



2023

Episcopal Diocese of New Hampshire Constitution and Canons

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Committee on
Constitution and Canons

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PREAMBLE

All baptized members of the Diocese of New Hampshire are called to participate in the missionary work of the church by virtue of God's grace given at baptism. In this context the diocese can be seen as a missionary society of persons committed to the work of the gospel within the geographic borders of this diocese and as means permit beyond to the larger world.

All baptized persons within the diocese share the duty and calling of praying, giving, and working to share the gospel of Jesus Christ. This begins, at an appropriate age and ability, through regular attendance and participation in worship, by giving of financial and other resources to support the work of the church, and by sharing skills, as able, to proclaim the good news of Jesus Christ. This missionary work encompasses both the building up of current parishes and missions and the outreach of evangelism to enrich and grow our congregations by a greater inclusion of diverse new members. Missionary work may also renew or develop new ways to enliven the mission and ministry of Christ within the diocese.

CONSTITUTION AND CANONS OF THE DIOCESE OF NEW HAMPSHIRE

adopted in Convention, November 2, 1991

CONSTITUTION

ARTICLE I. Authority of the Episcopal Church

The Protestant Episcopal Church in the Diocese of New Hampshire accedes to and acknowledges the authority of the Constitution and Canons of the Protestant Episcopal Church in the United States of America, referred to herein as The Episcopal Church.

ARTICLE II. Convention

Section 1. There shall be a Convention comprising the ecclesiastical authority and congregations of this church.

Section 2. A group of communicants in good standing in The Episcopal Church that desires to organize as a congregation and seeks admission into union with the Convention of this diocese under the authority of The Episcopal Church shall confer with the Bishop. The Bishop may, with the advice and consent of the Standing Committee, permit the group to seek admission into union with the Convention as a congregation, and the Convention may admit the congregation as a mission or parish in accordance with the canons of the diocese.

ARTICLE III. Annual session of convention

Section 1. An annual session of the Convention of this church shall be convened at a time and place determined by the ecclesiastical authority and announced at the previous annual session.

Section 2. For good cause arising after the annual session of the Convention, the ecclesiastical authority may determine another time or place for the next annual session and shall give reasonable notice of the change to each member of the clergy canonically resident in the diocese, to every congregation in union with the Convention, and to other congregations recognized by the Bishop pursuant to Article V.

ARTICLE IV. Special sessions of the convention

Section 1. The Bishop may call a special session of the Convention when the Bishop determines such session to be conducive to the good of the church and shall do so whenever so requested by the Standing Committee.

Section 2. In the absence or disability of the Bishop or in a vacancy of the episcopate, the Standing Committee may call a special session of the Convention.

Section 3. Notice of a special session of the Convention shall be sent by the Secretary of Convention, no later than four weeks prior to Convention the date of the special session, to each member of the clergy canonically resident in the diocese, to every congregation in union with the Convention, and to other congregations recognized by the Bishop pursuant to Article V. Notice of a special session of the Convention shall state the purpose or purposes for which it is called.

Section 4. No business other than that stated in the notice thereof shall be introduced at a special session of Convention, except by a vote of at least two thirds of the members present of each order.

ARTICLE V. Members of the Convention

Section 1. The Convention shall consist of clerical and lay members.

Section 2. The clerical members shall be the Bishop, the Bishop Coadjutor, if there is one; the Bishop Suffragan, if there is any; and all members of the clergy canonically resident in the diocese except any who have been inhibited or suspended.

Section 3.

- (a) The lay members shall be delegates from each congregation in union with the Convention that has maintained weekly services throughout the preceding year. Each such congregation shall be entitled to the number of delegates specified in the canons of the diocese.
- (b) A delegate shall be a communicant in good standing in the congregation that the delegate represents and shall be chosen by the congregation at its annual meeting or at another duly called meeting of the congregation.
- (c) Before any delegate is seated as a member of the Convention, a certificate of appointment, signed by a warden, the clerk, or the member of the clergy in charge of the congregation, shall be submitted to the Convention.
- (d) A vacancy in the lay representation from a congregation shall be filled by appointment of a delegate by the member of the clergy in charge of the congregation or, in the absence of a member of the clergy in charge, a warden of the congregation.
- (e) The Bishop may, with the advice and consent of the Standing Committee, recognize any summer chapel, school chapel, or other congregation located in the diocese but not in union with Convention as entitled to one delegate, having a seat and voice but no vote.

