    .034     The Department of Finance shall cause the accounts of the treasurer of the Convention to be audited.  
    .035     The Department of Finance shall see to it that adequate insurance is maintained on the property of all Churches in the Diocese

*Journal of 1978, pp. 23, 51: In Section 3, terms "Convention Fund" and "Shared Objective" changed to "Diocesan Fund" and "Church's Program," respectively.*

*Journal of 1984, p. 34: Sections 1 and 3(d) amended to reflect merger of the office of Treasurer of Diocesan Council into that of Treasurer of Convention.*

*Journal of 2000, pp. 178-179: The canon was rewritten to establish the new unified budget process.*

*Journal of 2005, pp.89: Section 1 (403.01) amended to clarify and make more efficient the recruiting and composition of the Department of Finance. The composition was enlarged by one person from each Order, provide for terms of members and change the appointment process.*

*Journal of 2006, p.21: Canon 403 was rewritten at the request of the Department of Finance to conform to the current organization and procedure.*



**CANON 404**  
**Of the Board of Managers of Trust Funds**

Sec. 404.01 **Powers.**

.011 The Board of Managers of Trust Funds, except as otherwise provided, shall have full responsibility for all property, real and personal donated for the benefit or use of the Convention of the Protestant Episcopal Church in the Diocese of Easton, any function of the Diocese of Easton, or any parish, congregation or institution thereof, including property in trust, delivered to the Convention, Diocese or Board of Managers of Trust Funds for investment or safekeeping. The Board of Managers of Trust Funds shall have full power and authority to combine these various assets in one or more common funds, to invest and change the investments of principal and any undistributed income there from, including the power and authority to sell, grant, convey, assign and deliver the same, in their discretion, subject only to the limitations and conditions imposed by the Convention or by these Canons. The Board shall collect and receive the income from its investments and pay over this income, after deducting all proper expenses incurred by the Board, to the several beneficiaries entitled to receive such income.

Sec. 404.02 **Additional Officers.**

.021 **Fund Administrator.** The Board shall annually appoint a Fund Administrator, who may, but need not be, a member of the Board. The Fund Administrator is responsible for the oversight of the business dealings with all vendors to the Easton Episcopal Funds including the shareholder servicing agent, the fund accountant, the custodian, and the investment advisor. Responsibilities include the oversight of the preparation of reports to participants such as the Annual and Semi-Annual Reports, Monthly Performance Reports, periodic flash reports and other related reports as well as the oversight of the payment of dividends and other distributions to Fund participants. The Fund Administrator also reviews portfolio performance and transactions and reports these results to the Board. The Fund Administrator also assists participants in their dealings with the Funds or its agents. The Fund Administrator, if not a member of the Board, is expected to attend board meetings, but will not have a vote on Board proceedings.

.022 **Assistant Fund Administrator.** The Board shall annually appoint an Assistant Fund Administrator, who may, but need not be, a member of the Board. The Assistant Fund Administrator will assume the duties of the Fund Administrator if he or she is unable to perform those duties for any reason. The Assistant Fund Administrator, if not a member of the Board, is expected to attend board meetings as required, but will not have a vote on the Board proceedings.

.023 **Secretary.**

In addition to the chairperson of the Board, who shall be the person designated by Article XI of the Constitution of this Diocese, the Board shall annually appoint a Secretary, who may, but need not be, a member of the Board, other than the chairperson. It shall be the duty of the Secretary to take down and record the minutes of the Board, and together with the Chairman of the Board, to sign all official documents, including all agreements, contracts, deeds of trust or other instruments between it and an investment agent, or a parish, congregation or diocesan or parochial institution, or any other person or corporation with whom it may be lawful for the Board to transact business. The Secretary, if not a member of the Board, is expected to attend board meetings, but will not have a vote on the Board proceedings.

- Sec. 404.03 **Meetings.**  
The Board shall hold such meetings in each diocesan year as it shall deem necessary. It shall hold at least one meeting within sixty (60) days prior to the annual meeting of the Convention, at which the Board shall consider and determine such matters, if any, as should be reported to the ensuing Convention.
- Sec. 404.04 **Quorum.**  
Four Board members or the Bishop and three board members shall constitute a quorum for the transaction of business at any meeting of the Board. Officers who are not board members shall not be counted for the purposes of determining a quorum.
- Sec. 404.05 **Fund Administration.**
- .051 **Investments.** All assets of the Board must be invested in securities appropriate for trust accounts under Maryland Law and in accordance with the Investment Policy Statement.
- .052 Investment Advisor – The Investment Advisor is responsible for the implementation of the Investment Policy Statement as established by the Board. Such implementation includes, but is not limited to:
- .052(a) Portfolio Management.** The Investment Advisor will make all decisions related to the purchase or sale of any equity security including equity mutual funds and exchange traded funds, industry diversification and level of invested cash holdings within the Eaton Episcopal Equity Fund, making all decisions related to the purchase or sale of any fixed income security including fixed income mutual funds and exchange traded funds, industry and sector diversification and level of invested cash holdings Easton Episcopal Fixed Income Fund, making all decisions related to the purchase or sale of the Easton Episcopal Equity or the Easton Episcopal Fixed Income Fund, including the level of invested cash holdings in the context of the Easton Episcopal Balanced Fund.
- .052(b) Reports to the Board.** The Investment Advisor is responsible for presenting a quarterly portfolio report to the Board. This report includes but is not limited to: a portfolio appraisal of the Eaton Episcopal Equity Fund including the fund objective and strategy; allocation of the portfolio among the various equity asset classes and cash; portfolio characteristics such as number of holding, key valuation metrics, weighted market capitalization, portfolio turnover; and, investment performance versus a passive benchmark and an actively managed peer group, a manger commentary will highlight investment decisions that contributed to and detracted from performance versus the passive benchmark, a portfolio appraisal of the Easton Episcopal Fixed Income Fund including the Fund objective and strategy; allocation of the portfolio among the various fixed income asset classes and cash; portfolio characteristics such as number of holdings, credit quality metrics, duration, yield, portfolio turnover; and, investment performance versus a passive benchmark and an actively managed peer group, a manager commentary will highlight investment decisions that contributed to and detracted from performance versus the passive benchmark, a portfolio appraisal of the Easton Episcopal Balanced Fund including the Fund objective and strategy; allocation of the portfolio among equity, fixed income and cash; blended portfolio characteristics based on the underlying holdings of the Easton Episcopal Equity Fund and the Easton Episcopal Fixed Income Fund. Investment performance is presented versus a passive blended benchmark and an actively managed peer group, a manager commentary will highlight investment decisions that contributed to and detracted from performance versus the passive benchmark as well as provide forward looking guidance related to the economy and portfolio composition. The Investment Advisor is committed to a partnership with the Board with a goal of increasing awareness of and participation in the Easton Episcopal Funds.

- .053 Custodian.** The custodian maintains the official record of the holdings of each portfolio. The Custodian is responsible for recording the purchase and sale of each security from information provided by the Investment Adviser, The Custodian collects income from portfolio holdings, receives new investment money from the transfer agent, and disburses money to redeeming shareholders as directed by the transfer agent or authorized management representatives. The Transfer agent will request money be distributed to the custodian to the Easton Episcopal Funds' checking account for meeting shareholder redemptions or paying authorized expenses. Management representatives may direct the custodian to remit funds to specified recipients.
- .054 Transfer Agent.** The transfer agent (also known as the shareholder servicing agent) is responsible for keeping track of the number of units of each fund purchased by each shareholder account. The transfer agent is also responsible for assuring that all requirements specified by the Board in respect to the Easton Episcopal Funds are followed. The transfer agent is also responsible for receiving funds deposited by shareholders and disbursing funds as requested by shareholders as long as such requests are consistent with instructions on file with the transfer agent. The transfer agent is responsible for sending periodic Statements to shareholders at a frequency specified by the Board.
- .055 Fund Accountant.** The Fund Accountant is responsible for calculating the exact Net Asset Value per share on a daily basis. The Net Asset Value is calculated by totaling the value of each portfolio holding including either invested or non invested cash plus the checking account balance, plus income receivable less any accounts payable and dividing the total by the number of shares outstanding at the end of each business day when an Net Asset Value is calculated. The Fund Accountant is also responsible for determining the net income for each fund including income receivable less any expenses including accounts payable and dividing that amount by the number of shares outstanding to periodically determine the dividend per share to be distributed as of the record date of any dividend declared. The fund Accountant is also responsible for generating financial statements for each fund and for the preparation of the funds' semi-annual report.
- .056 Dividend Disbursing Agent.** The Dividing Disbursing Agent is responsible for making the distribution of each dividend as directed by the Board.

