

# CONSTITUTION & CANONS

*of the*



*together with*  
*Rules of Order & Financial Regulations*

(Last revised November 2024)

# Table of Contents

<b>CONSTITUTION</b>	<b>6</b>
<b>Article I</b>	<b>6</b>
Faith and Order by Constitution and Provincial Membership by Canon .....	6
<b>Article II</b>	<b>6</b>
Meeting of Convention.....	6
<b>Article III</b>	<b>7</b>
Members of Convention .....	7
<b>Article IV</b>	<b>7</b>
President of the Convention .....	7
<b>Article V</b>	<b>8</b>
Transaction of Business .....	8
<b>Article VI</b>	<b>8</b>
Secretary of the Convention .....	8
<b>Article VII</b>	<b>8</b>
Chief Executive Officer .....	8
<b>Article VIII</b>	<b>8</b>
The Ecclesiastical Authority.....	8
<b>Article IX</b>	<b>9</b>
Standing Committee .....	9
<b>Article X</b>	<b>9</b>
Board of Trustees for the Diocese .....	9
<b>Article XI</b>	<b>9</b>
Diocesan Council .....	9
<b>Article XII</b>	<b>10</b>
Delegates to Provincial Council and Provincial Assembly.....	10
<b>Article XIII</b>	<b>10</b>
Admission of Congregations .....	10
<b>Article XIV</b>	<b>11</b>
Election of a Bishop.....	11
<b>Article XV</b>	<b>11</b>
Congregational Property .....	11
<b>Article XVI</b>	<b>11</b>
Alteration of the Constitution .....	11
<b>CANONS</b>	<b>12</b>
<b>Canon I</b>	<b>12</b>
Provincial Membership.....	12
<b>Canon II</b>	<b>13</b>
Of a List of Clergy in the Diocese.....	13
<b>Canon III</b>	<b>13</b>
Of Deputies .....	13

<b>Canon IV</b>	<b>14</b>
Of Congregational Registers and Reports .....	14
<b>Canon V</b>	<b>15</b>
Of the Board of Trustees .....	15
<b>Canon VI</b>	<b>16</b>
Of the Diocesan Council .....	16
<b>Canon VII</b>	<b>17</b>
Of the Standing Committee .....	17
<b>Canon VIII</b>	<b>18</b>
Assistance to the Bishop .....	18
<b>Canon IX</b>	<b>18</b>
Of the Director of Administration .....	18
<b>Canon X</b>	<b>18</b>
Committees and Program Units .....	18
<b>Canon XI</b>	<b>18</b>
Of the Chancellor .....	18
<b>Canon XII</b>	<b>19</b>
Of the Committee on Canons .....	19
<b>Canon XIII</b>	<b>19</b>
Of the History and Archives of the Diocese .....	19
<b>Canon XIV</b>	<b>19</b>
Budget and Financial Administration .....	19
<b>Canon XV</b>	<b>21</b>
Of the Episcopal Funds .....	21
<b>Canon XVI</b>	<b>21</b>
Of the Diocesan Cathedral .....	21
<b>Canon XVII</b>	<b>21</b>
Of Congregations .....	21
<b>Canon XVIII</b>	<b>24</b>
Of Mission Fellowships .....	24
<b>Canon XIX</b>	<b>25</b>
Of the Organization of Unincorporated and Incorporated Congregations .....	25
<b>Canon XX</b>	<b>25</b>
Business Methods in Church Affairs .....	25
<b>Canon XXI</b>	<b>27</b>
Districts .....	27
<b>Canon XXII</b>	<b>28</b>
Ecclesiastical Discipline .....	28
<b>Canon XXIII</b>	<b>29</b>
Of the Mode of Election of Rector or Other Member of the Clergy .....	29
<b>Canon XXIV</b>	<b>30</b>
Of the Canonically Resident Clergy .....	30
<b>Canon XXV</b>	<b>31</b>
Bishop's Authority in Clergy-Congregation Relations .....	31

<b>Canon XXVI</b>	<b>31</b>
Of Definition of Titles .....	31
<b>Canon XXVII</b>	<b>32</b>
Of Persons Repelled from the Holy Communion .....	32
<b>Canon XXVIII</b>	<b>32</b>
Of Vacant Congregations.....	32
<b>Canon XXIX</b>	<b>33</b>
Of the Relocation of Church Buildings .....	33
<b>Canon XXX</b>	<b>33</b>
Of Elections.....	33
<b>Canon XXXI</b>	<b>33</b>
Of Confessors and the Rite of Confession.....	33
<b>Canon XXXII</b>	<b>34</b>
Of the Commission on Ministry.....	34
<b>Canon XXXIII</b>	<b>34</b>
Of Architecture of Church Buildings .....	34
<b>Canon XXXIV</b>	<b>34</b>
Of Amendments .....	34
<b>Canon XXXV</b>	<b>34</b>
Definitions.....	34
 <b>RULES OF ORDER</b>	 <b>36</b>
A. Organization and Business	36
B. General Rules	37
C. Parliamentary Procedure	39
D. Rules of Order at the Election of a Bishop, Bishop-Coadjutor, or Suffragan Bishop	40
 <b>FINANCIAL REGULATIONS</b>	 <b>42</b>
I. Contracted Financial Services	42
II. Collection and Handling of Funds	42
III. Authorization and Payment of Obligations	43
III. Accounting and Pre-Auditing	43
IV. Budgetary Control	44
V. Appointment, Compensation, and Conditions of Service of Staff	44
VI. Pension Arrangements	45
VII. Procurement and Handling of Equipment, Materials, and Supplies	45
VIII. Custody of and Procedure for Investment of Funds	45
IX. Control of Capital Assets	45
X. Post-Auditing	46
 <b>MODEL BYLAWS</b>	 <b>47</b>





# CONSTITUTION

## Article I

### FAITH AND ORDER BY CONSTITUTION AND PROVINCIAL MEMBERSHIP BY CANON

*Section 1.* The Anglican Diocese of Pittsburgh, hereafter known as the Diocese, is a constituent member of the Anglican Church in North America, hereafter known as the Province, and adheres to the Constitution and Canons of said Province.

*Section 2.* The Diocese of Pittsburgh embraces all those counties of the Commonwealth of Pennsylvania known as Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland. Additionally, for reasons found satisfactory to any Convention of the Diocese of Pittsburgh, Congregations outside of the boundaries of the aforementioned counties may be considered for admission into union with the Diocese of Pittsburgh, provided that they meet all other requirements set forth in the Constitution and Canons of the Diocese of Pittsburgh for canonical admission.

## Article II

### MEETING OF CONVENTION

*Section 1.* There shall be a stated Convention of the Church in this Diocese, to be held during the months of October or November of each year at such time and at such place within the Diocese as shall be fixed by the preceding Convention.

*Section 2.* For any sufficient cause, occurring after the designation of the place of meeting of the Annual Convention, the Bishop, or, in the case of the Bishop's inability to act or of a vacancy in the Episcopate, the Standing Committee, may appoint another time or place, or both, for the meeting of the Convention.

*Section 3.* The Bishop, or if there should be no Diocesan, or if the Bishop should be incapable of acting, the Standing Committee, shall have power to call a special Convention. There shall be not less than thirty (30) days' notice, previous to the day appointed, given to the Clergy and the several Congregations in the Diocese, by a circular letter; such special Convention shall be held at the place designated by the Ecclesiastical Authority calling it; and at such special Convention no other business shall be transacted than that stated in the notice calling the Convention.

# Article III

## MEMBERS OF CONVENTION

*Section 1.* The convention shall be composed of Clergy and Lay Deputies.

*Section 2.* Every member of the Clergy, in ~~regular-good~~ standing, who shall have been canonically resident in the Diocese, and engaged in the parochial, missionary, or educational work of the Church, under the Ecclesiastical Authority of the Diocese, for three (3) months preceding any Convention, shall be entitled to a seat and vote in such Convention in all cases except in the election of a Bishop, in which case the qualifications necessary to vote shall be as hereinafter provided in Article XIV of this Constitution; PROVIDED, that no member of the Clergy so qualified shall lose his or her right to a seat and vote by reason of sickness or old age.

*Section 3.* The Deputies shall consist of two (2) Deputies from each Congregation in Union with the Convention, chosen from the Lay Communicants as the Convention may, from time to time, by Canon prescribe. And each such Congregation shall have the right to send additional Deputies, chosen as aforesaid, in such proportion to the number of its registered communicants as the Convention may, from time to time, by Canon prescribe; PROVIDED, however, that a change in the scale of graduation, when fixed by Canon, shall not become effective until the next succeeding Annual Convention. The Chancellor of the Diocese shall be ex-officio a member of the Convention with the right to a single vote in the Lay order.

*Section 4.* Because contribution of the Godly Share reflects a Congregation's sharing in the life of the Diocese, a failure by a Congregation to contribute its Godly Share shall be brought to the attention of the Convention as it convenes. In such cases, the Convention shall consider and decide whether, in wisdom and grace, the delegates from the Congregation should not be seated. There shall be a rebuttable presumption that delegates would be seated despite a Congregation's failure to contribute its Godly Share. The decision of the Convention in this regard shall be final and unassailable.

# Article IV

## PRESIDENT OF THE CONVENTION

The Bishop, or Bishop in charge of the Diocese, shall preside, ex-officio, in the Convention, and shall be entitled to a vote. The Bishop-Coadjutor, when there is one, shall have a Seat and a vote in the Convention, and, in the absence of the Bishop, shall preside. In the event of there being a Suffragan Bishop, the Suffragan Bishop shall be entitled to the same privileges, and, in the absence of both the Bishop and the Bishop-Coadjutor, shall preside. In case of vacancy in the Episcopate, or of the absence of the Bishop, Bishop-Coadjutor, and Suffragan Bishop, or of their inability to act, the members of the Convention shall elect, from the Presbyters, a President pro tempore.

# Article V

## TRANSACTION OF BUSINESS

*Section 1.* Such members of the Clergy and Deputies as shall at any time be duly assembled in Convention shall constitute a quorum for the transaction of business.

*Section 2.* The Clergy and Deputies shall deliberate as one body and shall vote as such; PROVIDED, that a call for vote by Orders may be initiated by any ten (10) members of the Convention of whom at least five (5) must be Clergy and at least five (5) must be Lay Deputies.

*Section 3.* On every question the votes of a majority of those present, or when voting by Orders the votes of a majority of those present of the two Orders respectively, shall decide.

*Section 4.* All elections to offices in the Convention, or to places on committees, shall be conducted in accordance with the Canons enacted to govern such elections; PROVIDED, however, that the election of a Bishop shall be conducted in accordance with the provisions of Article XIV of this Constitution.

# Article VI

## SECRETARY OF THE CONVENTION

At each Annual Convention a Secretary shall be chosen, who shall continue in office until a successor is appointed. The duties of the Secretary shall be to take the minutes of the proceedings, and when approved to enter them in a proper book; to preserve the Journal and Records; and to attest the public acts of the body; and faithfully to deliver into the hands of successors all books and papers belonging to the Convention in his or her possession.

# Article VII

## CHIEF EXECUTIVE OFFICER

The Bishop shall be the chief executive officer of the Diocese.

# Article VIII

## THE ECCLESIASTICAL AUTHORITY

Whenever in the Constitution or Canons of this Diocese provision is made for action by the Bishop, such action, in case of the absence or disability of the Bishop, shall devolve upon the Bishop-Coadjutor if there be one; but if there be none, or in the absence or disability of the Bishop-Coadjutor, shall devolve upon the Suffragan Bishop, if there be one; or, if there be no Bishop-Coadjutor or Suffragan Bishop, shall devolve upon the Standing Committee.

# Article IX

## STANDING COMMITTEE

Section 1. At each Annual Convention one (1) member of the Clergy and one (1) Lay person shall be elected for a period of four (4) years. No member of the Standing Committee shall be eligible to succeed himself or herself until the next Convention following the expiration of term of office.

Section 2. The Clerical members of the Standing Committee must be of those entitled to Seats in the Convention of the Diocese.

Section 3. The Lay members of the Committee must be communicants in some Congregation of the Diocese in Union with the Convention.

Section 4. The Standing Committee shall also be the council of advice to the Bishop.

Section 5. The Standing Committee shall have such additional rights and duties and powers as may be conferred by the Canons of the Province or of this Diocese duly enacted.

## ~~ARTICLE X~~

### ~~Board of Trustees for the Diocese~~

~~Section 1. There shall be a Board of Trustees for the Diocese.~~

~~Section 2. The powers and duties of said Board so incorporated shall be to collect, receive, hold, manage, and properly dispose of all property that is conveyed or transferred to the Diocese, for its benefit or the benefit of any of its Congregations, bodies, or associations.~~

~~Section 3. The Board of Trustees shall be comprised of from five to twenty members, including the Bishop. The manner of election or appointment shall be set by Canon. The length of term of service shall also be set by Canon. The Bishop shall appoint the President of the Board, and the Board of Trustees shall elect such others officers as it shall deem appropriate.~~

# Article X

## DIOCESAN COUNCIL

Section 1. The Diocesan Council shall consist of the Bishop, the Secretary of the Convention, the Chancellor of the Diocese, ~~the President of the Board of Trustees,~~ the President of the Standing Committee, and three (3) Deputies to Convention from each District (normally two (2) lay and one (1) ordained) elected in the manner and for the term specified by Canon duly enacted.

Section 2. It shall be the duty of the Diocesan Council to collect, receive, hold, manage, and properly dispose of all property that is conveyed or transferred to the Diocese, for its benefit or the benefit of any of its Congregations, bodies, or associations.

Section 23. It shall be the duty of the Diocesan Council to prepare and report to each Convention a calculation of the Godly Share from the Congregations to the Diocese for the ensuing year, and such report, as it is finally adopted in Convention, shall be spiritually binding on the Congregations.

Section 34. Also, the Diocesan Council shall have such additional rights and duties and powers as may be conferred on it by the Convention through enactment of a Canon or adoption of a resolution.

## Article XI

### DELEGATES TO PROVINCIAL COUNCIL AND PROVINCIAL ASSEMBLY

Section 1. In accordance with Provincial Canon 1, Section 2, the Diocese in Convention shall elect delegates and alternates to the Provincial Council when a vacancy occurs in the current delegation. The term of office shall be as stated in Provincial Canon 1, Section 3. The number of alternates shall be determined by the Standing Committee.

Section 2. In accordance with Provincial Canon 2, Section 3, the Diocese in Convention shall elect delegates and alternates to the Provincial Assembly at the convention prior to the announced meeting of the Assembly. The number of delegates shall be in accordance with Provincial Canon. The number of alternates shall be determined by the Standing Committee.