Section 4.

- (a) A congregation otherwise entitled to representation at a session of the Convention shall lose the right to vote if the congregation has failed to submit a parochial report or for the space of one year has failed to pay any pension premium required by canon or has failed to submit to audit or financial review as required by canon.
- (b) The Convention may restore the right to vote to any such congregation on the congregation's application for restoration accompanied by a report that the default has been corrected.

Section 5. The Convention shall be the final judge of the qualifications of its members.

ARTICLE VI. Transaction of business

Section 1. A quorum for the transaction of the business of the Convention means at least:

- (a) one-third of clerical members with vote, and
- (b) delegates from one-third of the congregations represented under Article V. Section 4.

Section 2. A number less than a quorum may recess from day to day.

Section 3. In all matters which shall come before the Convention, the Clergy and Laity shall deliberate and vote in one body, and, except as otherwise required by this constitution or by canon,

a majority of votes shall decide. But, if in any case it be required by five voters, by this constitution, or by canon, the two shall vote separately; and, unless the requisite majority of the Clergy present and the requisite majority of the Lay Delegates present shall concur, the measure shall be lost. All elections shall be by ballot, unless otherwise ordered, and the Clerical ballots and the Lay ballots shall be counted separately and a concurrent quota in both Orders shall be necessary for election.

ARTICLE VII. President of the convention

Section 1. The Bishop of the diocese is President of the Convention and shall preside at all sessions of the Convention.

Section 2. The Bishop Coadjutor, if there be one, shall be Vice President of the Convention, taking the Bishop's place in the latter's absence, and shall also have voice and vote in any board or committee created by this Convention of which the Bishop of the diocese is a member.

Section 3. If neither the Bishop of the diocese nor a Bishop Coadjutor is present at any session of the Convention, the President of the Standing Committee shall preside at the session provided that, in the event the diocese is placed under the authority of a Bishop from without the diocese, such Bishop, if present, shall be the President of the Convention.

Section 4. The presiding officer of the Convention may appoint a moderator to chair on his or her behalf.

ARTICLE VIII. Secretary of the convention

Section 1. A Secretary shall be elected upon the assembling of the annual session of the Convention for a term that continues until the next annual session of the Convention. A vacancy in the office of Secretary shall be filled by the ecclesiastical authority for the remainder of the term. The Secretary shall be a member of the Convention ex officio with voice and vote.

Section 2. The Secretary shall take the minutes, prepare and maintain a journal of the proceedings and keep a record thereof, publish the minutes soon after the Convention, attest the public acts of the Convention, and deliver to the successor Secretary all materials in his or her possession relative to the concerns of the Convention. The Secretary shall also give due notice of the time and place appointed for the succeeding annual session of the Convention and for any special session of the Convention.

Section 3. The Journal of the Convention duly attested by the President and the Secretary of the Convention shall be the official record of its proceedings.

ARTICLE IX. Treasurer of the convention

Section 1. Treasurer shall be elected at each annual session of the Convention for a term that continues until the next annual session of the Convention. A vacancy in the office of Treasurer shall be filled by the ecclesiastical authority for the remainder of the term. The Treasurer shall be a member of the Convention ex officio with voice and vote.

Section 2. The Treasurer shall oversee the receipt and disbursement of all moneys collected under authority of the Convention of which the collection and appropriation shall not be otherwise specifically ordered. The Treasurer's accounts shall be rendered annually to the Convention after having been audited.

ARTICLE X. Election of a Bishop

The Convention shall vote by orders to elect a Bishop, and a majority of eligible voters in each order, when both concur, shall constitute an election. In the absence of a concurrence of majorities in both orders, balloting shall continue in the same manner until an election is made.