*Journal of 1978, pp. 23, 51: Section 6, "Previous Agreements." deleted. The 1977 Convention revoked the Agency Agreement under which Mercantile Safe Deposit & Trust was handling the Diocesan Endowment. Section 6 which expressly preserved that Agreement was accordingly superfluous.*

*Journal of 1984, p.31: Canon 20 was amended to the above in order to conform the language arid to current standards.*

*Journal of 1993, page 98: A new Section 4 was added and existing Section 4 and Section 5 renumbered Section 5 and Section 6 respectively to reflect the repeal of Canon 21 and the assignment of the responsibilities for the Clergy Trust Fund to the Board of Managers of Trust Funds.*

*Journal of 2012, pp. 21-23: Except for Sections 404.01, 404.023, and 404.03, completely rewritten to reflect the current procedures and policies of the Board of Managers*

## CANON 405

### Of the Committee on Constitution and Canons

Sec. 405.01 **Appointment.**

- .011 The Committee on Constitution and Canons shall be comprised of the Chancellor and six (6) other members, three (3) of whom shall be clerics, and three (3) laypersons resident in the Diocese, who may or may not be members of Convention. The Bishop shall at each Annual Diocesan Convention, with the advice and consent of Convention, appoint one (1) clerical and one (1) lay member, each of whom shall serve a term of three years and until the respective successor shall be duly appointed.

- Sec. 405.02 **Vacancies in Committee.**  
 .021 A vacancy in the Committee shall be filled by the Bishop, the appointee to serve for the remainder of the term of the one whose membership has terminated.
- Sec. 405.03 **Organization.**  
 .031 The Committee shall meet as soon as practicable after the adjournment of the Convention and shall organize by selecting a chairperson and a secretary, both of whom shall serve for one (1) year, or until their successors have been elected. Their duties shall be those normally required of such officers.
- Sec. 405.04 **Meetings - Time and Place.**  
 .041 The Committee shall meet upon the call of the chairperson.
- Sec. 405.05 **Parochial By-laws.**  
 .051 All parochial by-laws and amendments thereto shall be submitted to the Committee on Constitution and Canons for its opinion as to their legality under the laws of Maryland and the Constitution and Canons of the General Convention and of this Diocese.
- Sec. 405.06 **Amendments to Constitution and Canons.**  
 .061 The Committee shall meet not less than ninety (90) days before the meeting of the next Annual Diocesan Convention. Notice of said meetings shall be sent to each member of the Committee, to the Bishop, to the rector and registrar of each parish, to the Secretary of the Diocesan Council, and to the Secretary of the Standing Committee, notifying them that:
- .061(a) All parish by-laws and amendments thereto adopted during the preceding year should be sent to the Committee as required by Section 405.05 of this Canon;
  - .061(b) All proposed amendments to the Constitution or Canons of the Diocese must be submitted to the Committee in writing no less than one hundred twenty (120) days before the meeting of the next Annual Diocesan Convention; and
  - .061(c) No proposed amendment to either the Constitution or the Canons shall be considered by the Annual Convention unless the proposal has been submitted to the Committee prior to this meeting. All interested persons shall submit to the chairperson of the Committee any and all amendments to the Constitution and Canons proposed to be acted upon at the next annual meeting of the Convention. The Committee shall present all such proposals for amendments together with the Committee's recommendations thereon to the Annual Convention

*Journal of 1973, pp. 19, 41: Section I was amended to remove a requirement that a layperson must have resided for three years in the Diocese immediately prior to appointment.*

*Journal of 1975, pp. 30, 55: Section 6 was amended to substitute August for February to conform to the November date of Convention.*

*Journal of 1978, pp. 23, 50: Section I amended to specify three year terms for members of committee with one clerical and one lay member being appointed at each Annual Convention. Section 6 amended to tie the period prior to Annual Convention for submission of proposed amendments to the date of Convention, rather than a specific date.*

*Journal of 2000, pp. 183-184: Sections 4, 5 and 6 amended to clarify ambiguity about specified dates and to clearly require the prior submission of any proposed amendments of the Constitution and Canons to the Committee.*

*Journal of 2013, pp 23: Section 405.061 amended in order to be consistent with Article XV and Canon 803.*

**CANON 406**  
**Of the Commission on Ministry**

- Sec. 406.01     **Composition.**  
    .011     The Commission on Ministry shall consist of twelve (12) members appointed by the Bishop and approved by Convention. Of this number, at least half (½) shall be clergy canonically resident in this Diocese. All lay members shall be communicants in this Diocese.
- Sec. 406.02     **Selection - Tenure.**  
    .021     The term of each member shall be three (3) years. A member may be reappointed only once, unless a period of one (1) year shall have elapsed following the expiration of the most recent term of office. The Bishop shall submit the number of names equal to one-third (1/3) of the membership to Annual Convention for its approval. In the event of a vacancy for the remainder of the unexpired term, the Bishop shall appoint a qualified person to fill the vacancy for the remainder of the unexpired term without the necessity of approval by Convention.
- Sec. 406.03     **Function.**  
    .031     The Commission on the Ministry shall have such authority and responsibility as may be placed in the Commission by the National Constitution and Canons, or by Diocesan Convention. It shall also consider such matters as may be referred to it by the Bishop or Diocesan Convention.

*Journal of 1977, pp. 25, 61: A new Canon 24 added to provide for a Diocesan body required by National Canon III-I.  
Journal of 1995, pp. 15 & 52: The number of members was increased from 9 to 12 and Section 2 was amended accordingly.*

**CANON 407**  
**Of the Committee on Camp Wright**

- Sec. 407.01     **Composition.**  
    .011     The Committee on Camp Wright shall consist of not less than ten (10) members. At least two (2) members shall be clergy canonically resident in the Diocese. The rest shall be laypersons, the majority of whom shall be Episcopalians. At all times each Convocation shall be represented. The Bishop of the Diocese of Easton shall be an *ex officio* member of this Committee.
- Sec. 407.02     **Tenure.**  
    .021     At each Annual Convention, the Bishop, in consultation with the Camp Wright Committee, and with the consent of Convention, shall appoint the members of the Committee, each of whom shall serve a term of three (3) years and until his or her respective successor shall be appointed. In his or her original appointment of members, however, the Bishop shall designate approximately one-third of the members for a one year (1) term, and approximately one-third for a two (2) year term, in order to establish a rotation of membership on the Committee. No person, however, may serve more than two (2) consecutive terms, but, after a one (1) year interval, that person will be again eligible for appointment.

- Sec. 407.03 **Vacancies.**  
.031 In the event of a vacancy for any reason, the Bishop shall, in consultation with the Camp Wright Committee, and with the consent of Convention,, appoint a successor, who shall serve the remainder of the vacant term.
- Sec. 407.04 **Function.**  
.041 The Committee shall be responsible for the use, maintenance, preservation, and improvement of the property on which Camp Wright is located, and the policy and plans of all the various programs there offered. To this end the Committee shall formulate, subject to the approval of Convention, a long range plan for the property, including changes in and additions to physical facilities and equipment, and of the uses and functions to which the property may be put. The Committee shall be responsible for the organization, staffing, and operation of the camping experience commonly known as Camp Wright. The Committee, with the approval of the Diocesan Council, shall adopt rules, regulations, requirements, and standards, on the basis of which the Camp Wright camping program and the physical facilities on the site will operate and be made available. The Committee, or its designated agent, shall have complete authority to set fees and charges, to enforce each and all its rules, regulations and standards, and to take such disciplinary measures as may be deemed necessary in the circumstances. The Committee shall also have the authority to rent the physical facilities, when not otherwise required for its own functions, and to rent its farmland for no more than a single year at a time, for such reasonable return and under such reasonable conditions as the Committee may establish. In every aspect of its availability and operation, Camp Wright shall function without regard to the race, sex, creed or national origin of any person seeking or enjoying its offerings.
- Sec. 407.05 **Organization.**  
.051 The Bishop shall select the chairperson of the Committee who shall serve for a three (3) year term. The chairperson shall appoint a Secretary and a Treasurer, neither of whom need be a member. The Committee shall establish an Executive Committee, and such other sub-committees as it may deem desirable for its efficient functioning, and may assign thereto such responsibilities and authorities as it deems proper. The Committee may select a Camp Director, with the advice and consent of the Bishop, and other appropriate leaders to direct and administer the camping program, and shall establish a procedure to solicit applications and supervise admissions to the camp. The Camp Director may not be terminated without the advice and consent of the Bishop. The committee may select also a manager to direct the use, maintenance and care of its physical property and facilities. The Committee may establish and pay compensation and benefits for the Director and the leaders and other employees, within budgetary limits.
- Sec. 407.06 **Finances.**  
.061 The Committee each year shall submit a proposed budget of its revenues and disbursements for its projected operations and capital requirements to the Diocesan Council. Such budget shall be reviewed by the Department of Finance and shall be submitted to the Convention in the form and amount recommended by the Diocesan Council for approval and funding. Except for a petty cash fund, all Camp Wright funds shall be overseen by the Treasurer of the Convention, and all financial operations shall comply with the provisions of the Canon of General Convention entitled "Of Business Methods." The Committee shall make a full annual financial report to the Department of Finance and to the Convention, and submit quarterly financial reports to the Diocesan Council through the Department of Finance.

Sec. 407.07 **Title and Authority.**

.071 Since the Diocese owns the property, and the camping experience known as Camp Wright is a function of the Diocese, all authority not expressly granted hereby to the Committee on Camp Wright with regard thereto is reserved to this Convention and to the Diocesan Council between Conventions.