Section 3. Should a vacancy among the delegates occur by reason of resignation, removal from the Diocese, death or otherwise between the stated times of election, then such vacancy shall be filled by the Standing Committee.

Section 4. In case of failure or neglect of the Convention to elect delegates, those already in office shall continue until successors are chosen.

Section 5. The Bishop, in consultation with the Standing Committee, shall elect Youth Representatives in numbers as put forth in Provincial Canon 2, Section 3.

## Article XII

### ADMISSION OF CONGREGATIONS

Any congregation desiring union with the Diocese may be admitted into Union with the Convention, on motion, by a majority of votes; provided that it shall have complied with the canonical requirements for such admission and it shall have laid before the Convention its Charter and Bylaws, or its original Articles

of Association, or a duly certified copy thereof, wherein it expressly adopts and recognizes the authority of the Constitution and Canons of this Diocese, and commits to upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer. A congregation so admitted into union with the Convention shall constitute a Congregation in Union with the Convention.

## **Article XIII**

### **ELECTION OF A BISHOP**

The election of a Bishop for this Diocese shall be made in Convention, in the following manner: After nomination in open Convention, the Clergy and Laity shall ballot separately and a concurrent majority in both Orders shall be necessary to a choice. If two-thirds (2/3) of either Order be represented at Convention, a majority vote shall determine the choice of such Order; otherwise, a vote of two-thirds (2/3) shall be necessary for that purpose; PROVIDED, that in all cases of the election of a Bishop, no member of the Clergy shall be entitled to vote unless he or she shall have been, for at least six (6) months immediately preceding the election, canonically resident in this Diocese.

## **Article XIV**

### **CONGREGATIONAL PROPERTY**

All Church property, both real and personal, owned by a Congregation is and shall be solely and exclusively owned by such Congregation and shall not be subject to any trust interest in favor of the Diocese or any other claim of ownership arising out of the Diocese.

## **Article XV**

### **ALTERATION OF THE CONSTITUTION**

This Constitution, or any part thereof, may be altered in the following manner only: The proposed alteration or amendment shall be submitted in writing to the Annual Convention, and if approved by a majority of each Order, shall lie over to the next Annual Convention, and if again approved, by a majority of each Order, the Constitution shall then stand altered or amended as proposed.

# CANONS

## Canon I

### PROVINCIAL MEMBERSHIP

*Section 1.* The Diocese of Pittsburgh shall be a member of the Anglican Church in North America.

*Section 2.* The Diocese of Pittsburgh may do business as the Anglican Diocese of Pittsburgh.

*Section 3.* Election of Delegates to Provincial Council.

- a) Beginning with the year 2020, Convention shall elect delegates and alternate delegates to Provincial Council every fifth year. Convention shall elect one (1) delegate from the Clergy Order and two (2) delegates from the Lay Order. Convention shall also elect one (1) alternate delegate from the Clergy Order and two (2) alternate delegates from the Lay Order. Delegates and alternate delegates shall be elected for a term of five (5) years and serve the Provincial Council as required by the Canons of the Anglican Church in North America.
- b) In the event one (1) or more delegates are unable to serve the Provincial Council at any time, an alternate delegate shall serve as a delegate as directed by the Bishop from time to time.
- c) No delegate or alternate delegate may serve two (2) full terms consecutively. Alternate delegates may be elected as delegates upon completion of the alternate term. Alternate delegates appointed by the Bishop to serve as delegates may be elected as delegates.

*Section 4.* Election of Delegates to Provincial Assembly.

- a) Upon the Diocese receiving notice of a scheduled Provincial Assembly, the Convention immediately preceding such Assembly shall elect delegates to such Assembly. Convention shall elect delegates from the Clergy Order and the Lay Order as directed by said notice. An equal number of alternate delegates shall be elected at Convention. In the event one (1) or more delegates is unable to serve the Provincial Assembly at any time, an alternate delegate shall serve as a delegate as directed by the Bishop from time to time.
- b) In the event any assembly is scheduled to meet before the next scheduled Convention, the Standing Committee shall select the delegates and alternate delegates to Assembly.
- c) The term for a delegate or alternate delegate shall expire as of the official conclusion of the Assembly.
- d) Delegates to Assembly may serve up to three (3) Assemblies consecutively. Alternate delegates to Assembly may be elected to unlimited consecutive terms. In the event an alternate delegate is appointed by the Bishop to serve Assembly, such alternate may subsequently be elected as a delegate and may serve up to three (3) Assemblies consecutively.



## Canon II

### OF A LIST OF CLERGY IN THE DIOCESE

The Secretary of the Convention shall keep a register of the Clergy entitled to Seats or votes in the Convention of this Diocese, in the following manner: The Bishop, Bishop-Coadjutor, or Suffragan Bishop, or when there is no Bishop, the President of the Standing Committee shall, sixty (60) days prior to the annual meeting of the Convention, deliver to the Secretary, or in the absence of the Secretary, to such other person as may be appointed by the presiding officer of the Convention, a certified list of the Clergy in good standing and canonically resident in the Diocese, specifying their parochial responsibilities or their residences and employment respectively; and also the dates of the ordination or reception of those who have been ordained or received into the Diocese within the year immediately preceding. From this list the Secretary shall prepare, in conformity with Article III, Section 2, and Article XIV, of the Constitution, a roll of Clergy entitled to Seats or votes in the Convention; and the list thus prepared shall be prima facie evidence as to the rights of Clergy to Seats or votes in the Convention. The Bishop (or Ecclesiastical Authority) shall, on the day of the meeting of Convention, provide to the Secretary any additions or deletions to the certified list submitted in advance of the Convention.

## Canon III

### OF DEPUTIES

*Section 1.* The Lay Deputies to the Convention shall consist of two (2) members for each Congregation in Union with the Convention, and additional Lay Deputies for Congregations to be determined upon the following basis of representation, up to maximum of ten (10):

For each Congregation, two (2) Lay Deputies

Average Sunday Attendance (Principal Services)	Additional Deputies	Total
100-200	1	3
200-400	2	4
400-600	3	5
600-800	4	6
800-1000	5	7
1000-1250	6	8
1250-1500	7	9
Over 1500	8	10

Average Sunday (Principal Services) Attendance is as reported in the most recent Annual Congregational Report as provided in Canon IV.

### Section 2. Lay Deputies

- a) Lay Deputies from a Congregation shall be elected by the Vestry of the Congregation or by a meeting of that Congregation, as provided in its Bylaws. Deputies shall be elected for three (3)-year terms; and, where the number of Deputies permits, their three (3)-year terms shall be staggered. No Deputy who has been so elected for two (2) successive three (3)-year terms shall be eligible for re-election as a Deputy until the expiration of one (1) year. The Deputies shall be elected and certified to the Secretary of Convention not later than sixty (60) days prior to the Annual Convention and all terms of Lay Deputies shall begin as of the first day of July preceding the Annual Convention for which they were first certified. Each Congregation shall also elect such number of Alternate Deputies as it shall deem necessary.
- b) The election of Deputies and Alternate Deputies to the Convention shall be certified in writing by a Warden or two (2) members of the Vestry; and the certificate shall state the name, address and telephone number of each Deputy and Alternate and that each Deputy and Alternate Deputy named in said certificate was chosen from the communicants of said Congregation. The certification form shall list all deputies elected by the Congregation, whether newly elected or in their second or third year of term. The certificate shall be furnished to the Secretary of the Convention not later than sixty (60) days preceding the Annual Convention. If Deputies and Alternate Deputies are elected to fill out vacancies caused by death, resignation, or removal for any cause, the election shall be certified in writing by forwarding an amended certificate to the Secretary of Convention. Any Congregation failing to timely furnish the certificate to the Secretary of the Convention shall not be entitled to Seat or vote at the Convention.

Section 3. Lay members of the Standing Committee, the Diocesan Council, the Board of Trustees for the Diocese, and the Committee on Canons, if they not be Deputies to the Convention, shall have the privilege of the floor of the Convention, but shall have no votes.

## Canon IV

### OF CONGREGATIONAL REGISTERS AND REPORTS

Section 1. The Vestry of each Congregation shall provide a suitable book to be called the "Church Register", which shall belong to and remain with the Vestry, as part of the Church records. In this Register the Minister, or, if there be none, the Senior Warden, shall keep a record of all the baptisms, confirmations, marriages, and burials in the Congregation; specifying the name and date of the birth of the child baptized, with the names of the parents and sponsors; the names of the persons confirmed; the names of the adults baptized, and of their witnesses; the names of the persons married and the witnesses; the name and, where practicable, the age, of the person buried; and also the time when each rite was performed; and a list of all communicants in the Congregation.

### Section 2. Congregational Reports

- a) The Congregational Report of every Congregation of this Diocese shall be prepared annually for the year ending December 31st preceding, upon the standard forms issued digitally by the Province, and shall be submitted online not later than the deadline specified by the Province

(generally March 1<sup>st</sup>). In every Congregation the preparation and submission of this Report shall be the joint duty of the Minister and Vestry.

- b) In case of failure to submit the Congregational Report to the Province on or before their deadline, any and all Deputies of such delinquent Congregations shall not be entitled to Seats in the Convention.
- c) Every Bishop, Presbyter, or Deacon whose report is not included in a Congregational Report shall also report on the exercise of his/her office.

*Section 3.* The Minister of each Congregation shall keep a list of all baptized persons in connection with the Congregation. Such Minister, or, in case of a vacancy, the Wardens, shall in the Congregational Report tabulate as of December 31<sup>st</sup> of the preceding year, the number of communicants in the Congregation, provided that there shall not be counted in that number any person who fails to meet the requirements of communicants in good standing, unless such failure has been for reasons satisfactory to the Minister.

*Section 4.* The certified returns above provided for shall be prima facie the basis of lay representation of each Congregation according to the schedule set out in Canon 2, Section 1. The communicant numbers of each Congregation, as reported on the aforesaid Congregational Reports, shall be published at each Annual Convention and a copy of the relevant sections of this Canon shall be sent by the Secretary to each Congregation in the Diocese before the thirty-first (31) day of December following, with a statement as to how many Deputies such Congregation is entitled to elect in the six (6) months following, and in preparation for the next Annual Convention.

*Section 5.* It shall be the duty of every member of the Clergy having a Seat in the Convention to attend every meeting thereof, or to send to the Bishop a sufficient excuse for absence.

## **Canon V**

### **OF THE BOARD OF TRUSTEES**

*Section 1.* The Board of Trustees shall be composed of the Bishop and lay members. The means of choosing membership of the Board of Trustees may be a combination of election by Convention, election by District, and appointment by the Bishop. The number of elected members shall always exceed the number of appointed members.

*Section 2.* Each Annual Convention shall elect a minimum of one (1) Trustee. All Trustee terms, whether by election or appointment, are for three (3) years. No Trustee who has served two (2) successive three (3)-year terms shall be eligible to serve again as Trustee until the expiration of one (1) year.

*Section 3.* The size of the Board shall be determined by the extent of assets to be managed. At any time the existing Board of Trustees may request Diocesan Council to propose a plan of expansion or contraction of Board membership to the next Diocesan Convention, within the limits established in Article X, Section 3 of the Constitution. The plan shall include specification of the balance between

elected and appointed members, and the means by which necessary elections can be accomplished. The Diocesan Nominating Committee shall be informed, as appropriate, of the need for nominations to be put forward for election at the Annual Convention.

*Section 4.* In the event a vacancy shall occur in an elected position on the Board of Trustees during the unfilled term of said position, such vacancy may be filled by the Standing Committee.

## **Canon VI**

### **OF THE DIOCESAN COUNCIL**

*Section 1.* The Diocesan Council shall act on behalf of the Convention when the Convention is not in session. In particular, it shall evaluate the policies, programs, and other activities of the Diocese, make recommendations to the Convention, and give general oversight to the work, mission, budget and human resources of the Diocese. The Council shall perform such other functions and tasks as the Convention may assign to it.

*Section 2.* The Diocesan Council shall hold at least four (4) regular meetings each year and such additional meetings as may be called by its presiding officer or by the Bishop.

*Section 3.* Those persons who are to be elected to Diocesan Council as provided in Article XI of the Constitution shall be elected in the following manner. Whenever a vacancy occurs or is about to occur for any reason in a position on the Diocesan Council being filled by a person from a particular District established pursuant to Canon XXI hereof, the District Commission shall nominate one (1) or more persons, Clergy or Lay as appropriate, who are Deputies to the Convention and who are canonically resident within such District. A successor shall be elected by the members of such District Commission at the annual meeting of the Commission held in conjunction with or during the Convention.

*Section 4.* The terms of office of elected members of Diocesan Council shall be three (3) years on a staggered basis within Districts. No Council member who has served two (2) successive three (3)-year terms shall be eligible for subsequent election until one (1) year has passed since said Council member was last a member of the Council. Members of Diocesan Council whose terms as Deputy to Diocesan Convention expire or whose canonical residence has changed to a different District prior to completion of their term of office to Diocesan Council shall continue, at the pleasure of the electing District, for the remainder of their Council term as a member of Diocesan Council. Vacancies due to death, removal or resignation occurring between Conventions may be filled by the Standing Committee.

*Section 5.* The Diocesan Council shall elect its presiding officer and such other officers as it shall designate.

*Section 6.* The Diocesan Council shall establish the minimum total compensation and benefits package to be paid by Congregations to canonically resident Clergy in the Diocese.

*Section 7.* The Diocesan Council shall entertain and decide appeals by Congregations which have been designated as Stressed Congregations by the Bishop or the Standing Committee. The Diocesan Council may appoint a Hearing Examiner to develop a record of evidence concerning the designation and shall base its decision upon that record.

*Section 8.* The Diocesan Council shall prescribe its operating rules and procedures which shall, among other things, provide for:

- a) assistance to the Bishop in carrying out the Bishop's responsibilities for budget and financial administration under Canon XIV
- b) hearing Congregations which are seeking adjustments in the calculation of their Godly Share.
- c) a means to receive, develop and propose resolutions to be presented to Diocesan Convention.
- d) publication of advance agenda and minutes of the meetings.
- e) such working groups as may be required to address current mission goals or strategy.
- f) an executive committee appropriate to effective leadership of the above.
- g) appointment of a Judge of Assessments and a Judge of Audits.
- h) consideration of an appeal by a Congregation which has been designated as Stressed Congregations by the Bishop or the Standing Committee.