ARTICLE XI. Suspension or censure of clergy

No member of the Clergy shall be suspended or deposed by the Bishop or Standing Committee of this Diocese except in accordance with the Constitution and Canons of The Episcopal Church and of the Diocese of New Hampshire.

ARTICLE XII. Alteration of this constitution

Section 1. This constitution may be amended provided the proposed amendment has been presented in writing at an annual session of the Convention and approved by a majority of the voters present in each order. The proposed and approved amendment shall then be submitted to the Bishop of the diocese. Following the organization of the next annual session of the Convention, the Bishop shall announce in writing his or her approval or disapproval of such amendment. If the Bishop does not announce approval or disapproval in writing, the proposed amendment shall be considered to have received the Bishop's approval. During that session of the Convention, the amendment shall again be submitted to vote. A proposed amendment approved by the Bishop shall require the affirmative votes of a majority of the voters present in each order for adoption. A proposed amendment disapproved by the Bishop shall require the affirmative votes of two-thirds of the voters present in each order for adoption.

Section 2. The duly amended constitution shall be valid and obligatory on the adoption of the amendment.

CANONS

CANON 1. Convention of the diocese

Section 1. Sessions of Convention

1.1 Clerical list. The ecclesiastical authority shall prepare or cause to be prepared a list of the clergy of this church who are canonically resident and in good standing in this diocese as of the day of the Convention session. The list shall be laid before Convention at the commencement of any session, and shall be prima facie evidence of the right of any ordained person to voice and vote in Convention.

1.2 Lay delegates. Every congregation in union with Convention that has reported on its parochial report the conduct of regular weekly services during the preceding year, may send delegates according to the following schedule:

- (a) If it has not more than fifty active baptized members, two delegates.
- (b) If it has more than fifty but not more than one hundred fifty active baptized members, three delegates.
- (c) If it has more than one hundred fifty active baptized members, four delegates.
- (d) Further, any congregation may send one additional delegate, who shall qualify as a youth delegate as defined in section 1.3(b) of this canon.

1.3 Qualifications of lay delegates

- (a) Lay delegates to Convention shall be adult communicants in good standing in their respective congregations.
- (b) A youth delegate must be younger than twenty-six years of age.
- (c) The secretary of Convention shall cause to be prepared a list of delegates entitled to seats in Convention and shall present this list to the bishop at least one week before the session of Convention.

Section 2. Secretary of convention

2.1 Duties. In addition to the duties assigned by Article VIII of the constitution, the secretary shall:

- (a) send annually on request a copy of the journal of convention to each of the bishops of The Episcopal Church, to the secretary of Convention in each of the dioceses of The Episcopal Church, and to the secretary of the House of Deputies of General Convention;
- (b) secure, as desirable, from the secretaries of the diocesan conventions or councils copies of their journals;
- (c) perform other duties as required by Convention or by General Convention.
- (d) The duties of the secretary may be performed in coordination with diocesan staff.

2.2 Method of nominations. According to a schedule published by the secretary of Convention, the secretary shall send to each delegate and alternate delegate a list of the offices to be filled by election at the next session. Any three delegates may nominate to the secretary one candidate for each office. The secretary shall ensure that those nominated accept the nomination and, if elected,

will serve in the office. The secretary shall send to each delegate and alternate delegate a complete list of the candidates who have accepted nomination, together with a brief biographical sketch of each nominee and a digest of business to be voted at the next session of Convention. The list and digest shall be included in the pre-convention journal.

2.3 Expenses. Any expense incurred by the secretary in the discharge of official duties shall be allowed as part of Convention expense.

2.4 Secretary pro tempore. In case of the absence of the secretary from a session of Convention, the ecclesiastical authority shall appoint a secretary pro tempore.