*Journal of 1988, p.60: Section 5 was amended to confirm the ability of the Camp Wright Committee to delegate authority to its sub-committees.*

*Journal of 1985, pp. 53, 74: This Canon was added in recognition of the magnitude of the Camp Wright operation. The Committee, with its chairperson as its chief officer, is intended to have complete authority to operate Camp Wright, within budget and policy guidelines established by Diocesan Council and Convention. At the same Convention, resolutions were adopted creating the Committee on Strategic Planning and the Committee on Clergy Compensation as standing committees, but without canonical stature.*

*Journal of 2009, p 30-31: Removed the requirement that lay committee members must reside in the Diocese, added the requirement that the majority be Episcopalians, and modified to include deacons with priests. Removed the requirement that the chair come from the Committee added a three (3) year term.*

*Journal of 2016, pp. 25-26: Section 407.01 was amended to add the Bishop as an ex officio member. Section 407.02 was amended to add "in consultation with the Camp Wright Committee." Section 407.03 was amended to change "Diocesan Council" to "in consultation with the Camp Wright Committee and with the consent of Convention." Section 407.05 was amended to add "... Camp Director with the advice and consent of the Bishop;" also added was "The Camp Director may not be terminated without the advice and consent of the Bishop." Section 407.06 was amended to replace "received and disbursed" by "overseen;" also added was the requirement to comply with the national Canon "Of Business Methods;" also amended to require quarterly financial reports to Diocesan Council.*

## Canon 408 Of the Committee on the Agape Ministry

Sec. 408.01 **Composition**

.011 The Committee on the Agape Ministry shall consist of not less than ten (10) members. At least two (2) members shall be clergy canonically resident in the Diocese. The rest shall be laypersons comprised of both Episcopalians and those duly nominated. At all times each Convocation shall be represented. The Bishop of Easton shall serve as an *ex-officio* member of the Committee.

Sec. 408.02 **Tenure**

.021 The Bishop shall at each Annual Convention, with the advice and consent of Convention, appoint the members of the Committee, each of whom shall serve a term of three (3) years and until his or her respective successor shall be appointed. In his or her original appointment of members, however, the Bishop shall designate approximately one-third of the members for a one-year (1) term, and approximately one-third for a two (2) year term, in order to establish a rotation of membership on the Committee. No person, however, may serve more than two (2) consecutive terms, but, after one (1) year interval, that person will be again eligible for appointment.

Sec. 408.03 **Vacancies**

.031 In the event of a vacancy for any reason, the Bishop may, with the advice and consent of the Committee on the Agape Ministry, appoint to membership on the Committee such person(s) who shall serve the remainder of the unexpired term(s).

Sec. 408.04 **Function**

.041 The Committee shall be responsible for the organization, staffing, and operation of activities throughout the year for children with an incarcerated parent. These programs shall include the camping experience commonly known as Camp Agape. The Agape Ministry is an inclusive, year-long ministry of this Church.

Sec. 408.05 **Organization**

- .051 The Bishop shall select the chairperson (or co-chairs) of the Committee who shall serve at the pleasure of the Bishop. The chairperson (or co-chairs) shall appoint a Secretary and a Treasurer, neither of whom need be a member of the Committee. The Committee may establish an Executive Committee, and such other sub-committees as it may deem desirable for its efficient functioning, and may assign thereto such responsibilities and authorities as it deems proper.

Sec. 408.06 **Finances**

.061 The Committee each year shall submit a proposed budget of its revenues and disbursements for its projected operations and capital requirements to the Diocesan Council. Such budget shall be reviewed by the Department of Finance and shall be submitted to the Diocesan Council for approval and, if necessary, funding. Except for a petty cash fund, all funds shall be received and distributed by the Treasurer of Convention.

Sec. 408.07 **Annual Report**

- .071 The Committee shall make a full annual report on the previous calendar year, which shall include a financial report, to the Diocesan Council and to each annual meeting of the Diocesan Convention.

*Journal of 2015, p. 26-28; the above Committee established by Canon.*

## CANON 409 Of the Committee on Listening

Sec. 409.01 **Appointment**

.011 The Bishop shall appoint the Committee on Listening to be comprised of six persons, three clergy and three lay in good standing, to terms of three years each, the initial appointments to be for two 1-year, two 2-year, and two 3-year periods, and thereafter one cleric and one lay each year. The Committee shall choose its own Chair and Recording Secretary.

Sec. 409.02 **Duties**

.021 The Committee on Listening will endeavor to meet with the Rector, Vicar, or Priest-in-Charge and at least two lay persons of any parish or mission which has not pledged 100% of its Diocesan Asking for two consecutive years. The Committee will invite the congregation's representatives to discuss their financial situation, challenges, and possible solutions.

.022 The Committee will deliver to the Ecclesiastical Authority a written report within 14 days after its meeting with the congregation's representatives.

*Journal of Convention, 2013, p. 24-25: new Canon 606 added  
Journal of Convention 2016, pp 35-36: renumbered as Canon 409.*

## CANON 410 Of the Committee on Resolutions

Sec. 410.01 **Appointment of Committee.**

- .011 During each Annual Convention the Bishop shall appoint a Committee on Resolutions compromised of a cleric and a lay communicant in good standing from each one of the three Convocations for a one year term. The Secretary of Convention shall be a member ex officio. The Committee members shall serve from the adjournment of the Convention at which they



were appointed until the adjournment of the next Convention. No appointed person shall serve more than three consecutive terms.

Sec. 410.02 **Work of Committee.**

.021 The Committee, in consultation with the proponent(s) of each resolution submitted in a timely manner, shall review the format and wording. The final text of each resolution, as determined by the proponents, will be made available to all Delegates at least thirty (30) days prior to the Convention by the Committee. The Committee shall present each resolution for questions or clarification and may present its own recommendation to the Convocation meetings held immediately prior to convention. Proponents of each resolution shall be permitted to speak at these Convocation meetings.

Sec. 410.03 **Late Resolutions.**

.031 Resolutions, which have been received by the Secretary within sixty (60) days of Convention and forwarded to the Committee, shall be reviewed by the Committee. At the sole discretion of the Committee such resolutions, either in their original form or as they may be amended by the Committee, may be submitted to the Convention for consideration.

Sec. 410.04 **At Convention.**

.041 The Committee on Resolutions shall present to the Annual Convention all resolutions submitted in a timely manner and late resolutions which it has deemed appropriate. The Committee may present its recommendation on each resolution.

*Journal of 2009, p. 28-29: The above Committee established by Canon.*

*Journal of 2016: pp 35-36: renumbered as Canon 410.*

## Title V Of Convocations, Cathedral, & Parochial Units

### CANON 501 Of Diocesan Convocations

Sec. 501.01 **Convocational Bounds.**

.011 The Diocese shall be divided into three convocations: the Northern Convocation, the Middle, and the Southern Convocation. The bounds of each convocation shall be determined by a resolution of Convention.

Sec. 501.02 **Objectives of Convocation.**

.021 The principal objectives of Convocation shall be to facilitate conference and cooperation among the clergy and laypersons of the several parishes within a specified geographical area, and to provide means and opportunity:

.021(a) For mutual assistance and cooperative action upon matters of common concern to the several parishes within the Convocation, and

.021(b) For the effective implementation within the Convocation of such activities as may come within the scope of the work and organization of the Convocation, as well as such other activities as may have the approval of the Bishop.

.022 The program of the Convocation shall include the development and implementation of the Diocesan program of Christian Education within the Convocation, and the discharge of such

other responsibilities and programs as may be requested of Convocation by the Bishop and the Diocesan Council.

Sec. 501.03 **Membership.**

.031 All clergy having an assigned cure within the Convocation and all clergy and lay persons whose church membership shall be located within the Convocation shall be members of the Convocation with the right of voice in all Convocational meetings. Each cleric shall have a vote in Convocation. Each parish shall have the same number of lay votes in Convocation as the parish had in the last previous Diocesan Convention. Such lay votes may be cast individually by representatives designated by the parish. A vote by orders may be called for by any two members of the Convocation, in which case a concurrent majority of both orders is necessary on the matter before the Convocation. There shall be no voting by proxy in any case.

Sec. 501.04 **Meetings.**

.041 There shall be an annual meeting of each Convocation, at least (thirty) 30 days prior to Diocesan Convention, at a time and place determined by the Dean in consultation with the Bishop. The Dean, in consultation with the Bishop, may call other convocational meetings at such times and places as he or she may determine. Each convocational meeting shall be open to the entire membership of the Convocation. The Dean shall give public notice of the time and place of each convocational meeting at least two weeks prior to such meeting, together with the agenda for such meeting. The time, and place and agenda of such meeting shall also be announced at each church service within the Convocation during the period between the issuance of notice by the Dean and the particular convocational meeting.

Sec. 501.05 **Officers and Election of Officers.**

.051 The Bishop shall appoint from clergy resident in a convocation its Dean. The Convocation shall elect from its lay members a Secretary-Treasurer. The Convocation shall nominate representatives to the Diocesan Council in accordance with Article X of the Diocesan Constitution.

Sec. 501.06 **Duties of Officers.**

.061 **Dean.** The Dean shall be the chief executive and administrative officer and shall be responsible for the program of the Convocation. He or she shall preside at all convocation meetings, in the absence of the Bishop shall institute new rectors and shall be responsible for all other activities of Convocation. He or she shall duly report to Diocesan Convention each year on Convocation activity.

.062 **Secretary-Treasurer:** The Secretary-Treasurer shall be responsible for the minutes of all convocational meetings, and such other meetings as the Dean may direct, for correspondence of the Convocation, and for all financial records and accounting of the Convocation, and shall receive and disburse all monies of the Convocation. In the event of the resignation, death or incapacity of the Secretary-Treasurer, the Bishop may appoint a Secretary-Treasurer for the remainder of his or her unexpired term.