## **Canon VII**

### **OF THE STANDING COMMITTEE**

*Section 1.* Members of the Standing Committee shall be elected as provided in Article IX of the Constitution.

*Section 2.* Officers of the Standing Committee

- a) There shall be two (2) offices of the Standing Committee, President and Secretary. Each President and Secretary of the Standing Committee shall serve for a one (1)- year term beginning on January 1 of the year in question.
- b) The President of the Standing Committee shall be the member of the clergy order whose final year on the committee begins on January 1 of the year in question. The Secretary of the Standing Committee shall be the member of the lay order whose final year on the committee begins January 1 of the year in question.
- c) In the event of a vacancy in either office of the Standing Committee, such vacancy shall be filled by the next most senior person of the Standing Committee from the appropriate clergy or lay order.

*Section 3.* The Standing Committee will (in accordance with Canon XVII Sec. 4, Canon XVIII Sec. 6) review and approve the Articles of Association, Charter and Bylaws or any changes to them for all congregations in union with or requesting to be in union with the diocese.

*Section 4.* The Standing Committee shall fill all vacancies that may occur during the recess of the

Convention, in their own body, or in any Committee appointed to sit during the recess of the Convention, and also in such offices as are held by annual election.

## **Canon VIII**

### **ASSISTANCE TO THE BISHOP**

The Bishop, with the consent of the Standing Committee, shall have the authority to appoint one (1) or more members of the Clergy to assist the Bishop in respect to the mission of the diocese. Said authority shall include the authority to appoint an Assistant Bishop. The mission of the Diocese shall include but is not limited to pastoral and counseling functions, visitations to Congregations, development of these Congregations, the planting of new Congregations, and relationships with and among Congregations and Districts, including continuation of the special relationship to Transitional Congregations. Unless such person be a Bishop-Coadjutor, Suffragan Bishop, or Assistant Bishop, such person or persons so appointed shall bear such title as shall be deemed appropriate by the Bishop.

## **Canon IX**

### **OF THE DIRECTOR OF ADMINISTRATION**

There shall be a Director of Administration for the Diocese, who shall be appointed by the Bishop with the approval of the Diocesan Council. The term of office and salary shall be determined by the Bishop and the Diocesan Council. The Director of Administration shall be the Treasurer of the Diocese. In addition, the Director of Administration shall have such duties as shall be determined by the Bishop, in consultation with the Diocesan Council.

## **Canon X**

### **COMMITTEES AND PROGRAM UNITS**

The Bishop, with the consent of the Diocesan Council, shall have authority to appoint from time to time such committees and program units, by whatever name called, as the Bishop shall deem necessary or advisable to carry on the work of the Church in this Diocese.

## **Canon XI**

### **OF THE CHANCELLOR**

The Bishop of the Diocese, with the advice and consent of the Standing Committee, shall appoint a Chancellor of the Diocese and such Vice Chancellors as the Bishop deems advisable, to hold office until their successors are appointed. They shall be Lay persons learned in the law and communicants of the Church. The duties of the Chancellor shall be to act as legal counselor to the Bishop, the Standing

Committee and other Diocesan organizations in matters affecting the interests of the Diocese. The Vice Chancellors shall perform such duties as shall be delegated to them by the Chancellor or the Bishop.

## **Canon XII**

### **OF THE COMMITTEE ON CANONS**

*Section 1.* The Committee on Canons shall consist of three (3) Clergy and three (3) Lay persons and shall be elected by ballot at Diocesan Convention.

*Section 2.* The terms of office of members of the Committee on Canons shall be three (3) years on a staggered basis. No member who has served for two (2) consecutive three (3)-year terms shall be eligible for re-election as committee member until the expiration of one (1) year.

*Section 3.* The Committee on Canons shall elect a chairman from among its membership.

## **Canon XIII**

### **OF THE HISTORY AND ARCHIVES OF THE DIOCESE**

*Section 1.* The Bishop may appoint an Archivist who shall administer the Diocesan archives, including the historical documentation of the Diocese and Congregations, and perform such other duties as directed by the Bishop or the Standing Committee. It shall be the duty of the Archivist to issue, on request, proper certification of records in the archives including, but not limited to, Consecration, Ordination, Baptism, Confirmation, Marriage and Burial Records.

*Section 2.* The Bishop may appoint a Historiographer who shall provide for the safekeeping and preservation of all Diocesan records not otherwise under the custody of the Archivist, and perform such other duties as directed by the Bishop or the Standing Committee.

## **Canon XIV**

### **BUDGET AND FINANCIAL ADMINISTRATION**

*Section 1.* The Bishop shall have general authority and responsibility for budgetary and fiscal management. The Bishop shall cause to be prepared, and submitted to the Diocesan Council for its approval, regulations covering the financial system of the Diocese, including collection and handling of funds; authorization of obligations and payment therefor; accounting, including pre-auditing; budgetary control; appointment, compensation and conditions of service of staff; pension arrangements; procurement and handling of equipment, materials and supplies; custody of funds; control of capital assets; post-auditing; delegation of authority for such matters, and other pertinent subjects.



*Section 2.* The Bishop shall cause to be prepared for review by Diocesan Council and submission to the Convention for its approval, a comprehensive operating budget ("the budget") for the ensuing year. The budget shall be based on the aggregate of the Godly Share of the total operating income of each Congregation, augmented by any income anticipated from contributions, grants, and pay-outs from trusts and endowments. The budget shall reflect the missionary objectives and staffing needs of the Diocese.

*Section 3.* In approving the budget for the ensuing year, the Convention shall also adopt an estimate of what will be received from the Congregations in their Godly Share, based on a tithe of the total operating income of each Congregation, using the total operating income of the most recent year on which the books of each has been closed.

*Section 4. Godly Share*

- a) A tithe of the total operating income of each congregation shall be considered that congregation's financial responsibility to the Diocese, its "Godly Share" given for the work of the Diocese of which it is a participating member. The Godly Share is an offering and not a debt.
- b) It shall be the duty of the Rector, or Minister-in-Charge, and Vestry of each congregation to regularly advise the Director of Administration and Diocesan Council about any anticipated difficulty in meeting the Godly Share to the Diocese, or about a rightful recalculation.
- c) Each Congregation is asked to send to the Treasurer of the Diocese one-twelfth (1/12) of its annual Godly Share before the end of each month, starting in January and concluding in December; provided, however, that with the agreement of the Treasurer, a Congregation may adopt a different schedule, with offerings no less frequent than quarter-annually.
- d) Offerings which are more than three (3) months past due, according to the approved schedule as provided in Section 3 of this Canon, shall be considered delinquent. Delinquent Congregations are ineligible to be considered for any Council programmatic grants or Board of Trustees developmental loans for grants, unless Council and Trustees, respectively, consent to the request for consideration, and to the aid itself, by separate majority votes.
- e) When a Congregation is unable to fulfill its Godly Share, the Bishop and Council, may assign an officer or member to work with the Congregation to help it identify and focus on the problems it is encountering. Findings and recommendations shall be reported back to the Bishop and Council.
- f) When a Congregation is unable to meet its Godly Share the Diocesan Council must determine how either the current or the following year's Budget and Assessment Schedule shall be adjusted to compensate for such reduction, and Council may also recommend to the Bishop and the Standing Committee that such Congregation be designated a Stressed Congregation, in accordance with Canon XVII, Section 7. Should a congregation increase its Godly Share the Diocesan Council shall adjust the Diocesan budget accordingly.



## **Canon XV**

### **OF THE EPISCOPAL FUNDS**

It shall be the duty of the Rector, or Priest/Deacon/Minister-in-Charge, of each Congregation in the Diocese to ask an offering from the people at each annual Episcopal visitation which shall be placed in the hands of the Bishop, to be used at the Bishop's discretion for the benefit of needy persons, and which shall be known as the Bishop's Discretionary Fund.

## **Canon XVI**

### **OF THE DIOCESAN CATHEDRAL**

*Section 1.* Upon recommendation of the Diocesan Council, the Annual Convention may act to designate a Cathedral Church of the Diocese of Pittsburgh.

*Section 2.* The Cathedral Church, if there be one, shall have the same proportionate Lay representation in the Convention of this Diocese and shall be subject to the same duties, liabilities and assessments as any Congregation.

*Section 3.* The word "Congregation" wherever used in the Constitution and Canons of this Diocese shall be taken to include the Cathedral Church.

*Section 4.* At each Annual Convention, if there be a Cathedral, there shall be elected one (1) member of the Clergy and one (1) Lay person to serve as members of the Cathedral Chapter and its corporation for a period of three (3) years.

## **Canon XVII**

### **OF CONGREGATIONS**

*Section 1.* Any Congregation that:

- 1) recognizes the authority of the Constitution and Canons of this Diocese,
- 2) commits to upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer, and
- 3) ensures the preaching of the Pure Word of God and the due administration of the sacraments according to Christ's ordinance,

may request consideration for admission into union with Convention. Once admitted into union with the Convention, Congregations shall continue to recognize the authority of the Constitution and Canons of this Diocese, commit to upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer, and ensure the preaching of the Pure Word of God and the due administration of the sacraments according to Christ's ordinance.

*Section 2.* In order to be admitted into union with Convention a congregation must submit its Articles of Association, or Charter and Bylaws, to the Bishop and the Standing Committee for approval at least two (2) months before the meeting of the Convention and demonstrate to the reasonable satisfaction of the Bishop and the Standing Committee that it has the capacity to meet its anticipated obligations as a Congregation of the Diocese.

*Section 3.* No consecrated Church or Chapel shall be removed, taken down or otherwise disposed of for any worldly or common use without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese.

*Section 4.* No alterations in the Articles of Association, Charter, or Bylaws, of any Congregation shall be made unless approved by a majority of votes of the members of the Congregation qualified to vote for members of the Vestry and who are present at a meeting called on due notice. In addition, neither the Articles of Association nor the Charter and Bylaws of any Congregation shall be changed without the prior consent of the Convention or of the Standing Committee.

*Section 5.* The union between Convention and a Congregation may be dissolved by action of the Convention or the Congregation.

- a) The Convention may, by a two-thirds (2/3) vote, dissolve its union with any Congregation. A determination that a Congregation has failed and continues to fail to meet the obligations imposed in Section 1 of this Canon shall establish particular, but not exclusive, grounds for dissolution; provided, however, that notice of said proposed action shall have been given in writing at least thirty (30) days in advance, by United States Mail or hand delivery, to the Bishop, all the Clergy and the Lay Deputies of all the Congregations of the Diocese, and to the Rector, Wardens, and Vestry of the Congregation whose union is in re-consideration. Any Congregation seeking to dissolve its union in order to unite with another Anglican Church in North America diocese may request Convention action consonant with this provision.
- b) Any Congregation may dissolve its union with Convention by a two-thirds (2/3) vote at any Congregation meeting properly called as provided in the Bylaws of the Congregation; provided, however, that 1) recommendation to dissolve union has been on the published agenda of the two (2) successive meetings of the Vestry prior to the Congregation meeting, 2) dissolution of union has been approved by the Vestry at the second of those meetings and, 3) notice of the dissolution vote proposed to be held at the Congregation meeting shall be given in writing at least thirty (30) days in advance, by circular letter, to the Bishop, all the Clergy and the Lay Deputies of the Diocese, as well as to the members of the Congregation. If a Congregation dissolves its union with Convention, notice shall be given to the Bishop and Diocesan Council promptly.
- c) Financial commitments of the Diocese to the Congregation or of the Congregation to the Diocese shall be honored through the budget year of the dissolution, unless a mutually agreeable earlier termination shall have been agreed by the Diocesan Council and the Vestry of the Congregation whose union is being dissolved.

*Section 6.* Congregations shall compensate the canonically resident Clergy who minister to them no less than the minimum total compensation and benefits package established by the Diocesan Council, except in special cases as determined by the Bishop and the Standing Committee.

*Section 7.* A Congregation may identify itself as a Stressed Congregation or the Bishop or the Standing Committee may designate a Congregation in Union with the Convention as a Stressed Congregation.

- a) When a Congregation identifies itself as a Stressed Congregation, it shall retain that status until the Congregation shall certify, in writing, and the Bishop and the Standing Committee concur, in writing, that the Congregation has overcome its inability to function properly as a Congregation in Union with the Convention.
- b) If, when the Bishop or the Standing Committee designates a Congregation as a Stressed Congregation, and the Congregation disagrees with that designation as demonstrated by a vote of more than two-thirds (2/3) of the members of its Vestry as it consisted prior to the designation, the Congregation in question may appeal to the Diocesan Council.
- c) The appointment of Priests or other Ministers-in-Charge to, and their removal from, Stressed Congregations is vested in the Bishop.
- d) Election to and service on the Vestry of a Stressed Congregation shall be with the consent of and by the authority of the Bishop.
- e) Stressed Congregations shall nevertheless be subject to Godly Share contributions for the upkeep of the Diocese.

*Section 8.* It shall be the duty of the Diocesan Council to report to the Secretary of the Convention before December 31st of each year, any change that may have occurred during that year in the status of any Congregation under the preceding Section.

*Section 9.* Where for any reason it shall appear to the Bishop that the boundaries of the Congregation should be changed, or that the site or location of any Church or Chapel should be changed, the Bishop shall have power to suggest such changes in the boundaries of the Congregation or in the site of the Church or Chapel as may seem for the best interests of the Congregation and of the Diocese.

- a) In such cases the Bishop shall transmit suggestions to the Diocesan Council for advice. Upon receipt of such suggestions a copy thereof shall be sent by the Council to the Congregation. In all cases where the title to the property is held by the Board of Trustees for the Diocese, a copy of such suggestion shall be sent to the said Board of Trustees.
- b) After investigation, consideration and consultation with the Rector or Priest/Deacon/Minister-in-Charge and Vestry of the Congregation, the Diocesan Council shall advise the Bishop in writing, a copy of which shall be sent to the same parties who received the original suggestions.
- c) After receiving the advice of the Council, and after consultation with the Rector or Priest/Deacon/Minister-in-Charge and Vestry of the Congregation, the Bishop shall give the final decision and shall send the same to the Congregation.
- d) If any Congregation which is at that time receiving aid from any of the Diocesan funds shall refuse to agree or shall within six (6) months after the receipt of the final decision fail to carry out the same, it shall cease to receive aid from the Diocese.

*Section 10.* The secular affairs of each Congregation shall be conducted by a Vestry of not less than five (5) persons to be elected according to the Bylaws of such Congregation.