Section 3. Deputies to General Convention

3.1 Election. At the annual session of Convention prior to the year preceding the year in which the General Convention is to meet, Convention shall elect clergy persons and lay persons to serve as deputies and alternate deputies to General Convention. The clerical deputies shall be priests or deacons canonically resident in this diocese, and the lay deputies shall be adult confirmed communicants of a congregation in this diocese. No fewer than six clergy persons and six lay persons shall be nominated. Elected nominees shall be seated in order of the number of votes received, with the four highest named as deputies, and the next two to four as alternates. Deputies and alternate deputies shall be elected to three-year terms and may be elected to successive terms.

3.2 Duties. Deputies and alternate deputies shall prepare for General Convention, participate in the work of the New Hampshire deputation, attend the meeting of General Convention, and report to Diocesan Council on the actions of General Convention. Each deputy and the first alternate deputy shall notify the ecclesiastical authority, not less than ninety days before the meeting of General Convention, of his or her intention to attend that meeting.

3.3 Vacancies. A vacancy occurs when a deputy or alternate deputy resigns, no longer qualifies for office, gives notice that he or she will not attend the meeting of General Convention, or fails to give timely notice of his or her intention to attend the meeting of General Convention. When a vacancy occurs, the ecclesiastical authority shall appoint to the vacancy an alternate deputy in order of priority of election. If a vacancy remains after the list of alternate deputies has been exhausted, the ecclesiastical authority may appoint any priest or deacon canonically resident in this diocese to a vacancy in the clerical order or any adult confirmed communicant of a congregation in this diocese to a vacancy in the lay order, to serve as a deputy until the close of the pending meeting of General Convention.

3.4 Restoration of excused deputy. A deputy who has been excused from attending the meeting of General Convention, for causes judged sufficient by the ecclesiastical authority of the diocese, shall on the day following the close of General Convention, resume all rights and privileges as a deputy of the Diocese of New Hampshire, and the deputy who took that place shall, at the same time, resume the position of alternate deputy.

Section 4. Deputies to Provincial Synod

4.1 Election. In every third year Convention shall elect as deputies to Provincial Synod one member of the clergy canonically resident in this diocese and one lay adult communicant in a congregation in union with this diocese, each to serve a term of three years. A qualified alternate shall be elected in each order to serve a term concurrent with the deputy from the same order.

4.2 Secretary to forward names. The secretary of Convention shall forward the names of the duly elected deputies and alternate deputies to the executive director of Synod.

4.3 Vacancies. Should a vacancy occur for a deputy and should the alternate deputy be unavailable, the ecclesiastical authority may appoint any qualified member of the clergy to a vacancy in the clerical order or any qualified lay person to a vacancy in the lay order, until the time of the next annual session of Convention.

4.4 Reporting. Deputies to Provincial Synod shall report the actions of the synod to Diocesan Council.

CANON 2. Organization and administration of the diocese

Section 1. The ecclesiastical authority

The bishop is the chief pastor and ecclesiastical authority of the diocese, for all purposes declared by the constitution and canons of The Episcopal Church. If there is no bishop, Standing Committee shall be the ecclesiastical authority of the diocese.

Section 2. Diocesan Council

2.1 Membership. Diocesan Council shall comprise:

- (a) the bishop;
- (b) one clerical and one lay person from each of the convocations, who shall in each case not be members of the same congregation;
- (c) the chairperson of the Committee on Mission Resources;
- (d) the chairpersons of Diocesan Council commissions;
- (e) the treasurer of Convention; and
- (f) one member of the Trustees of the Protestant Episcopal Church in New Hampshire.

2.2 Presiding officer. The bishop or, in the case of a vacancy in the episcopate, the president of Standing Committee shall be the chairperson of the council. The chairperson may appoint a moderator to conduct the business of the council.

2.3 Selection of representative members. The trustee member shall be chosen by that body, the convocation representatives shall be chosen as provided in these canons, and the bishop shall appoint and Diocesan Council shall confirm the chairpersons of the commissions.