.063 **Term:** The Dean shall serve at the pleasure of the Bishop. The Secretary-Treasurer shall serve a term of one (1) year from his or her election, and until his or her successor shall be elected and qualified.

Sec. 501.07 **By-laws.**

.071 The Convocation shall adopt such by-laws for its government as it may require, not in conflict with statutory law, or the Constitution and Canons of general Convention or of this Diocese.

*Journal of 1973, pp. 19, 41: Canon 33 was entirely rewritten to increase convocation responsibilities, and to provide for organization.*  
*Journal of 1988, p. 59: Section 3 was amended to define who have voice in Convocation and how many votes each parish can cast. Sections 5 and 6 were amended to provide for nomination of a clerical representative on the Diocesan Council, for direct appointment of Dean and Sub-Dean by the Bishop, and to define the terms of Convocation Officers.*  
*Journal of 1992, page 112: Section 5, Section A(a), and Section 6(c) were amended, Section 6(b) deleted, and existing Section 6(c) and Section 6(d) renamed Section 6(b) and Section 6(e) respectively, to reflect that experience since 1988 (when the Dean was no longer the convocational representative on Council) has shown the position of sub dean to be neither needed nor useful. Section 6(e) was deleted as it was inconsistent with Section 6(d). Section 8 was deleted because it was redundant. The same definition occurs in Canon 78, Section 2(k).*  
*Journal of 1993, page 99: Section 5 amended to reflect changes made in Section 1, Section 2, and Section 3 of Article X of the Diocesan Constitution regarding membership of the Diocesan Council.*  
*Journal of 2007, p.34: deleted the specific description of Convocation bounds.*

## CANON 502

### Of the Cathedral of the Diocese

Sec. 502.01 **Name.** The name of the Cathedral of the Diocese of Easton dedicated to the Triune God, the Father, the Son and the Holy Ghost, shall be Trinity Cathedral.

Sec. 502.02 **Purpose.**

- .021 The purpose of the Cathedral is threefold:
  - .021(a) It shall be a house of prayer for all people forever free and open, welcoming all who enter its doors to hear the glad tidings of the Kingdom of Heaven, and to worship God in spirit and in truth;
  - .021(b) It shall be the Bishop's Church where he or she shall have free and full opportunity to discharge the responsibilities of his or her sacred office; and
  - .021(c) It shall be the people's Church of the Diocese maintaining and developing the fourfold fields of worship, missions, education and service.
- .022 Inasmuch as its sphere is above and beyond that of a parish, the work of the Cathedral shall be an inspiration to all parishes of the Diocese by setting an example of constant and well-ordered worship, effective preaching, of missionary zeal, of religious education for youth and adults, and of Christian social service.

Sec. 502.03 **Membership.**

- .031 Every member of the Protestant Episcopal Church in the Diocese of Easton, by virtue of membership in his or her parish or congregation, shall be a member of the Cathedral.

Sec. 502.04 **Government.**

- .041 **Cathedral Chapter.** The government of the Cathedral shall be vested in a Cathedral Chapter, which shall consist of the Dean of the Cathedral, thirteen members, and the Bishop, ex-officio with a vote.
- .042 **Appointment - Tenure of Members.** Three (3) members shall be appointed by the Bishop from the Diocese at large, with the advice and consent of Convention, and shall each serve for a period of three (3) years. Ten (10) members, who shall be persons enrolled as members of the Cathedral and not enrolled in any other congregation, shall be elected by the Cathedral congregation at its annual meeting, and shall each serve for a period of three (3) years. A vacancy among the members shall be filled by appointment or election, whichever the original selection process may be, for the remainder of that particular term. In the initial establishment of the Chapter, however, the terms shall be one (1) year or two (2) years where required in order to establish a rotation of approximately one third of the members each year.

- .043 **Organization of Chapter.** The Chapter shall elect annually a Senior Warden, a Junior Warden, a Treasurer, and a Registrar. The Dean, as rector of the Cathedral, shall be President of the Chapter. The Senior Warden of the Chapter shall function as president in the absence of the Dean. The Chapter may establish committees, and designate the chairpersons thereof, for such purposes and with such responsibilities as the Chapter may from time to time determine.
- .044 **Authority of Chapter.** The Chapter shall have the powers, rights, duties and functions of a parish as set forth in Article XIII Parishes-Separate Congregations-Missions of the Diocesan Constitution. Title to all real and personal property shall be held as provided in Title I- Organization and Administration, Canon 7 – Of Business Methods in Church Affairs, Section 4 - Property held in Trust, of the National Canons, as the same may be amended from time to time. The Chapter shall have the right to select and call a Dean with the consent of the Bishop. The Chapter shall also have such additional powers, rights, duties, limitations, and functions as may from time to time be delegated by Convention.
- .045 **Dean of the Cathedral**
- .045(a) **Powers.** The Dean of the Cathedral shall have charge of the worship and work of the Cathedral, and exercise all of the functions performed by the rector of a parish.
- .045(b) **Search for New Dean.** Upon a vacancy in the office of the Dean of the Cathedral, the Chapter shall appoint from among enrolled members of the Cathedral congregation a Search Committee of at least nine (9) persons. The Search Committee shall give a reasonable opportunity to the members of the Cathedral congregation to make suggestions of possible candidates for a successor Dean. The search shall conform to the process then followed by parishes in the Diocese of Easton.
- .045(c) **Interim Dean.** If the Bishop deems it appropriate, he or she may select an interim Dean of his or her own choice to serve for the period of time after the end of service of the previous Dean and prior to the arrival of the new Dean. The interim Dean shall have all the authority of the Dean of the Cathedral during his or her period of service.

.05 **Canons.**

- .051 The Chapter may, upon nomination of the Bishop, elect clergy of the Diocese, not exceeding three (3) in number as Canons, to do special work for the Diocese under the direction of the Bishop.

*Journal of 1962; pp. 17, 21: Sections 3 and 4 were amended to conform the canon to transfer of the Cathedral to the Diocese.*

*Journal of 1964; p. 15: Reference to resident canon added in Section 4.*

*Journal of 1969; pp. 18, 31: Section 4(b) added to establish the Cathedral Council.*

*Journal of 1986; pp. 40, 47: Section 4 was repealed and re-enacted in order to consolidate the Cathedral Chapter and the Cathedral Council, and to establish the membership, organization and authority of the resulting Cathedral Chapter. In addition, the authority and term of the Dean of the Cathedral was defined, and his or her selection process was established.*

*Journal of 2007, pp.34-35: Section 502.44, removed requirement to obtain approval of the Department of Finance for its budget; and removed the required approvals of the Diocesan Council for seeking funds and receiving gifts.*

*Journal of 2009; p. 33: Sub-section 502.045(a) Powers and Term was amended to delete the provision ending the Dean's employment upon the Bishop's departure.*

*Journal of 2011; pp. 164, 165, 166: The process initiated in 2009 would be carried significantly further:*

*(i) the Dean would no longer be appointed by the Bishop, but now would be called and employed by the Chapter,*

*(ii) the Dean would become Rector of the Cathedral,*

*(iii) the titles of the Wardens will change to Senior and Junior Wardens, and*

*(iv) the Bishop will become an ex officio member of the Cathedral chapter with vote.*

## CANON 503 Of Chapels and Preaching Stations

- Sec. 503.01 **Establishment.**  
.011 It shall be the joint responsibility of the rector and vestry of a parish to extend the work of the Church into all parts of a parish. To discharge this responsibility, the several parishes, wherever and whenever practical, may establish chapels and preaching stations.

## CANON 504 Of Diocesan Missions

- Sec. 504.01 **Definition.**  
.011 For purposes of statutory law, and the Constitution and Canons of this Diocese, the word "mission" shall mean a congregation, having a regular place and program of worship, of sufficient members and with sufficient financial resources and demonstrated vitality to justify independent recognition, but not having the permanent resources to be wholly self-supporting as in the case of a parish, which congregation has been formally designated as a mission as hereinafter provided.
- Sec. 504.02 **Establishment of Mission.**  
.021 To establish a mission with the rights and responsibilities thereof under the Constitution and Canons of this Diocese, the Bishop shall determine whether, in his or her judgment, the particular congregation has attained the level of viability, or in the case of a parish seeking to dissolve its corporate status and become a mission whether the parish congregation has a level of viability, warranting its formal establishment as a mission. If he or she so determines, he or she shall report the facts supporting his or her conclusion in writing to Diocesan Convention, and shall designate such congregation as a mission, subject to approval by Convention. If the convention, by a concurrent vote of both orders, approves such designation, the congregation shall thereafter be a mission, until it shall become a parish or until its status as a mission shall be terminated by concurrent vote of both orders in Convention upon recommendation of the Bishop. A mission shall be a unit of the Diocese, within the Department of Missions, and shall not incorporate until it shall advance to parish status in the manner provided by these Constitution and Canons.
- .022 When a Parish is without a Rector, the Wardens or other officers shall promptly notify the Ecclesiastical Authority in writing. If during the period of the previous three calendar years said Parish has failed to pay its full Diocesan asking in all three of those years, the Ecclesiastical authority shall designate said Parish as a Diocesan Mission. The Ecclesiastical Authority shall report the facts supporting this decision to the next Diocesan Convention. Said Parish shall continue to be and function as a corporate entity notwithstanding the requirements of Canon 504.021. The only sections of Canon 504 which will apply to said Parish are 504.011, 504.022, and 504.071. [*Section 504.022 becomes effective on January 1, 2015.*]
- Sec. 504.03 **Property.**  
.031 The Diocese shall hold title to all real and personal property intended or used at any time by or for the benefit or purpose of a mission, so long as mission status shall continue. If such property is transferred to the parish when the particular mission becomes a parish, all such property shall revert to the Diocese if the parish shall later become non-functioning. If

mission status shall be otherwise terminated, such property shall remain the property of the Diocese. While such property is held by the Diocese, it may be assigned or transferred as other property of the Diocese, subject to the fiduciary interest of the mission in the benefits thereof. All funds of a mission shall be deposited and kept in a bank account, approved by the Department of Missions, and shall be disbursed only by check in conformity with the approved mission budget or with specific approval of the Department of Missions.