*Section 11.* The Vestry shall consist of baptized members of the Church, and, wherever practicable, of confirmed members of the Church, and, when possible, of actual communicants in the Congregation. Vestry membership shall not be restricted with regard to sex.

## **Canon XVIII**

### **OF MISSION FELLOWSHIPS**

*Section 1.* New congregations not yet recognized as a Congregation in Union with the Convention under Canon XVII, Section 1, shall be known as Mission Fellowships.

*Section 2.* Mission Fellowships may petition for association with the Convention provided their governing body has:

- a) adopted the accession clause of Article XIII of the Constitution;
- b) provided directors' and officers' liability insurance for its leadership consistent with the laws of the jurisdiction in which it is located; and
- c) agreed to Conciliation of Disputes as follows: If a dispute arises between two or more persons in connection with the common life or governance of the Mission Fellowship and such dispute cannot be resolved according to the biblical mandate found in Matthew 18:15-17, the parties to the dispute shall submit the circumstances and issues of the dispute to the Standing Committee of the Anglican Diocese of Pittsburgh for mediation and resolution. In all matters the Standing Committee shall first seek to reconcile the conflicting parties. If reconciliation is not possible then the Standing Committee shall arbitrate a solution and such solution shall be binding on all parties.

*Section 3.* Convention may grant seat, voice and vote to Mission Fellowships accepted into association with the Anglican Diocese of Pittsburgh. The number of deputies shall conform to the provisions of Canon III (Of Deputies).

*Section 4.* For purposes of leadership and organization, the provisions of Canon XVII (Of Congregations) shall, as far as possible, guide oversight and structure of such Mission Fellowships.

*Section 5.* For purposes of sharing in the financial life of the diocese, the provision of Canon XIV, Section 4 (Godly Share) shall, as far as possible, guide the development of Mission Fellowship budgets.

*Section 6.* If Mission Fellowship status is granted by Convention, the governing body (vestry) of the congregation shall, in consultation with the Chancellor, incorporate and file its Charter, shall develop its Bylaws consistent with the model Bylaws provided by the Standing Committee, and prepare such other materials as may be required for admission as a Congregation under Article XIII (Admission of Congregations) and Canon XVII (Of Congregations).

*Section 7.* No congregation may remain as a Mission Fellowship for more than five (5) years unless an extension of no more than three (3) additional years is approved by Convention.

## **Canon XIX**

### **OF THE ORGANIZATION OF UNINCORPORATED AND INCORPORATED CONGREGATIONS**

*Section 1.* Any Congregation may organize as an unincorporated Congregation, with the consent of the Bishop and the Standing Committee, by the adoption of Articles of Association approved by the Standing Committee, and by the election of a Vestry, who with the Rector or Priest/Deacon/Minister-in-Charge, shall have control of the affairs of the Congregation; provided, however, that no such organization shall be effected until a specified annual sum, sufficient for the salary of the Rector or Priest/Deacon/Minister-in-Charge and the support of the Congregation shall have been guaranteed to the satisfaction of the Bishop and the Standing Committee, and provided also that such organization shall not prevent a subsequent incorporation of the same Congregation as hereinafter provided for.

*Section 2.* Any Congregation may become incorporated, with the consent of the Bishop and the Standing Committee, under Articles of Incorporation, approved by the Convention, and by the election of not less than five (5) members to the Vestry, whose powers and duties, when not defined by the Articles of Incorporation, may be prescribed by Bylaws.

*Section 3.* Until a Congregation shall have duly adopted Bylaws, its proceedings, and those of the Vestry shall be governed by Bylaws recommended and set forth in the Appendices to the Canons of this Diocese.

## **Canon XX**

### **BUSINESS METHODS IN CHURCH AFFAIRS**

In every Congregation and institution connected with this Diocese, the following standard business methods shall be observed:

*Section 1.* Funds held in trust, endowment and other permanent funds, and securities represented by physical evidence of ownership or indebtedness, shall be deposited with a National or State Bank, or the Board of Trustees of the Diocese, or with some other agency approved in writing by the Finance Committee of the Diocese, under a deed of trust, agency or other depository agreement providing for at least two (2) signatures on any order of withdrawal of such funds or securities.

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

This paragraph shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.

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

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

*Section 3.* Treasurers and custodians, other than banking institutions, shall be adequately bonded, except treasurers of funds that do not exceed five hundred dollars (\$500) at any one time during the fiscal year.

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

*Section 5.* All accounts of the Diocese shall be audited annually by an independent Certified Public Accountant. All accounts of Congregations or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Judge of Audits of the Diocesan Council or other appropriate diocesan authority.

All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than thirty (30) days following the date of such report, and in no event, not later than September 1 of each year covering the financial report of the previous calendar year. In any case of failure to file such audits, memorandum, or summary as required herein, any and all Lay Deputies of such delinquent Congregations shall be entitled to Seats with voice but no vote in the Convention.

*Section 6.* The Judge of Audits of the Diocesan Council shall require annual reports and audits of all accounts to be submitted to the Director of Administration and shall report annually to the Convention of the Diocese upon administration of this Canon.

*Section 7.* All buildings and their contents shall be kept adequately insured.

*Section 8.* The fiscal year shall begin January 1.

# Canon XXI

## DISTRICTS

In order to facilitate the cooperation of Congregations with each other and with the Diocese:

*Section 1.* The Diocese shall be divided into such Districts, not less than five (5) nor more than ten (10), as may be determined from time to time by action of the Convention. The Bishop, with the advice of the Standing Committee, shall formulate the districting plan which, after at least one (1) open hearing, shall be submitted to Diocesan Council for its concurrence prior to presentation of the plan to the Convention for approval.

*Section 2.* Each District shall have a Commission consisting of

- 1) the Rectors, Priests/Deacons/Ministers-in-Charge and Assistant Ministers of the Congregations in the District,
- 2) those other active or retired non-parochial and non-stipendiary Deacons and Priests living or working within the District, who are canonically resident in the Diocese, and
- 3) all Lay Deputies to the Convention designated by the Congregations in the District.

*Section 3.* Each District Commission shall meet annually in order to elect one of its members to serve as members (Pursuant to Article XI, Section 1 of the Constitution, and to Canon VI, Section 3) of Diocesan Council and, where a vacancy is about to occur, one individual to serve on the Board of Trustees. The Annual Meeting of the District Commissions shall take place as part of the order of business for the Annual Convention of the Diocese.

*Section 4.* In addition to such Annual Meeting, a District Commission may meet for purposes of regional missionary work or regional fellowship and programming. District Commissions are encouraged to meet apart from Convention for the following purposes:

- a) to consider regional problems, needs, strategies, evangelization, programs, and budgets;
- b) to enable specialization and particularization of individual congregations on behalf of all the others;
- c) to support and encourage one another as missionary congregations;
- d) to prepare Commission members on budget and policy matters to come before the Diocesan Convention.

A District Commission may elect a presiding officer and such other officers as it shall designate. In cases where no presiding officer has been chosen by a District Commission prior to Convention or to any subsequent meeting, the priest in charge of a congregation within the District who has served longest in his or her current cure shall be the presiding officer.

*Section 5.* A meeting of any District Commission may be called, with appropriate notice to all members as follows:

- 1) by its presiding officer;
- 2) by the Bishop;



- 3) by all the deputies of any one congregation within the District;
- 4) by the Council members elected by that District Commission;
- 5) by one-quarter (1/4) of the deputies of such District Commission.

## Canon XXII

### ECCLESIASTICAL DISCIPLINE

*Section 1.* Charges as identified in Title IV, Canon 2 of the Canons of the ACNA may be brought against Clergy of the Diocese.

*Section 2.* If any charges are brought against any member of the Clergy of the Diocese as provided in Section 1 of this Canon, such charges shall be considered, investigated and prosecuted as provided in Title IV of the Canons of the ACNA. In all events, the process of ecclesiastical discipline shall be subject to the terms of said Canons of the ACNA as amended from time to time. If there are any inconsistencies between the Canons of the Diocese and said Canons of the ACNA, said Canon of the ACNA shall control.

*Section 3.* For purposes of applying Title IV, Canon 2 of the Canons of the ACNA, the following shall apply:

- a) "Canonical Investigator" shall mean a duly licensed attorney, appointed to investigate matters of ecclesiastical discipline on behalf of the Diocese, to represent the Diocese in the prosecution of presentments against Priests and Deacons and to represent the Diocese in an appeal to the Provincial Tribunal of a Trial of a Priest or Deacon. The Canonical Investigator's client shall be the Diocese. Neither the Chancellor nor a Vice Chancellor of the Diocese shall serve as Canonical Investigator. The Canonical Investigator need not reside in or be a member of the Diocese proceeding under this Canon.
- b) The Bishop shall serve as the "diocesan authority."
- c) The Array of the Diocese shall serve as the "ecclesiastical Trial Court."

*Section 4.* Concerning the Array:

- a) The Array shall consist of five (5) priests or deacons and four (4) lay persons, to be elected by the Diocesan Convention to serve three (3)-year terms on a staggered basis.
- b) Each member shall serve until his or her successor is elected or until the conclusion of any trial being heard by said member and the rendering of a verdict thereon, whichever is later. No person who has served two (2) consecutive full terms shall be eligible for election until a full year has elapsed. Eighteen (18) or more months shall be treated as a full term.
- c) If a vacancy occurs for any reason the Standing Committee shall appoint a replacement from the appropriate Order, Clerical or Lay.
- d) At such time as a matter is referred to the Array, the members of the Array shall elect one of its members to serve as Presiding Judge.



# Canon XXIII

## OF THE MODE OF ELECTION OF RECTOR OR OTHER MEMBER OF THE CLERGY

*Section 1.* When a Congregation proceeds to call a new Rector, it shall first consider a list of candidates proposed by the Bishop. The Vestry may reject all of the proposed names after due research and shall thereupon notify the Bishop. The Vestry shall then ask the Bishop for additional names and may reject all of these. They may then proceed to consider other names. The Vestry's choice shall be communicated to the Bishop in writing together with documentation evidencing the qualifications of the candidate to meet the Congregation's requirements for priestly leadership. The Bishop shall have thirty (30) days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the Vestry may proceed to consider other candidates.

In the event that the Bishop and the Vestry cannot resolve their differences over Clergy selection, the case shall be taken to the Standing Committee which shall hear the facts from all concerned parties and recommend a course of action.

The Bishop shall thereafter consult with the Standing Committee and the Vestry to effect the final disposition of the issue in the most satisfactory manner possible.

*Section 2.* When a Rector, Wardens and members of a Vestry proceed to call an Assistant Minister, the Rector shall first consult with the Bishop and submit a list of proposed candidates to the Bishop as well as receive a list of proposed candidates from the Bishop. Only those candidates of the Rector who are approved by the Bishop may be submitted to the Vestry as a whole. The Vestry may reject all the candidates proposed and the Rector, thereupon, would notify the Bishop. The Bishop and Rector in consultation shall then present the names of the additional candidates. The choice of the Rector, Wardens and members of the Vestry shall be communicated to the Bishop in writing, and the Bishop shall have thirty (30) days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the Rector, Wardens and members of the Vestry may proceed to consider other candidates. In the event that the Bishop and the Rector, Wardens and members of the Vestry cannot resolve their differences over the Clergy selection, the case shall be taken to the Standing Committee which shall hear the facts from all concerned parties and recommend a course of action. The Bishop shall thereafter consult with the Standing Committee and the Rector, Wardens and members of the Vestry to effect the final disposition of the issue in the most satisfactory manner possible.

*Section 3.* A Rector, Assistant Minister or Priest, or Deacon-in-Charge of a Congregation shall be elected by the affirmative votes of two-thirds (2/3) of the Vestry, given by ballot; and, in addition, in the election of an Assistant, the consent of the Rector shall have previously been expressed in writing. The election must be made after open nomination at a previous meeting of the Vestry duly convened. The notice for the meeting of the Vestry at which such election is intended shall express such intention.

*Section 4.* The call of the Clergy-elect shall be in writing in a letter of agreement between the member of the Clergy and the Vestry (and in the case of a Stressed Congregation, the Bishop and Diocesan Council) and must express distinctly job description and any special conditions, together with the stipulations of salary or support, which salary when the member of the Clergy is settled shall be held as a valid legal contract, and the salary as accruing to be an acknowledged debt, recoverable by process of law, if necessary, of which said call shall be held as substantial evidence; provided, that the salary may be increased or diminished, as the parties may from time to time agree, due notice of which shall be given to the Ecclesiastical Authority by the Clerk of the Vestry.

*Section 5.* On the election of the member of the Clergy as aforesaid, the Vestry shall immediately deliver to the Bishop, or to the Ecclesiastical Authority of the Diocese, notice of said election in the form following, or to this effect, which shall be signed by the names of those who certify: "We, the Church Wardens (or, in case of an Assistant, We, the Rector and Church Wardens), do certify to the Rt. Rev. (naming the Bishop) or to the Reverend (naming the President of the Standing Committee when necessary) that A. B. (naming the person), has been duly chosen Rector, Assistant, or Priest, or Deacon-in-Charge (as the case may be) of (naming the Congregation) on the following condition (here shall follow a full copy of the call)."

*Section 6.* The said elected member of the Clergy shall not be recognized by the Bishop as the Rector, Assistant, or Priest, or Deacon-in-Charge of the Congregation until said elected member of the Clergy has been canonically transferred to this jurisdiction nor shall the said elected member of the Clergy with or without the consent of the Vestry of said Church perform any of the rites or ceremonies of the Church except with the special permission of the Bishop of this Diocese until the Bishop or the Ecclesiastical Authority shall have certified to the Vestry that such member of the Clergy-elect has been canonically transferred to this jurisdiction. The certificate of the Bishop or Ecclesiastical Authority shall be entered upon the minutes of the Vestry.

## **Canon XXIV**

### **OF THE CANONICALLY RESIDENT CLERGY**

*Section 1.* The Rector or Priest/Deacon/Minister-in-Charge of a Congregation has, by virtue of office, the exclusive charge and care of all the spiritual concerns, music and ritual observances of the Congregation, subject and answerable only to the Bishop.

*Section 2.* For the purposes of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the Church and Congregation buildings with the appurtenances and furniture thereof.

*Section 3.* The Rector shall have the full control and direction of all Guilds, Societies and Associations within the Congregation. Unless otherwise provided by the Charter of the Congregation, the Rector may call meetings of the Vestry and Congregation as the Rector shall deem proper, and is ex-officio President

of the same, and is entitled to speak and vote on all questions before these bodies. The Rector shall call a meeting of the Vestry when requested to do so by a majority of the members of the same.

## Canon XXV

### BISHOP'S AUTHORITY IN CLERGY-CONGREGATION RELATIONS

When, in the judgment of the Bishop, it shall appear (a) that there are grounds for believing, whether because of age, infirmity, or other cause, that the relationship between a Rector, Priest/Deacon/Minister-in-Charge, or (at the request of the Rector) an Assistant Minister and a Congregation is such that it is not in the best interest of the Congregation or the Diocese that such person continue to perform Congregation duties or (b) that there are grounds for believing that the relations between a Rector, Priest/Deacon/Minister-in-Charge and a Congregation are such that the member of the Clergy is prevented from performing ecclesiastic and other duties in a manner which is in the best interest of the Congregation and the Diocese, the Bishop shall first counsel with the member of the Clergy in that Congregation, and thereafter shall counsel the Vestry or the member of the Clergy, as appropriate, and attempt to resolve the problem. Failing this, the Bishop, or the Vestry, or the member of the Clergy shall take the case to the Standing Committee which shall hear the facts, call for any records deemed necessary, and recommend a course of action. The Bishop, after weighing the advice of the Standing Committee, shall thereafter consult with the Standing Committee, the Vestry, the member of the Clergy involved, and other concerned parties to effect a final disposition of the issue in the most satisfactory manner possible, including authority to require a Congregation to provide for a new election of one (1) or more members of the Vestry.

## Canon XXVI

### OF DEFINITION OF TITLES

*Section 1.* Whereas, the Titles used for the Canonically Resident Clergy are not authoritatively defined in the legislation of the Church, therefore for the purpose of the Constitution and of these Canons these respective Titles shall be understood and received as follows:

- a) A "Rector" is the Senior Priest of a Congregation in Union with the Convention, called by the Vestry and appointed by the Bishop, whose appointment is without limitation of time.
- b) An "Assistant" is a Priest or Deacon called by the Vestry to assist the Rector, either for a specified time, or permanently.
- c) A **Priest- or Deacon-in-Charge** is a Priest or Deacon appointed to serve a Congregation and whose appointment to the Congregation is subject to a specific agreement as to time and other conditions. These Titles also apply to all members of the Clergy appointed by the Ecclesiastical Authority to the cure of souls.
- d) **Minister-in-Charge** is a Lay Person appointed by the Ecclesiastical Authority to conduct the religious affairs of a Congregation having no Priest.

## **Canon XXVII**

### **OF PERSONS REPELLED FROM THE HOLY COMMUNION**

When a person who has been repelled from the Holy Communion appeals to the Bishop, and is not restored by the Bishop, the Bishop may, and if the person repelled demands it shall, appoint one (1) Presbyter of this Diocese, and two (2) Lay Persons, Communicants in some other Congregation than that of the person repelled, who shall make inquiry into the facts of the case, and shall make report thereof, with their opinion thereon, to the Bishop, who may restore the person, or otherwise, as the Bishop may deem proper.

## **Canon XXVIII**

### **OF VACANT CONGREGATIONS**

*Section 1.* The Bishop shall assume ecclesiastical oversight of each vacant Congregation.

*Section 2.* When the Vestry is notified by the Rector of an intent to resign, the Bishop shall simultaneously be notified. Upon such notification, the Bishop shall have the authority to examine any Congregation records which would assist in evaluating the condition of the Congregation. The Vestry shall furnish the Bishop such information as the Bishop deems necessary to assist the Congregation in the selection of a new Rector, including but not limited to, congregation goals, profile of the Congregation, and desired Clergy qualifications.

*Section 3.* In the event of a vacant Congregation, the Bishop shall take such action as the Bishop deems appropriate to supply said Congregation for appropriate services, and such supply expenses shall be borne by said Congregation.

*Section 4.* When a Congregation becomes vacant, it shall be the duty of the Wardens thereof to give notice to the Bishop, or if there be no Bishop, to the President of the Standing Committee, forthwith.

*Section 5.* A Minister canonically resident in this Diocese, without a Congregation, may not assume pastoral relations with, nor officiate for longer than one (1) month in a Congregation, unless and until he or she shall have obtained from the Bishop a written license authorizing the Minister so to do, and, if such license be refused, by and with the advice and consent of a majority of all the members of the Standing Committee, and if such Clergy shall nevertheless, without such license, officiate in such Congregation, or attempt to assume such pastoral relations, the Clergy, by reason of such action on his or her part, shall thereafter not be in good standing in this Diocese until he or she shall have made satisfaction to the Bishop; and any subsequent Convention of this Diocese may dissolve its union with the offending Congregation, provided the Standing Committee shall, at least thirty (30) days prior to such Convention, have sent to the Vestry, or to one of the Wardens, of such Congregation written notice that the action of the Congregation will be reported to the Convention.

## **Canon XXIX**

### **OF THE RELOCATION OF CHURCH BUILDINGS**

No Congregation shall relocate from one church building to another without first obtaining the permission of the Bishop, in consultation with the Standing Committee.

## **Canon XXX**

### **OF ELECTIONS**

All elections at the Convention or at meetings of the District Commissions, except as provided for in Article XIV of the Constitution, shall be by ballot (unless the same should be dispensed with by unanimous consent), the Clergy and Deputies acting as one body; PROVIDED, that before or in the course of any election at the Convention, on a call by any ten (10) members of whom at least five (5) must be Clergy and at least five (5) must be Lay Deputies, made just prior to any ballot taken therein, the Convention shall on such individual ballot vote by Orders; and, in such case, no person shall be considered as elected to any office to be filled by the Convention unless such person obtains the concurrent vote of both Orders. All officers and members of committees shall continue in office until their successors are chosen.

## **Canon XXXI**

### **OF CONFESSORS AND THE RITE OF CONFESSION**

*Section 1.* As part of the care of souls, the Rite of Confession, also known as the Reconciliation of a Penitent, is available in this Diocese to all who sincerely repent and seek absolution of their sins.

*Section 2.* Only Bishops and Priests may serve as Confessors and are exclusively able to announce absolution of sins.

*Section 3.* The Seal of Confession is absolute and inviolable; therefore, it is absolutely forbidden for a Confessor to betray in any way a penitent in word or in any manner or for any reason. There are never any circumstances whatsoever in which the communications made under the Seal between a penitent and a Confessor may be disclosed, directly or indirectly, to a third party, even a third party who purports to act under the color of ecclesiastical or legal authority.

*Section 4.* A Confessor is prohibited completely from using knowledge acquired from confession to the detriment of a penitent even when any danger of revelation is excluded. A Confessor who has been placed in a position of authority may not, at any time or in any manner, use for external governance the knowledge about sins which he or she has received in Confession.

## **Canon XXXII**

### **OF THE COMMISSION ON MINISTRY**

*Section 1. Duties.* The Commission on Ministry shall assist the Bishop in matters pertaining to the enlistment and selection of persons for Ministry, in the guidance and pastoral care of all Candidates for Holy Orders, in the examination of persons for Holy Orders, and in discharging any additional duties relating to Ministry as are, or may be, required by the Constitution and Canons of the Church.

*Section 2. Membership.* The Bishop shall appoint to the Commission on Ministry such persons as the Bishop may deem proper. The term of office shall be one (1) year. Members shall be eligible for reappointment.

*Section 3. Meetings.* Meetings of the Commission on Ministry shall be held upon the call of the Bishop or of the person appointed by the Bishop to act as presiding officer of the Commission. At any meeting, any number assembled after due notice to all members of the Commission shall constitute a quorum.

## **Canon XXXIII**

### **OF ARCHITECTURE OF CHURCH BUILDINGS**

When a Congregation proposes to make structural changes to any of its Church buildings, it shall first submit its architectural plans for the changes to the Bishop. No Congregation may undertake such structural changes without first obtaining the permission of the Bishop. For the purposes of this Canon, the phrase "structural changes" means substantial physical changes such as construction of an addition or removal or replacement of stained glass windows. The phrase does not include ordinary maintenance activities or superficial changes such as painting.

## **Canon XXXIV**

### **OF AMENDMENTS**

The Canons may be amended in the following manner only: Amendments must be proposed in writing to the Annual Convention and be referred to, and reported upon by, the Committee on Canons.

## **Canon XXXV**

### **DEFINITIONS**

Except as may otherwise be provided within these Canons, for purposes of the Canons of the Diocese of Pittsburgh:

- a) "constitution" shall mean the Constitution of the Anglican Diocese of Pittsburgh
- b) "The Bishop" shall mean the Diocesan Bishop of the Anglican Diocese of Pittsburgh.

- c) "ACNA" shall mean the Anglican Church in North America.
- d) "the Church" shall refer to the Anglican Church in North America.
- e) "The Diocese" or "Diocese" shall refer to the Anglican Diocese of Pittsburgh.
- f) "Operating Income" of a Congregation shall mean the total of all income received for use in the annual operation of the Congregation and shall include, but is not limited to, pledges, gifts, contributions, grants, and investment income.
- g) "Godly Share" shall mean the financial responsibility of a congregation to share in the life of the Diocese and determined as provided in Canon XIV Section 4.
- h) "Congregation" shall mean a gathered group of Christians who have organized and function in accordance with the Canons of the Anglican Church in North America, who are associated with the Diocese, and under the oversight of the Bishop. Congregations may be established based upon geography, a focus on reaching particular sociological or ethnic populations, or any other missional purpose. There are three categories of Congregations in the Diocese: Congregations in Union with the Convention, Mission Fellowships, and Stressed Congregations.
- i) "Congregations in Union with the Convention" shall mean those Congregations which founded the Anglican Diocese of Pittsburgh and remain in good standing with it, in addition to those Congregations which have been admitted into Union with the Convention since that time, according to the process established in Article XIII of the Constitution and Canon XVII, Section 2.
- j) "Stressed Congregation" shall mean a Congregation in Union with the Convention designated as a Stressed Congregation when one of the following occurs:
  - 1. The Congregation gives notice, through its Vestry, to the Bishop or the Standing Committee, that it is unable to function properly, including but not limited to the ability to call or retain adequate clergy, because of financial or any other reasons;
  - 2. The Bishop or the Standing Committee determines that the Congregation is unable to function properly, including but not limited to the ability to call or retain adequate clergy, because of financial or any other reasons;
  - 3. the Congregation is unable to contribute its Godly Share and this disability will likely continue.
- k) "Mission Fellowship" shall mean a gathered group of Christians, in the process of organizing and beginning to function in accordance with the Canons of the Anglican Church in North America and of the Diocese.



# Rules of Order

Established by the Convention of the Diocese of Pittsburgh for conducting the business of the Convention. These Rules shall not be amended, suspended or repealed except by an affirmative vote of a majority of the members present.

## A. ORGANIZATION AND BUSINESS

- 1) Subject to the provisions of the Constitution and Canons and these Rules of Order, the organization, order of business, and program of work of the Convention shall be determined by the Convention Committee with the approval of the Bishop and Diocesan Council. The work of the Convention for the twelve (12)-month period beginning with its fall session may be conducted in one or more sittings, or by special sessions convened by the Bishop.
- 2) The Convention shall be called to order and presided over by the Bishop, acting as the President thereof, or in the Bishop's absence or inability to act, then by the person designated in Article IV of the Constitution.
- 3) It shall be the duty of the Secretary of the last Convention, or in the Secretary's absence some other person appointed by the Bishop or officer presiding, to certify the roll of the Clergy entitled to Seats in the Convention, and the roll of the Lay Deputies authorized to represent Congregations entitled to representation at the Convention.
- 4) The Convention having been thus organized, the first business thereafter shall be the election of a Secretary. To this end, the President shall call on the presiding officer of the Diocesan Council to place in nomination the person recommended by the Council to serve as Secretary of the Convention.
- 5) The President shall then appoint the following regular committees:
  - a) On the claims of Lay Deputies to Seats in the Convention; to consist of three (3) Lay persons.
  - b) On the admission of Congregations into union with the Convention; to consist of one (1) member of the Clergy and two (2) Lay persons.
- 6) The agenda for the Convention shall make provision for the celebration of Holy Communion, an address by the Bishop, a report of the Nominating Committee and elections, for reports by the Standing Committee, the Diocesan Council, Board of Trustees, and Committee on Canons, and for consideration and action on proposed policies, programs, budgets (including assessments), resolutions, motions, reports, and notices, as may be provided by the Constitution and Canons or otherwise be in order.
- 7) Any sitting of the Convention may be recessed upon motion duly acted upon to a fixed time and place, or immediately after to such time and place as the Bishop in consultation with the Convention Committee, may determine. Each sitting shall be closed with such religious observance as the Bishop may direct.
- 8) Upon final adjournment of any sitting, the Secretary of the Convention shall submit the minutes of the proceedings to the Bishop, the Chairperson of the Committee on Canons, and the



Chairperson of the Convention Committee, who shall read and approve them prior to their publication and distribution.

## B. GENERAL RULES

- 1) The following, if they are not Deputies shall be admitted to the sittings of the Convention without vote and, except for Chairpersons of Boards and Commissions and except as provided in Canon III, Section 3, without voice: all Clergy of the Anglican Church in North America who are not canonically resident in the Diocese and of Churches in full communion with the same; candidates for Holy Orders; members of all Diocesan Boards and Commissions; and the Vestry of the Church in which the Convention is held. Upon their reporting themselves to the Secretary, their names shall be entered in the Journal.

When the Convention is sitting as the Committee of the Whole, for the election of a bishop or for other purposes, the following shall be entitled to Seats but, if not deputies, shall be without vote and without voice: members of the Nominating/Search Committee (if other than the Standing Committee), the Chairman of the Convention Committee, the Vice Chancellors, the Diocesan Administrator and the Judge of Elections.

- 2) Elections by ballot. Elections by ballot shall be in the following mode and order: Ballots shall be provided, in writing or other electronic means with all the names proposed, and such ballots must provide half as many blank spaces as there are candidates to be elected in which other names may be added by the voter. The voting shall be by the system commonly known as the Australian ballot, the candidates desired being indicated by a cross (X) placed opposite each name or by electronic selection.

There shall be a Judge of Elections, appointed by the Bishop and the Standing Committee before the meeting of the Convention, who shall arrange all necessary details for balloting, including the appointment of Tellers, and shall preside and act as Judge in all matters governing the voting.

If only one nomination shall be made for any office to be filled, the Convention may, by unanimous viva voce vote, direct the Secretary to cast the vote of the Convention for such nominees without further delay.