Sec. 504.04 **Mission Meetings.**

.041 There shall be an annual meeting of the mission congregation, at a time and place designated by the Bishop, not more than ninety days prior to Diocesan Convention. There may be special meetings at a time and place designated in the notice thereof, on the call of the Bishop, the Department of Missions, a majority of the Bishop's Committee or ten members who are entitled to vote at a meeting of the mission congregation. There shall be at least ten days prior written notice of each annual and special meeting of the mission congregation to each member of the mission congregation entitled to vote at such meeting, to the Bishop, and to the Department of Missions, giving the time and place of the meeting and the matters to be placed before the meeting. A member of the mission congregation shall be entitled to vote at such meeting if he or she is over 18 years of age, an enrolled member of the mission for at least six months, and who has shared in the work of the mission.

Sec. 504.05 **Mission Organization.**

.051 **Bishop's Committee.** The temporal affairs of a mission, including an annual Every-Member Canvass, the preparation of its annual budget, and the custody and care of all mission property, shall be conducted by and be the responsibility of a Bishop's Committee of whom except for the Vicar each shall be a lay member of the mission qualified to vote at a meeting of the mission congregation. The Vicar shall be a member of the Bishop's Committee by reason of his or her office. The Bishop, on the advice of the mission congregation and the Department of Missions, shall establish the number of members of the Committee which shall be not less than five (5) nor more than seven (7). Each lay member shall serve a term of two (2) years from the annual meeting at which he or she shall be nominated, and until his or her successor is appointed. Terms of lay members shall be staggered so that approximately half the lay members shall be appointed each year. Each lay member shall be nominated, by election at the annual meeting of the mission congregation, to the Bishop for appointment as a member of the Bishop's Committee. The Bishop shall appoint each lay member of the Bishop's Committee from the nominees so elected unless, on the recommendation of the Department of Missions, he or she shall determine that some other lay member of the mission congregation should be charged with the responsibility.

.052 **Senior and Junior Warden.** On the recommendation of the Bishop's Committee the Bishop shall designate from lay members of the Bishop's Committee a Senior Warden and a Junior Warden each of whom shall serve for a period of one (1) year from the annual meeting and until his or her respective successor shall be appointed. The Bishop if he or she be present, or the Vicar in his or her absence, shall preside over meetings of the Bishop's Committee. The Senior Warden shall be the chief lay officer of the mission, and shall also have the authority and responsibility of a churchwarden within the mission. In the absence of the Senior Warden or in the event of his or her resignation or death, the Junior Warden shall have all his or her authority and responsibility.

.053 **Secretary-Treasurer.** The Bishop's Committee shall elect from the members of the mission congregation a Secretary and a Treasurer, each of whom shall serve for one (1) year and until his or her successor shall be elected and qualified. The Secretary shall keep the minutes of the

Bishop's Committee and the non-financial records of the mission required by statutory law, and by the Constitution and Canons of the National Convention and of this Diocese. The Treasurer shall receive and disburse all funds of the mission, shall keep all required financial records, and shall complete and file all reports required of the mission. The Treasurer shall render a quarterly financial report to the Department of Missions, in addition to regular reports to the Bishop's Committee. The offices of Secretary-Treasurer may be combined in a single person in the discretion of the Bishop's Committee.

.054 **By-laws.** The Bishop's Committee may adopt by-laws establishing sub-committees for the functioning of the mission and defining the respective responsibilities and authority of each sub-committee. Such by-laws shall be submitted for approval to the Committee on Constitution and Canons as required by Canon 405.

Sec. 504.06 **Budget.**

.061 The Bishop's Committee shall prepare an annual budget, showing anticipated receipts and expenditures, including diocesan assessment and apportionment, for submission to and approval by the Bishop and the Department of Missions, and shall annually conduct an Every-Member Canvass. To the extent that the mission may not be financially self-sufficient, the Diocesan Convention shall have fiscal authority on the extent to which the Diocesan funds shall supply any deficiency.

Sec. 504.07 **Clergy.**

.071 The Bishop shall be the rector of each mission, but with respect to any mission the Bishop may delegate such part of his or her authority and responsibility as he or she may determine to a vicar whom he or she may designate.

Sec. 504.08 **Preaching Stations.**

.081 This canon shall not limit the authority of the Bishop, with the advice and support of the Department of Missions, from establishing preaching stations, nor any parish from establishing chapels, to further the missionary effort of the church.

Sec. 504.09 **The Merging of Missions.**

.091 The Bishop may determine whether, in her or her judgment, the mission of the Diocese of Easton would be strengthened by merging one or more Mission Congregations into one entity or into an existing parish with the consent of its Vestry. If he or she so determines, he or she shall report the facts supporting his or her conclusion in writing to the Diocesan Convention, and shall establish the new congregation subject to the approval by Convention.

*Journal of 1973, p. 19, 43: Canon 63 is a new canon to provide for the organization, duties and authorities of a diocesan mission. There is a requirement of formal designation of a mission, before this mission has the privileges and responsibilities of a mission under other provisions of the Diocesan Constitution and Canons. The canon distinguishes such mission from a mission not have achieved formal status, and also permits an existing vestry to dissolve and become a mission.*

*Journal of 1988, p. 102: The name of the governing body of a diocesan mission was changed to Bishop's Committee, and the officers to Senior and Junior Warden.*

*Journal of 1992, page III: Section 4 amend to reflect the change made by the General Assembly of Maryland in 1990 by revision of the Vestry Act by removing the requirement that a member be "a resident of this state".*

*Journal of 2013, page 21-23: Sec. 504.022 is adopted and will take effect on January 1, 2015.*

*Journal of 2013, page 24: Sec. 504.09 added.*

## CANON 505 Of Separate Congregations

- Sec.505.01 **Procedure.**
- .011 **Application.** A group of confirmed persons having sufficient capacity to support and sustain of a church within an existing parish, and desiring to form a separate congregation may file an application with the Bishop to be received as a separate congregation into union with the Convention of the Diocese of Easton. The application shall set forth in detail (i) the reasons why such approval is desirable, (ii) a plan to become and maintain the functions of a a separate congregation including financial viability (see Canon 508 Of Non-Functioning Parishes), and to meet the requirements of the laws of Maryland governing religious corporations, (iii) draft articles of incorporation as a Maryland religious corporation for acceptance and recording with the State of Maryland, (iv) draft by-laws, (v) consent of the parish within whose boundaries the applicant lies (Diocesan Constitution Article XIII, Sec. 2), and (vi) designate a Registrar .
- .012 **Preliminary Investigation.** The Bishop shall review the application with the Department of Missions and lay it before the Committee on Admission of New Parishes. This Committee shall study the application in detail, especially the portions dealing with financial viability, maintaining the functions of a parish, and meeting the requirements of the Religious Corporations subtitle of the Annotated Code. The Committee shall make its report and recommendation to the next Convention.
- .013 **Action of Convention.** Convention shall consider the application and the Committee Report. It may accept, reject, or tentatively accept with conditions, the application. The Secretary of Convention shall notify the Registrar of the Applicant of the action of Convention.
- .014 **Following Approval by Convention.** Upon the approval of its application by Convention and receipt of the notification of such action, the applicant shall prior to the next annual Diocesan Convention:
- .014(a) Comply with the conditions of any tentative acceptance of the Committee Report under Sec. 505.013 above.
- .014(b) Comply with all requirements of the laws of Maryland pertaining to religious corporations.
- .014(c) File articles of incorporation as a Maryland religious corporation for acceptance and recording with the State of Maryland, and obtain and maintain good standing as a Maryland religious corporation.
- .014(d) Elect a Vestry and adopt by-laws.
- .014(e) Complete any necessary transfer of property.
- .014(f) The Registrar of the new Parish shall notify the Secretary of Convention that all of the above have been completed.

*Journal of 2005, pp. 86: Section 1(d)(i) [505.014(a)] amended to strike reference to Article 23, Sec. 309(c) of the Annotated Code of Maryland 1957 (the Vestry Act Affecting the Diocese of Easton) and inserting after "provisions of" the phrase "the applicable laws of Maryland;"*  
*Journal of 2006, pp. 98: This Canon was completely revised to update an archaic provision.*



## CANON 506

### Of Imperiled Parishes or Separate Congregations

Sec. 506.01 **Definition**

Sec. 506.011 A Parish or Separate Congregation (herein a “congregation”) may be declared to be an Imperiled congregation under Section 3 (below) when any one or more of the following conditions exists:

- (a) The congregation refuses or neglects to assemble and elect a Vestry, as provided in these Canons, or failure of representation at any annual Convention of this Diocese;
- (b) The congregation fails to search for and elect a rector after a reasonable period of time;
- (c) The congregation willfully fails to comply with the provisions of national Canon I.7 “Of Business Methods in Church Affairs;” or
- (d) Financial reports reveal an invasion of the principal of endowment funds or other practices that are evidence of existing or probable future financial instability sufficient, in the judgment of the Bishop and the Standing Committee, to warrant action under this Canon.

Sec. 506.02 **Authorized to Initiate Action**

Sec. 506.021 Action under this Canon may be initiated by any of the following:

- (a) The Rector or Vestry of any such congregation;
- (b) The Bishop with the advice and consent of the Standing Committee.

Sec. 506.03 **Committee of Investigation**

Sec. 506.031 When action has been initiated, the Bishop may appoint a committee of three (3) persons who are not members of the congregation to investigate and seek to ameliorate the conditions, and to submit a report to the Bishop thereon. The Bishop shall have the further right to have the books and records of the congregation audited.

Sec. 506.04 **Declaration of Imperilment**

Sec. 506.041 In the event that the conditions specified shall persist, the Bishop, with the advice and consent of a majority of the members of the Standing Committee, may declare the congregation to be an Imperiled Parish and may require the application of one or more of the following:

- (a) Appointment by the Bishop of five or more adult communicants to govern the affairs of the congregation as the Vestry during the pendency of these conditions.
- (b) Such other measures during the pendency of these conditions as may be necessary to restore health and viability to the congregation.

Sec. 506.05 **Duty of All Parties**

Sec. 506.051 It shall be the duty of all parties to labor to restore the congregation to a greater degree of health, setting forth problems to be addressed in an open, honest manner and working toward the resolution of such problems in a climate of respect.

*Journal of 2016, pp. 26-30: Canon 506 – “Of the Alteration and Adjustment of Parish Bounds” was deleted. Canon 506 – “Of Imperiled Parishes or Separate Congregations” was adopted.*

**CANON 507**  
**Of the Division or Union of Parishes**

- Sec. 507.01 **Approval of Convention.**  
.011 No parish shall be divided with another parish without the approval of two successive Conventions, who shall judge of the necessity and expediency of such action.
- Sec. 507.02 **Division of Parish.**  
.021 **Application.** Any number of persons, but not less than one hundred (100) adult confirmed persons residing in a parish or in contiguous portions of two or more parishes desiring to form a new parish shall file an application with the Bishop for the action sought, setting forth in detail the reasons why such action is desirable.
- .022 **Preliminary Investigation.** The Bishop shall lay the application before the Committee on Admission of New Parishes, who shall examine the merits of the same and make report to the next Convention, which report of the Committee shall contain an estimate of the probability of the proposed parish to be or to become financially self-supporting, together with such other information as may be relevant.
- .023 **First Action of Convention.** The Convention shall consider the application and the report, and approve or reject the application as the case may require. If the Convention shall give its first approval, the application shall be referred back to the Committee on Admission of New Parishes.
- .024 **Final Report to Convention.** The Committee on Admission of New Parishes, before the next meeting of the Convention, shall:  
.024(a) Instigate such proceedings as will ensure that the provisions of the applicable laws of Maryland and the Constitution and Canons of the Diocese of Easton are complied with;  
.024(b) Report to the next Convention the results of its findings.
- .025 **Final Action of Convention.** The Convention shall again consider the application and the findings of the Committee, and shall approve or reject the application as the case may require.
- .026 **Notifications.** The Secretary of Convention shall notify at least three of the applicants and the registrars of the parishes affected of the action of the Convention. If the action shall be favorable, the registrar of the new parish shall notify officially the Secretary of Convention and the Registrar of the Diocese of the election of the vestry. The Secretary of Diocesan Convention shall also notify the Executive Officer of the General Convention and the Church Pension Fund of the creation of this new parish.
- Sec. 507.03 **Union of Parishes.** Application for the voluntary union of two or more parishes shall be made to the Bishop by the Joint written request of a majority of each of the vestries affected. The Bishop may, with the advice and consent of the Standing Committee, present the proposed voluntary union to the next regular meeting of the Diocesan Convention for its approval. If approved, the Secretary shall notify the Executive Officer of the General Convention and the Church Pension Fund of the union.

*Journal of 2005, pp 86: Section 2(d)(ii) [507.024(b)] amended to strike reference to Article 23, Sec. 309(c) of the Annotated Code of Maryland 1957 (the Vestry Act Affecting the Diocese of Easton) and inserting after "provisions of" the phrase "the applicable laws of Maryland;"*

*Journal of 2016, 33-34: Section 507.01 amended by deleting "or united with another parish." Sections 507.024(a) and (c) deleted; Section 507.021 amended by deleting "and including a particular description of the proposed bounds." Section 507.026 amended by adding the Executive Officer of General Convention and the Church Pension Fund; Section 507.03 amended by the addition of the last two sentences.*

## CANON 508 Of Non-Functioning Parishes

Sec. 508.01 **Minimum Functions of Non-Functioning Parishes.**

- .011 A parish shall be deemed to have abandoned the minimum functions of a parish if any of the following conditions exist:
- .011(a) Holy Communion has not been celebrated in the parish on at least three different days during the last prior calendar year.
- .011 (b) There has not been an annual congregational meeting during the last prior calendar year.
- .011 (c) The Vestry of the parish has not met at a formal meeting with duly recorded minutes during the last prior calendar year.
- .011 (d) The parish does not have two Wardens, a Registrar and a Treasurer, and no action to fill any vacancy has taken place within the last prior calendar year.
- .011 (e) The Parish Records, consisting of a Parish Register, a Parish Minute Book, and a Record of Parish Accounts, are not current, and have not been made reasonably current during the last prior calendar year.
- .011 (f) The parish assessment for the Diocesan Fund Budget for three successive years is due and in arrears, and the parish has made no satisfactory arrangement for payment of the deficiency.

Sec. 508.02 **Ecclesiastical Discretion.**

- .021 The definition of minimum functions in Section 508.01 shall not preclude the ecclesiastical authority to recommend to Diocesan Convention a finding of non-functioning parish if he or she shall have cause to believe that such parish is in fact a viable and functioning religious corporation, which should continue in that capacity.

Sec. 508.03 **Time Limit.**

- .031 If the ecclesiastical authority takes over and administers the affairs of a non-functioning parish and exercises supervision and control over the parish property, he or she must terminate the temporary operation by not later than the end of the calendar year next following the year in which it stated; either:
- .031(a) By restoring responsibility to a duly constituted religious corporation, or
- .031(b) Transferring the property to the Diocese of Easton to be operated as a mission or to be preserved for future use, or
- .031(c) By liquidating the property.
- .032 The purpose of this time limit is to establish definite responsibility for the preservation, use or sale of church property when the corporate body which previously owned it no longer exists, thus avoiding long lapses of time when there is no legal responsibility for its use or disposition. The ecclesiastical authority shall annually report to Convention his or her actions and the status of each non-functioning parish until the temporary operation has been concluded.

*Journal of 1972, p. 17: This new section was adopted to define guidelines for application of Section 3 10 of the Vestry Act with respect to a non-functioning parishes.*

*Journal of 1978, pp. 23, 51: In Section 1(f) the term Convention Fund was changed To Diocesan Fund Budget.*

*Journal of 2005, pp 87: Section 1 [508.011) amended by striking "within the meaning of the Vestry Act".*

*Journal of 2005, pp 87: Section 3 amended by striking "as provided in the Vestry Act,".*

## Title VI Of Parochial Matters

### CANON 601 Parochial Reports

Sec. 601.01 **Annual Reports.**

- .011 Each Parish shall file with the Bishop through the Secretary of Convention the annual parochial report as required by Title I, Canon 6, Sec. 1, of the National Constitution and Canons, and such other annual reports as may be required by the applicable canons of the National Church and of this Diocese, on or before March 1 in each year for the prior calendar year, provided, however, that for good cause shown the Secretary may extend the time for filing for an additional period not to exceed two weeks.

*Journal of 1971, pp. 24, 44: This new canon was adopted to establish a date for reporting and payment to eliminate ambiguity caused by the change in date of Convention.*

*Journal of 1974, pp. 25, 51: Section I was amended to ease the mandatory filing date. It was the sense of Convention, however, that the penalty for failure to file, under Constitution III-4(b)(iii), should be retained, to permit the Diocese in turn to comply with the reporting requirements of National Canon 1-5.*

*Journal of 1976, pp. 22, 53, 55: Section 3 was added specifying the penalty because of failure to file the annual parochial report within the time specified in Section 1.*

*Journal of 1978, pp. 23, 51: In Section 2, the terms Convention Fund and Shared Objective changed to Diocesan Fund Budget and Church's Program Budget, respectively.*

*Journal of 2000, p. 182: Sec. 1 amended to conform to National Canons. Sections 2 & 3 providing for assessments, apportionments and penalties deleted upon adoption of the voluntary unified budget.*

### CANON 602 Of the Record of Families and Adult Persons

Sec. 602.01 **Maintenance of Records.**

- .011 In addition to the record of baptisms, confirmations, marriages and burials, the rector of every parish shall also make out and continue, as far as practicable, a list of all families and adult persons within his or her cure. All families or adult persons now on the parish register, but domiciled outside of the rector's cure;
- .011(a) who shall not report that they have made their Communion at Eastertide or at least once yearly, or
- .011(b) who shall make no contribution to the parish church where their membership is recorded for a period of two years, or
- .011(c) Whose address is lost or is not known, shall be deemed to be dormant or inactive members, and shall not be reported as communicants, but their names shall not be erased from or canceled on the parish register.