The Judge of Elections shall report to the Convention the number of ballots cast and the number of votes received by each candidate. Except in the case of candidates for election as Delegates or Alternate Delegates to Provincial Council and Provincial Assembly or for election to the Standing Committee, the candidates receiving the highest number of votes for the respective offices shall be declared elected.

Delegates in each order to Provincial Council and Provincial Assembly are to be elected by a majority of those present and voting. If after the first ballot sufficient Delegates have not been elected, there shall be a second ballot prepared by eliminating from the ballot such nominees in each order, beginning with the nominee in each order who received the least number of votes on the first ballot, as may be necessary to reduce the number of nominees in each order to twice the number of vacancies to be filled from that order.

If after the second ballot, all vacancies have not been filled, by consent of a majority of those present, a motion may, then or after any succeeding ballot, be entertained to elect unanimously to the vacancy or vacancies still existing in each order the nominee or nominees of that order who received the highest number of votes, but less than a majority, on the preceding ballot and the same shall be declared duly elected.

Alternate Delegates shall then be elected from among the remaining candidates in each order by plurality vote and shall rank in the order of the number of votes received.

Candidates for the Standing Committee must receive a majority of the votes cast in order to be elected. If after the first ballot a vacancy remains in either order because no candidate received a majority, a second ballot shall be prepared for that order which eliminates the candidate who received the least number of votes on the first ballot unless there was a tie for the least number. If subsequent re-balloting is necessary, each new ballot shall eliminate the candidate receiving the least number of votes on the immediate preceding ballot.

### 3) Nominations

- a. Congregations and district commissions shall be encouraged to and provided opportunity for recommending to the Nominating Committee persons who are deemed to have exceptional qualifications for the posts to be filled. Deadline for these recommendations shall be June 15th each year. At least three (3) months prior to the sitting of the Convention in which an election is to be held, the Nominating Committee, to be constituted as hereinafter provided, shall nominate at least one (1) candidate, for each office to be filled by the Convention by election: provided, however, that in accordance with Canon V, Section 2, there shall be at least two (2) nominees for each office of Trustee-At-Large, and provided, further, that in accordance with subsection A4 of these Rules of Order, Diocesan Council shall nominate a person to serve as Secretary of the Convention. The list of such nominations shall be published, including biographical data on each nominee, in an appropriate organ of Diocesan-wide circulation and distributed to each member of the Clergy, the Deputy Leader and the Senior Warden of each Congregation at least one (1) month before the sitting of the Convention in which the election is to be held. Except as otherwise provided in the Constitution and Canons, any candidate nominated must be a Communicant in good standing of the Anglican Diocese of Pittsburgh.
- b. Thereupon and until two (2) weeks before such sitting, any ten (10) members of the Convention may make additional nominations to the Convention through the Nominating Committee, providing that such nominations shall be made in writing and signed by the members making such nominations.
- c. At the Convention, any ten (10) members may make additional nominations for any office, providing that such nominations shall be made in writing and signed by the members making such nominations. The Nominating Committee shall report orally to the Convention the names of candidates nominated pursuant to this paragraph.
- d. Only the names of candidates nominated in accordance with Rules 3a and 3b shall be printed upon the ballot to be used at the election.

- e. After all candidates have been nominated as provided by Rules 3a and 3b, their names shall be listed upon the ballot as determined by lot, accomplished by drawing successively the names for each elective office by the Chairperson of the Nominating Committee.
  - f. The Diocesan Nominating Committee shall be appointed by the President of Diocesan Council in consultation with the Diocesan Bishop and the Presidents of the Standing Committee and Board of Trustees. The Diocesan Nominating Committee shall be organized in January of each year, consisting of one person from each District, with representation by both clergy and laity. A chairperson shall be appointed by the President of Diocesan Council with the Consent of the Bishop and the Presidents of the Standing Committee and Board of Trustees. All members will be appointed annually with no member serving more than four (4) consecutive years. The duty of the Nominating Committee shall be to present a full slate of nominees as required by subparagraph B3a above and shall include, but not be limited to, soliciting, receiving and screening recommendations from individuals, congregations and District Commissions.
- 4) Pre-Convention Journal
- a. A Pre-Convention Journal with such supplements as may be necessary shall be reproduced and made available to all Deputies, Clerical and Lay at least two (2) weeks prior to the first or any subsequent sitting of the annual Convention in which the business set forth in the Journal is to be acted upon.
  - b. No resolutions, reports, or changes in Canon Law shall be considered in any sitting of the Convention except they shall be published in said Journal. This rule shall not be interpreted to exclude resolutions, which, in the opinion of the President of the Convention, do not affect the financial or canonical life of the Diocese or which for any other reason should be considered by the Convention.

## C. PARLIAMENTARY PROCEDURE

- 1) No motion shall be put or debated until it is seconded, and, when seconded, it shall be stated by the President before it is voted on; and every motion, when required, shall be reduced to writing.
- 2) If the question in debate contains several distinct propositions, any member may have the same divided.
- 3) When a question is under consideration, no motion shall be received unless to lay upon the table, to postpone indefinitely, to postpone to a certain time, to commit, or to amend; and motions for any of these purposes shall have precedence in the order herein named. If the motion to lay an amendment on the table be carried, the Convention shall proceed as if no such amendment had been offered.

The motion to lay on the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order.

- 4) On a question being put by the President, it shall be determined by the sound of voices for or against it; but any member may require the count of votes, and Tellers for that purpose shall be appointed by the President; or a majority of the members present, may, previous to a decision by count, require the ayes and nays to be taken, which shall be done by calling the names of the Clerical members and then of the names of the lay deputies of each congregation, and all votes by ayes and nays shall be entered upon the minutes.
- 5) A question once decided shall not be reconsidered during the same session without an affirmative vote of two-thirds (2/3), nor without a motion for that purpose being made by one of the majority on the prior decision; nor shall any question be reconsidered more than once.
- 6) All questions of order shall be decided by the President, subject to an appeal to the House.

## D. RULES OF ORDER AT THE ELECTION OF A BISHOP, BISHOP-COADIUTOR, OR SUFFRAGAN BISHOP

The election of a Bishop for this Diocese shall be made in Convention in the following manner:

- 1) Deputies to Convention shall be given opportunity to submit names to be considered for election as Bishop. Deputies shall also be given opportunity to submit questions to be answered by nominees. A process to determine which names are to be placed before convention, and which questions are to be asked of nominees may be adopted by the Standing Committee, or by a committee appointed by the Standing Committee for that purpose. The names of nominees to come before the Convention, and their responses to any questions, shall be clearly communicated in writing prior to the meeting of Convention.
- 2) Pursuant to Article II, Section 3 of the Constitution of this Diocese, the Secretary of the Convention shall send to each Deputy and Alternate Deputy, as well as to every member of the clergy entitled to vote, the following sections of our Constitution and Canons:
  - a. Article I and X of the Constitution of the Anglican Church in North America
  - b. Canon 8, Title III, (Anglican Church)
  - c. Article XIV of the Constitution of the Diocese, and
  - d. Section D, Rules of Order of the Diocese.
- 3) When the Convention gathers the President of the Convention shall, in the hearing of the Convention, read Section D of the Rules of Order, that all may prepare themselves for the duty about to be performed. Then the President shall read the form of testimonials which are to be signed in behalf of the Bishop-elect and shall then announce that nominations will be next in order.
- 4) The Standing Committee shall present the list of candidates for nomination. All nominations are to be made without comment or discussion.
  - a. If there are any nominations intended to be made from the floor of the Convention, they shall be offered at this time. All nominations from the floor shall be permitted, provided:
    - they be made in writing, signed by ten (10) members of Convention representing five (5) churches,
    - consent has been given, in writing, by the nominee,

- that certified clearances, as used by the Standing Committee, accompany the nomination, and
  - that copies are laid before the Secretary of Convention.
- b. No word of comment as to any nomination, or in praise or censure of any person nominated shall be in order except in Committee of the Whole.
  - c. If during the election process a candidate withdraws or is withdrawn from the ballot, no endorsement of another candidate will be in order.
- 5) At any time for the purpose of discussing the election process or nominations, the Convention may, by majority vote, go into Committee of the Whole, and shall sit with closed doors. The purpose of the Committee of the Whole is not to legislate but to deliberate matters and nominations to be presented to the Convention. Only certified deputies, lay and clerical, sit in the Committee of the Whole. The persons specified in paragraph B1 of the Rules of Order shall be entitled to seats, but not to voice.
  - 6) The order of names of nominees on the ballot shall be chosen by lot.
  - 7) When all things are ready, all present shall be called to prayer, the Veni Creator shall be said or sung, and other supplications added by the President of the Convention, followed by silent prayer and The Lord's Prayer.
  - 8) Tellers will be appointed by the President of Convention. Then, with the Tellers having taken their places, the names of Clergy and Deputies shall be called, all other voices being suppressed. Unless distributed individually to certified deputies or their alternates at registration, ballots or the device to be used for electronic voting shall be given to those who respond. If a Deputy does not answer to a roll call, the name of an elected and certified Alternate may be announced by the deputation, and recorded by the Secretary of the Convention. The tellers will withdraw to count. While ballots are being counted, prayers, readings of Scripture, hymns, songs, and words of encouragement shall fill the interval. The ballots being counted, the Tellers shall report, and the President shall declare the result.
  - 9) If there be no election by concurrent majority of both Orders, new balloting must be made with all solemnity as before, until, under the guidance of the Holy Spirit, a Bishop is duly chosen and elected.
  - 10) When an election has taken place, appropriate prayers and praises shall be offered. The Bishop or President of the Convention shall appoint a committee to notify the Bishop-elect and to seek consent of the same.
  - 11) All deputies, clerical and lay, shall then sign the required form of testimonials certifying the election.

# Financial Regulations

Of the Anglican Diocese of Pittsburgh

Approved by Diocesan Council December 12, 2023

In accordance with Canon XIV, Section 1, of the Anglican Diocese of Pittsburgh, the following regulations have been prepared under the direction of the Bishop and approved by Diocesan Council for the management of the fiscal affairs of the Diocese.

## I. CONTRACTED FINANCIAL SERVICES

- 1) The Diocese will contract with a fully licensed bookkeeping firm for the primary accounting services of the diocese, referred to as “Bookkeeper” throughout this document.
  - a. Currently the contract is held by Bookminders.
- 2) The Treasurer will maintain control of all cash and investment accounts, under the supervision of Diocesan Council and the Board of Trustees. Contractors will have read only access to diocesan accounts.
- 3) Digital records of all financial documents will be kept within the secure diocesan cloud server. Appropriate digital files will be shared with contractors through secure file sharing accounts.
- 4) The Contractor will maintain a system of record for all accounts. The Diocese will have full access to such system.
  - a. Currently the system of record is Quickbooks (QB).
- 5) The Diocese processes payments primarily through scheduled ACH transactions and bill.com for check processing. Manual checks are kept in the office for expedited payments.
- 6) The Diocese will contract with a fully licensed payroll services firm for payroll processing, tax withholding and tax submission, referred to as “Payroll Processor” throughout this document.
  - a. Currently the contract is held by MinistryWorks.

## II. COLLECTION AND HANDLING OF FUNDS

- 1) All funds received by the Diocese, whether in the form of cash, check, money order, or securities, are to be processed by the Office of the Treasurer. Upon receipt such funds are reviewed by the Treasurer and transmitted to Diocesan Administrative Staff with instructions for deposit. A deposit report is compiled with appropriate accounts and funds noted for all funds received. This report is submitted to Bookkeeper for posting in the system of record. For internal control purposes two persons are responsible for receiving, posting, and depositing all funds.
- 2) A checking account in the name of the Diocese shall be maintained for the general operating fund of the Diocese. All checks drawn on the account shall require the signature of the Treasurer or other officers authorized to do so by resolution of the Board of Trustees. The monthly statement for the checking account shall be sent to Bookkeeper to reconcile to the general

ledger. The Treasurer will review the reconciliation report monthly. Canceled checks are stored in the Diocese bill.com account and with the bank.

- 3) After checks are issued, all supporting documentation is stored digitally for seven (7) years on the Diocese cloud server.

### III. AUTHORIZATION AND PAYMENT OF OBLIGATIONS

- 1) After the approval and ratification of the Diocesan Budget by the Diocesan Convention, the Treasurer shall establish a schedule of automatic disbursements of all regular payments authorized, including salaries.

An original invoice and digital or written authorization must be given to the Treasurer for the disbursement of all other budgeted items, including employee expense reimbursements. An email with the date, name of payee, amount, and purpose, signed by the person making the request, should be prepared for all disbursements that do not contain all of the required information on the invoice. After review by the Treasurer to determine appropriateness of the expenditure and budget availability, the approved request is submitted to Bookkeeper for disbursement.

- 2) Disbursement of restricted and other reserve funds is made only on action by the Board of Trustees, or its Executive Committee as reflected by a resolution in the minutes. The recorded minutes of the Board of Trustees, with resolutions therein, signed by the Secretary of the Board, shall be the authority for disbursement of said funds by Bookkeeper and the Treasurer.

### III. ACCOUNTING AND PRE-AUDITING

- 1) The accounting functions of the Diocese shall be handled by Bookkeeper, who is under the supervision of the Bishop and Treasurer. Bookkeeper shall maintain the daily transactions in proper accounts in the chart of accounts for all of the fiscal operations of the Diocese. Records of every financial transaction are to be kept by Bookkeeper according to the established fiscal regulations for non-profit organizations. Quarterly, financial statements are to be distributed to the Diocesan Council and Board of Trustees for review.
- 2) The Treasurer shall establish records of the Godly Share for all parishes at the beginning of each year and Diocesan Administrative Staff will maintain accurate records of all payments received. In addition, records will be maintained of obligations for property insurance, health insurance and any other reserve accounts of the various parishes.
- 3) Individual records shall be established for all loans made by the Diocese from the Growth Fund and Legacy Fund with confirmations of outstanding balances made periodically by the external auditors. Reports are to be made to the Treasurer periodically, but at least once a year, of any delinquent loan accounts and letters sent to the parish or individual in arrears.
- 4) The chart of accounts shall include individual accounts for all saving accounts and other investment accounts and Bookkeeper will post all income or interest earned. Bookkeeper reconciles all accounts to the monthly statements provided by the banks and brokers. Pre-audit confirmations will be sent to the banks and brokers periodically to confirm the balances.



- 5) All personnel salaries are paid by Payroll Processor. The Treasurer submits payroll twice monthly and Payroll Processor issues reports for each payroll, as well as quarterly tax submission reports. Bookkeeper posts all payroll expenses to the appropriate accounts twice monthly.