*Journal of 2005, pp.87: The opening paragraph [602.011] amended by striking "the provisions of the Vestry Act Affecting".*

### CANON 603 Of the Calling of a Rector

Sec. 603.01 **Documentation.**

- .011 Whenever a priest shall be elected and called to be rector or assistant rector of a parish, pursuant to Canon III.9.iiiia of the Canons of the Protestant Episcopal Church in the United States of America, as the same may now exist or hereafter be amended, and when a copy of

the original contract, duly executed by both parties is filed with the Ecclesiastical Authority of the Diocese, then the Ecclesiastical Authority of the Diocese, if the priest is acceptable, shall license him or her to officiate as such Rector or Assistant Rector.

*Journal of 1965; pp. 38, 42: Revised to clarify and conform*

*Journal of 2005, pp. 10-11 and 86: Canon amended by striking "and to Section 304(e), Article 23; Annotated Code of Maryland (1957) (the Vestry Act)" and "pursuant to the provisions of the Vestry Act,".*

## CANON 604

### Of Controversies Between a Rector and Assistant Minister and Vestry

Sec. 604.01 **Rector, Assistant Minister and Vestry.**

.011 If the terms of the contract with the Rector or Assistant Minister shall so provide, or if the Rector, Assistant Minister and Vestry, independent of any contract, shall mutually agree to arbitration, the Bishop, or if the Episcopate be vacant, the Standing Committee, shall be the arbiter in any controversy arising between a Rector or an Assistant Minister and the Vestry of his or her parish or congregation which they cannot themselves resolve.

Sec. 604.02 **Vicar and Trustees of Mission Congregation.**

.021 The Bishop, or if the Episcopate be vacant, the Standing Committee, shall be the arbiter in any controversy arising between such Vicar and such Trustees which they cannot themselves resolve. The judgment of the Bishop, or as the case may be, of the Standing Committee, as to whether or not such controversy can or cannot be resolved between the Vicar and the Trustees, shall be conclusive on all parties.

*Journal of 1965; pp. 13, 38: Section 2 added.*

*Journal of 1966; pp. 13, 37: Section I amended to add reference to Assistant Minister.*

## CANON 605

### Parochial Indebtedness

Sec. 605.011 No indebtedness shall be incurred by a parish without the approval of the Bishop acting with the advice and consent of the Standing Committee except:

.012 (a) Indebtedness for capital expenditures, e.g. permanent improvements and acquisitions of or additions to real property or equipment, where the amount of such indebtedness plus indebtedness of every kind already existing shall not exceed one hundred and fifty per cent of the average annual revenues of such parish during the past three years.

.013 (b) Indebtedness for current expenses where the amount of such indebtedness, plus all indebtedness heretofore incurred for current expenses and still existing, shall not exceed 20 per cent of the total current revenues of such parish during the preceding fiscal year; and the payment of all such indebtedness shall be proved for in the budget of the next two ensuing fiscal years with reasonable expectation of its payment out of the revenues of said year.

Sec. 605.02 **Definition of Revenues**

.021 For the purposes of Section 605.011 hereof, revenues shall be the total operating revenues of the parish, excluding amounts received from or for endowments or from bequests, as reported in the parochial report specified in Canon 601 ("Parochial Reports").

Sec. 605.03 **Plan for Amortization**

.031 Where approval is required, the parish shall also submit for approval by the same authority a plan for amortization or other method of payment.

*Journal of Convention, 2012, p. 24-25: new Canon added*

## **Title VII Of Clerical Discipline**

### **CANON 701 Of an Ecclesiastical Court**

#### **Of the Trial of a Clergy Member Not Being a Bishop**

Sec. 701.01 Those provisions of Title IV of the Canons of the General Convention which are applicable to this diocese are hereby incorporated as part of this Canon. To the extent, if any, that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Title IV of the Canons of the General Convention, the provisions of Title IV of the Canons of the General Convention shall govern.

Sec. 701.02 **Disciplinary Board.**

(a) The Disciplinary Board shall consist of seven persons, four (4) of whom are members of the clergy and three (3) of whom are members of the laity. The clergy members of the Disciplinary Board must be canonically resident within the Diocese of Easton. The lay members of the Disciplinary Board shall be adult communicants in good standing and members of a parish in this diocese.

(b) The Bishop shall nominate members of the Disciplinary Board, and such members shall be elected by Diocesan Convention in the following manner:

i. At the 2011 meeting of the Convention, the Convention shall elect four (4) clergy members and three (3) lay members of the Disciplinary Board for terms beginning at the adjournment of the 2011 Convention. The four (4) clergy members shall be nominated and elected for initial, staggered terms expiring at the conclusion of the Convention meetings during the calendar years 2012, 2013, 2014 and 2015, respectively. The three (3) lay members will be nominated and elected for initial, staggered terms expiring at the conclusion of the Convention meetings in calendar year 2012, calendar year 2013 and calendar year 2014, respectively.

ii. At the 2012 meeting of the Convention, and at each annual Convention meeting thereafter, the Bishop shall nominate and the Convention shall elect one (1) clergy member for a term of four (4) years and one (1) lay member for a term of three (3) years to the Disciplinary Board, to replace the members whose terms are expiring. The term of members elected at the July 2012 meeting of the Convention, and by any Convention thereafter, shall commence on the first (1st) business day following election.

iii. Members of the Disciplinary Board may succeed themselves once and may be reelected (and succeed themselves once again) after a hiatus of at least two (2) years.

iv. Members of the Standing Committee shall be eligible to serve on the Disciplinary Board.

(c) Vacancies on the Board shall be filled as follows:

i. Upon the determination that a vacancy exists, the President of the Disciplinary 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.

ii. The Bishop, with the advice of the Standing Committee, shall appoint a replacement Disciplinary Board member.

iii. Persons appointed to fill vacancies on the Disciplinary Board shall meet the same eligibility requirements as apply to elected Disciplinary Board members.

iv. With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Disciplinary Board member shall be the unexpired term of the member being replaced. With respect to a vacancy resulting from a challenge, the replacement Disciplinary Board member shall serve only for the proceedings for which the elected Disciplinary Board member is not serving as a result of the challenge.

- Sec. 701.03 In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel of the Disciplinary Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Disciplinary 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.
- Sec. 701.04 Within thirty (30) days following the annual Convention, the Disciplinary Board shall convene to elect one of its members as its President to serve until the next annual Convention.
- Sec. 701.05 An Intake Officer shall be appointed from time to time by the Bishop after consultation with the Disciplinary Board. The Bishop may appoint one or more Intake Officers according to the needs of the diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the diocese.
- Sec. 701.06 The Bishop shall appoint an Investigator in consultation with the President of the Disciplinary Board. The Investigator may, but need not, be a member of the Protestant Episcopal Church of the United States of America.
- Sec. 701.07 Within thirty (30) days following each annual Convention, the Bishop, with the advice of the Standing Committee, shall appoint an attorney to serve as Church Attorney to serve until the next annual Convention. The person so selected must be a member of Protestant Episcopal Church of the United States of America and a duly licensed attorney, but need not reside within the diocese.
- Sec. 701.08 The Bishop may, in his sole discretion, 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 Canons of the General Convention and this Canon. 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 Canon.
- Sec. 701.09 In each proceeding under this Canon, 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 Canon, and shall not include chancellors of this diocese or any person likely to be called as a witness in the proceeding.

Sec. 701.10 The Disciplinary Board shall appoint a Clerk to assist the Disciplinary Board with records management and administrative support. The Clerk may be a member of the Disciplinary Board.

Sec. 701.11 The reasonable costs and expenses of the Disciplinary Board, the Intake Officer, the Investigator, the Church Attorney, fifty percent (50%) of the costs of legal representation for the accused, the Disciplinary Board Clerk and the Pastoral Response Coordinator shall be the obligation of the Diocese of Easton, subject to budgetary constraints as may be established by the Diocesan Council.

Sec. 701.12 **Records of Proceedings**

(a) Records of active proceedings before the Disciplinary 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 Secretary of the diocese.

(b) The Bishop shall make provision for the permanent storage of records of all proceedings under this Canons at the offices of the diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the Canons of the General Convention.

Sec. 701.13 The provisions of this Canon shall be effective upon passage by the Diocesan Convention.