## IV. BUDGETARY CONTROL

Budgetary control shall be under the general authority and responsibility of the Bishop who will delegate to and coordinate such activity with the Treasurer. A quarterly report of operating account "Statement of Activities" (operating income and disbursements vs. budget) shall be made by the Treasurer to the Diocesan Council and Board of Trustees. Regular reviews of the status of all budgeted accounts shall be made by the Treasurer with the assistance of Bookkeeper. Where overspending is imminent in any budgetary account, immediate consultation will be held with the individual responsible for the account to bring the account into line with the amount budgeted.

Should the Bishop and Treasurer in consultation with other appropriate Diocesan officials and committees conclude that insufficient funds have been budgeted for a particular purpose, the matter shall be submitted to the Diocesan Council for a reallocation of budgeted moneys, the curtailment of spending, or whatever action is deemed appropriate.

## V. APPOINTMENT, COMPENSATION, AND CONDITIONS OF SERVICE OF STAFF

- 1) The appointment of diocesan professional personnel shall be under the direct control of the Bishop, or delegated to such other diocesan officer as the Bishop shall determine. The hiring of secretarial and clerical staff shall be under the direct control of the Director of Administration in consultation with the Bishop. The number and qualifications of staff shall be based on the needs of the diocesan operation in accordance with the established priorities for the diocese as determined by the Bishop with advice and consent of the Diocesan Council and Board of Trustees.

The responsibilities and terms of employment of ordained staff members shall be negotiated by the Bishop or his representative at the time of appointment. The responsibilities and duties of both ordained and lay staff members shall be incorporated in Job Descriptions and maintained by the Bishop's delegate. Lay staff members will be employed under the *Anglican Diocese of Pittsburgh Diocesan Office Lay Employee Manual* approved by the Standing Committee and updated on a regular basis to ensure compliance with all federal and state laws.

- 2) Compensation of staff should be based on individual performance and comparable rates of compensation and benefits for similar personnel in other small and non-profit businesses in Allegheny County. The Bishop shall meet with the President of the Standing Committee, President of Diocesan Council and the President of the Board of Trustees serving as the Compensation Committee of the Diocese, for their input and recommendations on compensation for senior staff and the Bishop, himself, at least annually.



## VI. PENSION ARRANGEMENTS

All ordained clergy that are employees of the diocese shall be covered by the Anglican Church in North America's Retirement Plan. All lay employees of the diocese shall be covered by the Anglican Diocese of Pittsburgh Lay Retirement Plan. The contributions made on behalf of both clergy and lay employees will be in accordance with the requirements of the applicable plan and approved by the Standing Committee.

## VII. PROCUREMENT AND HANDLING OF EQUIPMENT, MATERIALS, AND SUPPLIES

The procurement and handling of all equipment, materials and supplies for the diocesan office will be under the supervision, direction, and control of the Treasurer. An inventory of office furniture and equipment is to be maintained by the Treasurer. The Treasurer will be responsible for seeing that adequate office supplies are on hand at the best possible price. All orders for new equipment and supplies are to be processed through and approved by the Treasurer.

## VIII. CUSTODY OF AND PROCEDURE FOR INVESTMENT OF FUNDS

The investment of all funds, whether for short term or otherwise will be the responsibility of the Treasurer under the control and authorization of the Committee on Investments and Finance of the Board of Trustees. The temporary or short-term investment of cash shall be in accordance with guidelines established by this committee for the guidance of the Treasurer. The investment of all diocesan funds shall be in securities which are legal for the investment of funds by fiduciaries in the Commonwealth of Pennsylvania, conforming to the legal doctrine known as the "prudent investment rule."

The responsibility for the investment and reinvestment of funds may be delegated to a professional investment manager or firm. When such delegation is made, the Board shall require regular reports from the investment manager to the Committee on Investments and Finance and the Board of Trustees.

## IX. CONTROL OF CAPITAL ASSETS

- 1) All capital assets of the Diocese shall be titled in the name of the Board of Trustees as specified in the Constitution and Canons of the Diocese. Sales and dispositions of assets must be authorized by resolution of the Board and all agreements of sale, contracts, deeds and indenture shall be signed by the President or Vice-President of the Board, such signature to be attested to by the Secretary or Assistant Secretary of the Board.
- 2) All bequests, gifts and other conveyances to the Diocese shall be received by the Board for the purposes specified. Such control or management, with regard to the property as required under the circumstances, shall be exercised by the Board or such person(s) or committee as delegated by the Board of Trustees to handle such responsibility. Periodic reports shall be made to the Board of Trustees by the Bishop, Treasurer or such other person(s) or committee involved regarding the status and condition of such capital assets.

## X. POST-AUDITING

The Diocesan Council and Board of Trustees shall receive regular reports from the Bishop, Treasurer and/or other authorized party regarding the financial, budgetary and fiscal condition of all assets and accounts of the Diocese. The Audit Committee of the Board of Trustees shall make a report to the Board and The Diocesan Council of the results of the annual audit by a public auditor or auditing firm of the accounts of the Diocese and the recommendations of such auditor for the improvement of the accounting system and internal fiscal controls. The Board of Trustees shall instruct the Treasurer as to the feasibility and acceptability of such recommendations and shall receive follow up reports on the implementation of accepted recommendations.

# Model Bylaws

Of the Anglican Diocese of Pittsburgh

Approved by the Standing Committee September 2023

In accordance with Canon XIX, Section 3, the following model bylaws have been prepared under the direction of the Chancellor and approved by the Standing Committee.

## BYLAWS OF

\_\_\_\_\_ [Name of Congregation]

[City, State]

### I. GENERAL PROVISIONS

- 1.1 The name of this congregation is \_\_\_\_\_, hereafter referred to as the "Congregation" or the "Church".
- 1.2 The registered office of the Congregation \_\_\_\_\_.
- 1.3 The fiscal year of the Congregation shall begin on January 1 and end on December 31.
- 1.4 The Constitution & Canons of the Anglican Diocese of Pittsburgh shall be referred to herein as the "C&C" as the same may be amended from time to time.

### II. MEMBERSHIP

- 2.1 To be a "Member of the Congregation," one must be baptized, a communicant, eighteen years of age or over, recognized by the Rector and Wardens as a regular attendee at services, and on the Treasurer's records as a regular subscriber to the revenues of the Church.
- 2.2 This Article shall be read prior to the holding of elections, or posted in the church, no later than two (2) Sundays immediately preceding the Annual Meeting or any Special Meeting.

### III. ANNUAL MEETING

- 3.1 A meeting of the Congregation shall be held annually, after notice thereof is given by the Rector or Assistant Minister or by one of the Wardens at all public worship services on the two (2) Sundays immediately preceding such Annual Meeting. The Annual Meeting will be held at a time and place to be fixed by the Vestry. Further, written notice thereof shall be posted in the Church at least two weeks before the Annual Meeting. In lieu of the foregoing notice, notice of the Annual Meeting may be given in any manner and at any time permitted under the laws of Pennsylvania applicable to Non-Profit Corporations. The purpose of the Annual Meeting shall be the election of members of the Vestry to succeed those retiring from office and such other business as may properly come before the Annual Meeting.
- 3.2 Those Members of the Congregation assembled after notice given as in Section 3.1 above shall constitute a quorum.

3.3 At the Annual Meeting, or at any duly called special meeting of the Congregation, all Members of the Congregation who are present at such meeting shall be entitled to vote on all matters that properly come before the Members of the Congregation for a vote.

3.4 Any Member of the Congregation may vote by absentee ballot for election of members to the Vestry provided the following conditions are met:

- (i) Such Member is unable to attend the Annual Meeting by reason of illness or other unavoidable absence.
- (ii) Such Member may use only official ballots obtained from the Secretary or Judge of Elections.
- (iii) The ballot must be returned to the Secretary or Judge of Elections prior to the calling to order of the Annual Meeting or Special Meeting.

3.5 Officers of the Annual Meeting: (i) The Rector shall preside as Chairperson at the Annual Meeting and any Special Meeting. In the case of a vacancy, or in the absence of the Rector, the Senior Warden shall serve as the Chairperson. In case that neither the Rector nor the Senior Warden is present, the Junior Warden shall serve as the Chairperson. In case none of these officers is present, the meeting shall elect its own Chairperson by simple majority. (ii) The Secretary of the Vestry shall serve as the Secretary of the meeting. In the absence of the Secretary, the Chairperson shall appoint a Secretary of the meeting. (iii) The Chairperson shall appoint tellers to collect and count the votes.

3.6 Special Meetings of the Congregation may be called by the Rector, by both Wardens acting jointly, or by any three (3) other Members of the Vestry, or upon the written request of ten (10) Members of the Congregation. Notice shall be given as stated in Section 3.1 and shall include a statement of the purpose or purposes of the Special Meeting. The issues addressed at the Special Meeting shall be limited to the purpose or purposes as stated in the notice. The provisions regarding the qualification of voters for the Annual Meeting shall be applicable to Special Meetings.

#### IV. ELECTION OF THE VESTRY

4.1 The Vestry shall be divided into three (3) groups, consisting of one with one (1) member and two with two (2) members each, each group to serve for a term of three (3) years on a rotating basis. At each Annual Meeting, the vacancies created by the retiring group shall be filled by election in the manner hereinafter provided. No member of the Vestry who has served two full, regular terms may begin to serve another regular term until one (1) year following the expiration of such second term.

4.2 A Nominating Committee consisting of three (3) persons shall be chosen in the following manner: At a regular meeting of the Vestry held at least two (2) months prior to the Annual Meeting, the Rector, with the consent of the lay members of the Vestry, shall appoint two (2) Vestry members and one (1) Member of the Congregation, to serve as the members of the Nominating Committee. The members of the Nominating Committee thus chosen shall serve for the ensuing election of members of the Vestry at the Annual Meeting. The Rector shall appoint the Chairperson of this Nominating Committee, and, in the absence of the Rector, the Senior Warden shall appoint the Chairperson.

4.3 The Nominating Committee shall meet to receive nominations during the thirty (30) days preceding the Annual Meeting at a time agreeable to the members thereof, and to consider nominations of candidates for the election to the Vestry to be presented at the Annual Meeting. At least two (2) weeks written notice of such meeting of the Nominating Committee shall be given to the Members of the Congregation.

The Members of the Congregation may nominate candidates for election to the Vestry (i) in person at the meeting of the Nominating Committee or (ii) in writing addressed to the Chairman of the

Nominating Committee and submitted prior to said meeting, provided however, that all such nominations must be seconded, in writing, by at least two (2) Members of the Congregation, and, provided further, that no Members of the Congregation, apart from the Nominating Committee, may nominate or second more than one candidate. Only persons thus nominated shall be eligible to be elected at the ensuing election. Members of the Congregation who wish to recommend prospective candidates to the Nominating Committee for consideration for nomination for election to the Vestry, but who do not wish to make their recommendation a formal nomination, are encouraged to do so.

At each Annual Meeting, the Nominating Committee shall present its candidates for election to fill the vacancies created by the retiring group of Vestry members, and the names of such other persons as are properly nominated for election. It shall present at least one candidate, or such other number as may be established by resolution of the Vestry from time to time, for each vacancy to be filled. No person shall be presented to the Annual Meeting for election to the Vestry unless such person is a Member of the Congregation and shall have previously given consent to place his or her name for nomination.

4.4 The Vestry shall, at its regular meeting immediately preceding the Annual Meeting (or at such other time or place prior to the Annual Meeting), appoint one (1) person who is a Member of the Congregation and who is not a candidate for office to serve as the Judge of Election.

4.5 Election shall be by secret written ballot unless unanimously waived by all Members of the Congregation present. Tellers shall collect and count the votes. Those candidates receiving the highest number of votes shall be declared elected. In the event of a tie, an additional ballot or ballots will be cast to confirm the selection from the tied candidates. Additional balloting shall be repeated as necessary until a majority selection is made.

4.6 The Judge of Election shall confer with the tellers and report to the Chairperson of the meeting the names of those persons who have been elected for the Vestry vacancies. The ballot count shall not be announced. The report of the Judge of Election shall be entered upon (i) the Minutes by the Secretary of the Annual Meeting and (ii) the Secretary of the Vestry prior to (or in connection with) recording the proceedings of the Vestry at its first regular meeting following the Annual Meeting.

4.7 If a vacancy occurs in the Vestry during any year, the Vestry may elect a Member of the Congregation to serve out the unexpired term. The affirmative vote of a majority of all members of the Vestry shall be necessary to elect a person to fill such a vacancy.

## V. QUALIFICATIONS OF MEMBERS OF THE VESTRY

5.1 In addition to being a Member of the Congregation, wherever practicable, the Vestry shall consist of confirmed or received members of the Church.

5.2 Any Member of the Vestry, who shall disclaim or refuse conformity to the authority of the Diocese of Pittsburgh, as a constituent member of the Anglican Communion, shall cease to be a Member of the Vestry.

## VI. MEETINGS OF THE VESTRY

6.1 Regular meetings of the Vestry shall generally be held every month.

6.2 Special meetings of the Vestry may be held upon at least three (3) days' advance written notice from the Rector, or the Wardens acting jointly, or at the written request of three (3) members of the Vestry directed to the Rector, or in his or her absence, to either of the Wardens, or upon such occasion as the entire membership of the Vestry shall be present and by unanimous consent agree to hold a meeting. Also, a special meeting of the Vestry may be held at any time without three (3) days' advance

written notice provided that there is a quorum present and those not able to be present have signed written consents to proceed with the meeting.

6.3 At all regular or special meetings of the Vestry, unless it be herein otherwise provided, a majority of the Vestry shall constitute a quorum for the transaction of business. Each Member of the Vestry shall have one vote and the Rector shall have one vote.

6.4 If all Members of the Vestry consent in writing (including through electronic mail or other electronic means) to any action taken or to be taken for and on behalf of the Vestry, and the writing evidencing their consent is filed with the Secretary, the action shall be as valid as though it had been duly authorized at a meeting of the Vestry.

6.5 The Rector shall preside at all meetings of the Vestry. In the absence of the Rector, the Senior Warden or, in his or her absence, the Junior Warden shall preside. If the Rector and Wardens are absent, the Vestry may call any other member of the Vestry to preside. If a meeting is held in the absence of the Rector and Wardens, any decision made must be ratified at a subsequent meeting at which the Rector and at least one Warden are present. Nothing in this section of these Bylaws shall be construed to prevent the Vestry from conducting Executive Session at any regular or Special Meeting of the Vestry, if it so chooses.

6.6 To the extent not inconsistent with these Bylaws or any special rules as may be adopted by the Vestry, the rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the meetings.

6.7 The organizational meeting of the Vestry shall be convened by the Rector within three (3) weeks of the Annual Meeting. At such meeting, the Rector shall appoint a Senior Warden from the members of the Vestry. The Vestry shall elect a Junior Warden from its own members. It shall also elect a Secretary, a Treasurer and, if necessary, an Assistant Treasurer and Financial Secretary, and such other officers as the Vestry deems necessary. The Vestry officers shall be elected for a term of one year only but they shall be eligible to succeed themselves in office as long as they are members of the Vestry.

6.8 The Rector shall appoint such standing committees and other committees as may be necessary. At least a majority of each standing committee shall be members of the Vestry, and at least one member of each other committee shall be a member of the Vestry; provided, however, that no person who is not a member of the Vestry shall be appointed to any Vestry committee without the consent of the Vestry.

6.9 Three consecutive unjustified absences of any member of the Vestry from its regularly scheduled meetings shall constitute sufficient cause to empower the Vestry to request his or her resignation.

## VII. DUTIES OF THE VESTRY

7.1 All administrative powers of the Church shall be vested in the Vestry, which shall have control and management of the property, affairs and funds of the Church. It shall be the duty of the Vestry to take care that the financial affairs of the Church are administered faithfully, the property of the Church is adequately maintained, the salary of the Rector, other clergy and lay staff is paid regularly, and provision is made for payment of the current expenses of the Church.

7.2 At the close of each fiscal year, the Vestry shall make arrangements to have the Treasurer's books of account audited by a Certified Public Accountant or other qualified person or persons in accordance with Canon XX of the C&C, entitled "Of Business Methods in Church Affairs."

7.3 The Rector, Wardens, and members of the Vestry shall have authority to appoint such agents as may from time to time be deemed advisable to carry out their respective responsibilities. The Rector shall have authority to engage the services of all members of the Church Staff, lay and clerical (in which

the latter case, Canon XXIII of the C&C, entitled "Of the Mode of Election of Rector or Other Members of the Clergy" shall apply).

7.4 The Vestry shall not mortgage, encumber or convey any part of the real estate of this Church without the concurring affirmative vote of three-fourths (3/4) of all the members of the Vestry; provided, however, that no real estate held or owned by this Church shall be alienated or encumbered without the approval of the proper authorities of the Diocese of Pittsburgh in accordance with Section 3 of Canon XVII of the C&C, entitled "Of Congregations".

#### VIII. ELECTION OF A RECTOR OR ASSISTANT MINISTER

8.1 Subject to the provisions of Canon XXIII of the C&C, entitled "Of the Mode of Election of Rector or Other Member of the Clergy," a Rector or Assistant Minister shall be elected in the following manner:

(i) The affirmative vote of three quarters (3/4) of all of the members of the Vestry shall be necessary to make valid the election of a Rector or Assistant Minister.

(ii) The person to be elected Rector or Assistant Minister must have been openly nominated at a previous meeting of the Vestry, duly convened. In the case of the election of an Assistant Minister, the Rector shall nominate, in writing, the candidate he or she proposes for that office to the Vestry for election.

(iii) For a meeting of the Vestry at which such elections are intended, notice shall be given in the manner provided in the Canons of the Diocese and in these Bylaws expressing such intention. No such election shall be held until one week shall have elapsed after the nomination and until thirty (30) days shall have elapsed after notice of the intention to hold such election shall have been given to the Bishop or Ecclesiastical Authority of the Diocese.

8.2 In case of vacancy in the Rectorship of the Congregation, the Vestry shall place the ministerial duties appertaining to the Rector of the Congregation in the hands and under the control of the Bishop or Ecclesiastical Authority of the Diocese until such time as a Rector is elected in accordance with the provisions of Canon XXVIII of the C&C, entitled "Of Vacant Congregations." The Bishop or Ecclesiastical Authority shall appoint from among the lay members of the Vestry the Senior Warden, in case that office be vacated, who shall then remain in office until his or her successor is appointed. The Rector, however, when elected and in office, shall have the right to reject, confirm or reappoint the person thus appointed Senior Warden.

#### IX. DUTIES OF THE RECTOR

9.1 In accordance with the responsibilities placed upon him or her by the ordination vows, the canons of the Church, and the rubrics of the Prayer Book, the Rector, in subordination to the Ecclesiastical Authority and the C&C, shall be responsible for, and have charge and care of, all the spiritual concerns, music and ritual observances of the Church, and the performance of the respective duties of all employees of the Church. The Rector shall preside at all meetings of the Congregation and Vestry at which he or she is present. The Rector shall fulfill the responsibilities of Canon XXIV of the C&C, entitled "Of the Canonically Resident Clergy."

#### X. DUTIES OF THE WARDENS

10.1 The Wardens shall supervise the property of the Church, in accordance with the Canonical responsibilities and limitations placed upon them in relation to the Rector and the Vestry, and shall take



care that the Sexton and other officers of the Vestry perform their respective duties in a satisfactory manner. Among their duties shall be the following:

- (i) To see that the Church be kept in good repair, fit for use and used for the purpose of its consecration.
- (ii) To maintain order and decorum during the time of Worship Services.
- (iii) In the event of a vacancy in the Rectorship, to notify the Bishop or Ecclesiastical Authority and to ask for ministerial services. During any such vacancy, the Wardens shall take charge of the Congregation Register, Church Books, Plate, and other movable property.
- (iv) In case of the election of a Rector, to notify the Bishop or Ecclesiastical Authority of such election, giving the name of the person elected and compensation promised to be paid.
- (v) To report to the Bishop or Ecclesiastical Authority any violation of the Canon Law of the Diocese or Rubrics of the Prayer Book on the part of the Rector.
- (vi) To have and to exercise all such rights and perform such duties as are imposed upon them by the Constitution and Canons of the Diocese.

#### XI. DUTIES OF THE SECRETARY

11.1 The Secretary, or, in his or her absence the Secretary pro tempore, shall keep the Minutes of the Vestry in a book for that purpose and duly notify the members of its special meetings and other meetings of which notice may be required and perform generally all such duties as appertain to the office. The Secretary shall also have the minutes of each meeting of the Vestry transcribed in report form and shall mail such report to each member of the Vestry as soon as practicable after each meeting.

11.2 The Secretary shall act, if present, as Secretary of the Annual Meeting or any special meetings thereof.

#### XII. DUTIES OF THE TREASURER

12.1 The Treasurer, or in his or her absence, the Assistant Treasurer, if there is one, shall submit financial reports at each regular meeting of the Vestry. He or she shall receive all the revenues of the Church and disburse the same under orders of the Vestry, and sign all checks which shall also be countersigned by other persons appointed by the Finance Committee by resolution duly adopted. The Treasurer shall enter in a book kept by the Treasurer in accordance with standard accounting practices, all sums received from any and all sources as well as all disbursements made for any and all purposes, which book shall always be subject to the inspection of the Vestry and also of the Certified Public Accountants or others annually appointed to examine the Treasurer's accounts.

12.2 The Treasurer shall pay the Rector and all others who have stated salaries, in convenient installments, and shall take proper receipts.

12.3 The Treasurer shall furnish to the Judge of Election, upon demand, a certified list from the ledgers of the Church identifying those persons who are regular subscribers to the revenues of the Church.

12.4 The Treasurer, the Assistant Treasurer and all others charged by the Vestry with the responsibility of handling funds of the Church shall have a blanket bond in the aggregate sum for all persons, the premium to be paid by the Vestry out of Church funds.



### XIII. CHURCH MUSICIANS

13.1 The Vestry shall cause the terms of employment of church musicians to be reduced to writing. The Vestry shall make use of appropriate guidelines covering job descriptions, salaries and benefits and contracts available from the Diocesan Music Commission.

### XIV. LIABILITY AND INDEMNIFICATION

14.1 The Congregation shall have the power, to the extent not prohibited by law, to indemnify and hold harmless each person who was or is made a party or is threatened to be made a party to or is otherwise involved in (as a witness or otherwise) any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, and whether or not by or in the right of the Congregation (hereinafter, a "Proceeding"), by reason of the fact that he or she is or was an officer, director, a Vestry member, other representative, whether compensated or non-compensated, of the Congregation, against any or all expenses, liability, and loss, including but not limited to attorneys' fees, judgments, fines, and amounts paid or to be paid in settlement (whether with or without court approval), actually incurred or paid by such person in connection therewith.

The indemnification shall be made by the Congregation only as authorized in the specific case upon a determination that the officer, director, Vestry member or other representative of the Congregation should be indemnified and/or expenses should be advanced because he or she acted in good faith and in a manner in which he or she reasonably believed to be in, or not opposed to, the best interests of the Congregation. Such determination shall be made: (a) by the Vestry by a majority vote of a quorum consisting of Vestry members who were not parties to the proceeding; or (b) if such quorum is not obtainable or if the Vestry so directs, by independent legal counsel. In no event, however, shall any payment be made where indemnification is not permitted by law.

14.2 The Congregation may create a fund of any nature that may, but not need be, under the control of a trustee or otherwise secured or may insure in any manner its indemnification obligations, whether arising hereunder or otherwise. The Congregation may purchase and maintain insurance on behalf of any person who is or was a Vestry member, against any liability asserted against him or her and incurred by or imposed upon him or her in any such capacity, or arising out of his or her status as such, whether or not the Congregation would have the power to indemnify him or her against such liability under the provisions of this Article or otherwise, upon such terms and conditions as the Congregation may deem requisite including a requirement that any such person must contribute a portion or all of the cost of maintaining such insurance.

14.3 No contract or transaction between the Congregation and one or more of its Vestry members or officers or directors, or between the Congregation and any other corporation, partnership, association or other organization in which one or more of its Vestry members, or officers or directors have a financial interest, shall be void or voidable solely for such reason, or solely because the Vestry member or officer is present at or participates in the meeting of the Vestry which authorizes the contract or transaction, or solely because his, her or their votes are counted for such purpose, if: (a) the material facts as to the relationship or interest and as to the contract or transaction are disclosed or are known to the Vestry, and the Vestry in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested Vestry members even though the disinterested Vestry members are less than a quorum; or (b) the contract or transaction is fair as to the Congregation as of the time it is authorized, approved, or ratified by the Vestry. Interested Vestry members may be counted in

determining the presence of a quorum at a meeting of the Vestry that authorizes a contract or transaction specified above.

#### XV. ELECTION OF DEPUTIES TO THE DISTRICT COMMISSIONS AND THE DIOCESAN CONVENTION

15.1 The qualifications of Deputies and Alternate Deputies to the District Commission and the Diocesan Convention shall be the same as the qualifications of members of the Vestry as set forth in Article V, "Qualifications of Members of the Vestry." Deputies and Alternate Deputies need not be members of the Vestry, but must be willing to represent this Congregation at the District Commission and at the Diocesan Convention, and to accept possible election to the Diocesan Council. The number of Deputies from this Congregation shall be determined by the schedule of the Constitution and Canons of the Diocese of Pittsburgh, as certified in writing annually to this Congregation by the Secretary of Diocesan Convention.

15.2 Deputies shall be elected for a term of three (3) years commencing at the conclusion of the annual Diocesan Convention in the year in which they shall be elected, and shall hold office until their successors shall have been duly elected and qualified. No Deputy who shall have served two (2) full successive three-year terms as Deputy shall be eligible for reelection as Deputy until the election next succeeding the expiration of such second three-year term.

15.3 Deputies shall be classified in respect of the terms for which they shall severally hold office by division into three classes, and the number of members of each class shall be as determined from time to time by the Vestry; provided, that the membership of all classes shall be as nearly equal in number as practicable, and that the term of office of one of such classes shall expire in each year.

15.4 Each year, at a regular meeting preceding the annual Diocesan Convention to be held in such year, the Vestry shall elect Deputies of the class whose term shall commence in such year, and shall also elect such number of Alternate Deputies, for such term not exceeding three years, as the Vestry shall deem appropriate. Any vacancy in the office of Deputy resulting from any cause, including a vacancy resulting in an increase of the number of Deputies, shall be filled by election by the Vestry at any regular meeting; and each Deputy so elected shall hold office during the balance of the unexpired term to which such Deputy shall be elected.

15.5 The Rector, a Warden, or two members of the Vestry shall certify in writing the names, addresses and terms of office of Deputies and Alternate Deputies to serve at the ensuing Diocesan Convention and in the District Commission, as well as the names, addresses and terms of newly elected Deputies who are to take office at the adjournment of the convention. This certificate shall be in triplicate, one copy being sent to the Secretary of the Diocesan Convention, one copy to the President of the District Commission and one copy to the Deputy leader who shall have been named as such by the Rector.

15.6 If there is due and just cause for a delay in the election of Deputies by the Vestry, at the meeting preceding the annual Diocesan Convention, they shall, without fail, be elected at the next meeting of the Vestry. In such case, the certificate mentioned above shall be furnished the Secretary of the Diocesan Convention on or before the first day of February following the annual Diocesan Convention.

#### XVI. OTHER MATTERS

16.1 These Bylaws shall be read consistent with the Anglican Diocese of Pittsburgh Constitution and Canons (the "C&C") and The Anglican Church in North America Constitution and Canons (the "ACNA

C&C"). In the event that there are any conflicts between these Bylaws and the C&C or the ACNA C&C, the terms of the C&C and/or the ACNA C&C shall control.

#### XVII. BYLAWS ADOPTION

17.1 These Bylaws may be adopted by a two-thirds (2/3) majority of those present who are entitled to vote for members of the Vestry at the Annual or Special Meeting, duly announced at the time of public worship, on the two Sundays immediately preceding such meeting. A printed or written notice thereof shall be posted at the entrance of the Church two weeks before such meeting.

17.2 By adoption of these Bylaws, all prior Bylaws heretofore enacted by this Congregation are hereby repealed.

#### XVIII. MANNER OF AMENDMENT

18.1 These Bylaws may be altered or amended only in the following manner: the Amendments shall be proposed in writing at a regular meeting, and if the Amendments are thereupon approved by the Vestry, they shall be submitted to the Standing Committee of the Diocese of Pittsburgh for approval as to Canonical regularity and, upon assurance of such regularity, copies of the proposed Amendments shall be made available to each Member of the Congregation; provided that any Amendments must be approved by two-thirds of the full membership of the Vestry; and provided further that no Amendment shall be valid until it has been approved at any Annual Meeting or a Special Meeting by a majority of those members of the Congregation present.