*Journal of 2000, pp. 184-186: Canon 40 was amended to bring diocesan canons into conformity with national canon*

*Journal of 2011, pp. 175-176: Entire Canon has been revised in order to bring our canons into conformity with the Canons of the Episcopal Church, effective July 1, 2011.*

*Journal of 2013, pp. 23-26: Sec. 701.11 amended to include 50% of the costs of legal representation for the accused.*

## Title VIII Of Miscellaneous Matters

### CANON 801 Of Parliamentary Procedure

Sec. 801.01 **Rules of Order.**

.011 Except where it is in conflict with the Constitution and Canons of this Diocese, the latest edition of Roberts Rules of Order shall govern parliamentary procedure of Diocesan Conventions, meetings of the Standing Committee, meetings of the Diocesan Council, and meetings of all Departments, Boards, Commissions and Committees of this Diocese.

*Journal of 1984, p. 35: This new Canon was adopted to codify pre-existing informal procedure.*



**CANON 802**  
**Of Amendments to the Religious Corporations Subtitle of the**  
**Corporations and Associations of the Annotated Code of**  
**General Public Laws of Maryland**

- Sec.. 802.01     **Procedure.**  
          .011     No amendment to the General Public Laws of Maryland dealing with Religious Corporations shall be proposed to the General Assembly of Maryland by the Convention except as follows:
- Sec. 802.02     **Initial Proposal.**  
          .021     A proposed amendment shall be introduced in writing at any annual or special meeting of the Convention, and if, after consideration, it shall be approved by a majority vote of the members of Convention entitled to vote, it shall be tabled for the time being, and an exact copy of the proposed amendment shall be transmitted by the Secretary of the Convention to the vestries of each of the parishes entitled to representation in the Convention at least sixty (60) days before the next annual meeting or special meeting called for that purpose.
- Sec. 802.03     **Final Action.**  
          .031     At the next meeting of the Convention, or a special meeting called for the purpose, as the case may be, following the meeting at which such proposed amendment was initially introduced, approved and temporarily tabled, it shall be introduced again, and if it shall be approved again by a majority vote of the members of Convention entitled to vote, such proposed amendment shall be delivered by the Secretary of Convention to a member of the Senate or House of Delegates with the request that he introduce such proposed amendment in the General Assembly of Maryland to be enacted into law.

*Journal of 2005, p. 87: The title and opening paragraph [802.01] amended to delete reference to the Vestry Act and substitute references to the current statutory law.*

**CANON 803**  
**Of Amendments to the Canons**

- Sec. 803.01     **Proposal.**  
          .011     A proposed amendment or other alteration to the Canons shall be submitted to the Committee on Constitution and Canons in writing at least one hundred twenty (120) days before a meeting of the Convention. All proposals for amendments shall be considered by the Committee, appropriate recommendations made, and said proposals and recommendations, together with such other amendments as may be initiated by the Committee shall be sent to the vestry of each parish at least ninety (90) days before the meeting of the Convention.
- Sec. 803.02     **Action of Convention.**  
          .021     The Committee on Constitution and Canons shall submit all proposals for amendment and alteration made to the Committee, as submitted to the Vestry of each Parish, together with their recommendations thereon. The Convention shall consider the same, and if approved by a majority of those entitled to vote, an amendment shall become effective.

*Journal of 1966, p. 11: Section I was amended to add the reference to the Cathedral and Diocesan missions.*

*Journal of 2008, p 36: Amended the requirement that amendments to the Canons be submitted 120 days before Convention instead of 90 days; and amended the time for sending any amendments to the vestries from 60 days to 90 days*

## CANON 804 Of the Interpretation of Words and Phrases

Sec. 804.01 **As used in the Constitution and Canons of this Diocese.**

.021 As used in the Constitution and Canons of this Diocese, the words and phrases shall have the meaning set forth in this Canon, except as otherwise expressly provided or may result from necessary implication.

Sec. 804.02 **As used in the Constitution and Canons of this Diocese.**

.021 The following words and phrases shall have the following meanings except as otherwise expressly provided or as may result from necessary implication:

.021(a) **Words**

.021(a)(i) **Bishop:** means the ecclesiastical authority as defined in Article II of the Constitution.

.021(a)(ii) **Chapel:** means an unincorporated congregation, whose affairs are administered by or under the direction of the vestry of the parish in which it is located.

.021(a)(iii) **Charter:** means a special act of the General Assembly of Maryland creating a body corporate, and also a certificate of incorporation duly executed and recorded in accordance with the terms of a general law granting authority therefore.

.021(a)(iv) **Cleric:** means a person who has been ordained either priest or deacon.

.021(a)(v) **Communicant:** means a person meeting the definition of "Communicant in good standing" as set forth in Section 3, Canon 16, of the Canons of the Protestant Episcopal Church in the United States of America.

.021(a)(vi) **Layperson:** The use of the word contains no implication of gender in the Constitution or Canons, except when so required by the Constitution or Canons of General Convention.

.021(a)(vii) **Parish:** means a geographical area, the bounds of which have been set apart and delimited for the purpose of Church organization and administration. Where the context so requires, the word shall also include and mean not only each vestry of this Diocese, but also each separate congregation in union with this Convention, each Diocesan mission, and the enrolled members of Trinity Cathedral who are members of no other congregation.

.021(a)(viii) **Presbyter:** means a person ordained as priest in this Church.

.021(a)(ix) **Registrar:** means an official of the vestry elected pursuant to the provisions of National Constitution and Canons of this Church, the Constitution and Canons of this Diocese, the by-laws of the parishes and separate congregations and whose duties are therein prescribed; it may and frequently does mean an officer of the Trustees of a mission congregation under whatever name, who performs similar duties.

.021(a)(x) **Vestry:** means the governing body of a parish or separate congregation, and may, and often does, include the trustees of a mission and the Chapter of Trinity Cathedral.

.021(a)(xi) **Year:** means, for purposes of calculating the terms provided by the Diocesan Constitution and Canons, for a delegate to Diocesan Convention, a member of any committee, or any diocesan officer, that period of time which shall elapse between adjournment of an Annual Diocesan Convention and adjournment of the next annual Diocesan Convention.

.022(a) **Phrases**

.022(a)(i) **Convention Year:** means the period of time between the annual meetings of the Convention of the Diocese.

- .022(a)(ii) **Layperson:** the use of the word contains no implication of gender in the Constitution or Canons, except when so required by the Constitution or Canons of General Convention
- .022(a)(iii) **Mission Congregation:** means an unincorporated congregation, without parochial organization, whose affairs are administered by a Board of Trustees appointed by the Bishop.
- .022(a)(iv) **Church's Program Fund:** means a fund for the missionary work of the General Church and of the Diocese and other expenses of the Diocesan Council apportioned to the parishes, separate congregations, and missions of the Diocese.
- .022(a)(v) **Standing Committee:** means that committee of the Diocese created to exercise certain specified ecclesiastical duties, powers and privileges either in conjunction with the Bishop or in his place and stead under some circumstances.
- .022(a)(vi) **National Constitution and Canons:** means the latest version of the Constitution and Canons for the government of the Protestant Episcopal Church in the United States of America, otherwise known as the Episcopal Church, as adopted by the General Convention.

*Journal of 1962, p. 18: Amended Section 2(d) to refer definition to General Canons.*

*Journal of 1968, p. 16: Added Section 2(p).*

*Journal of 1977, pp. 26, 62: Amended to add a definition of "Bishop" to make clear who has authority in the absence of the Bishop of Easton, where Constitution or Canon refers only to the Bishop.*

*Journal of 1978, pp. 11, 50, 51: In subsection Sections 2(f), 2(g), 2(n) and 2(o) the terms Convention Fund and Shared Objective were changed to Diocesan Fund and Church's Program, respectively. Section 2(r) defining "Year" was added to clarify when terms of office began and ended.*

*Journal of 1990, p. 149: Section 2(k) was amended to expand definition of parish to include all forms of organization in which a congregation functions. The resolution also authorized removal of the reiteration of these organizational forms by editing the Constitution & Canons to incorporate the new definition.*

*Journal of 1992, p. 108: Section 2(s) was added because National Canons are being continually revised. Reference by number is the Diocesan Canons are out of date. The referenced Canon would be identified by description.*

*Journal of 1992, p. 110: Section 2(d) amended so as to conform to the current wording of Section 2(i) of this Canon.*

*Journal of 2002, pp 10 and 28: Deleted (f) Diocesan Fund, (g) Diocesan Fund Budget, (n) Church's Program Fund, and (o) Church Program Budget in their entirety. Amended (r) Year to delete reference to the Vestry Act. Re-lettered the remaining paragraphs accordingly.*

*Journal of 2005, pp 88: Section 1 [804.011] amended by striking reference to the Vestry Act.*

*Journal of 2005, pp 88 : Section 2(i) [804.021(a)(vii)] amended by striking reference to the Vestry Act.*

*Journal of 2005, pp.88 : Section 2(k) [804.021(a)(ix)] amended by striking "the Vestry Act Affecting the Diocese of Easton" and substituting "National Constitution and Canons of this Church, the Constitution and Canons of this Diocese, the by-laws of the parishes and separate congregations."*

## CANON 805

### Of the Repeal of Former Canons

Sec. 805.01 **Repeal of Former Canons.**

- .011 All former Canons of this Diocese adopted before the 4th day of May, 1960 are hereby repealed.

*This update through 2016 was completed using the Constitutions and Canons published in the 2001 Journal as a base. Please forward any corrections to the Rev. Nathaniel Pierce, Secretary of the Committee on Constitution and Canons, at [nwpierce@verizon.net](mailto:nwpierce@verizon.net) or 410-476-4556.*