2.4 Duties and responsibilities.

- (a) Diocesan Council shall, under the leadership of the ecclesiastical authority, plan and promote such diocesan programs as may be deemed advisable, all subject to the constitution and canons of the diocese and to other directives of Convention. From time to time the council may determine the mission focuses of the diocese.
- (b) Diocesan Council shall have the authority and responsibilities of Convention between annual Convention sessions with regard to matters of the finances and program of the diocese.
- (c) Diocesan Council may form commissions and committees it deems expedient to perform the tasks assigned to it. Members of the council's commissions and committees shall be appointed by the bishop and confirmed by Diocesan Council.

- (d) Diocesan Council shall send regular written reports to the convocations informing them of its ongoing business.
- (e) The convocations and the commissions and committees of Diocesan Council shall be accountable to the council, and the council in turn shall be accountable to Convention.
- (f) Diocesan Council shall from time to time evaluate and assist in the work of its commissions and committees and the convocations. It shall submit annually an account of its proposals and achievements, including the activities of its commissions and committees and the convocations, together with its own recommendations, to Convention.

2.5 Procedures. Diocesan Council may determine its own procedures, and may enact any bylaws required by its work or by that of its commissions and committees subject to the constitution and canons of the diocese.

2.6 Meetings. Diocesan Council shall meet at times it decides upon or upon the call of the presiding officer. A majority of its members shall constitute a quorum.

2.7 Fiscal authority.

- (a) Diocesan Council shall receive and expend monies voted and appropriated for its use by Convention, and shall submit a report on the same to each annual session of Convention. It may also receive and expend monies derived from other sources and designated for work within its jurisdiction.
- (b) Diocesan Council shall recommend to each session of Convention the base for determining the level of requested parochial giving, and the percentage of the base required for support of diocesan program and administration.

Section 3. Financial responsibility

3.1 Finance Committee.

- (a) There shall be a Finance Committee of the diocese with the following membership:
 - (1) the treasurer of Convention;
 - (2) one member of the Trustees of the Protestant Episcopal Church in New Hampshire, appointed by that body, and
 - (3) three members elected by Convention; and
 - (4) up to two additional persons, appointed by Diocesan Council, who are clergy resident in the diocese or lay communicants in good standing in their respective congregations.
- (b) The bishop shall appoint a chairperson of the committee, who may be the chief financial officer of the diocese, without vote, or a member of the committee with vote.

3.2 Terms. Terms of members shall be three years, renewable once, except that initial terms shall be arranged in a manner allowing one-third of the committee members to be appointed each year.

3.3 Duties. The Finance Committee shall prepare for Diocesan Council's review and approval, in advance of the annual session of Convention, the diocesan budget for the year following. The budget shall include:

- (a) the bishop's compensation and the expenses of the episcopate; and
- (b) the expenses of Convention and the diocese, including all diocesan programs.

3.4 Budget approval. The budget, which shall be published prior to the annual session of Convention, may be amended and must be approved by a majority vote of Convention. The approved budget shall be in effect from January 1 to December 31 of the year following.

3.5 Budget changes. Diocesan Council shall have the responsibility and authority to make changes in the annual budget between sessions of Convention.

3.6 Budget funding. Immediately following the annual session of Convention, the Finance Committee shall notify all congregations of the minimum level of giving necessary for the work of the diocese and of The Episcopal Church, the amount of their assessment, and other information necessary for understanding the diocesan budget.

3.7 Audit of accounts. All accounts of the diocese shall be audited annually by an independent certified public accountant.

Section 4. Convocations

4.1 Designation of convocations. Congregations in union with Convention shall be organized into the following six regional associations known as convocations: Central, Lakes Region, Northern, Seacoast, Southern, and Western. The membership of convocations shall be designated by the bishop with the advice of the Diocesan Council.

4.2 Transfers.

(a) A congregation seeking transfer to another convocation shall submit written request for the transfer to Diocesan Council for consideration.

4.3 Membership. Each convocation shall be composed of lay delegates to Convention from each congregation in the convocation and canonically resident clergy in good standing from congregations in the convocation.

4.4 Officers.

(a) At its first meeting after an annual session of Convention, each convocation shall elect from its membership a convener and a co-convener, who shall not be from the same congregation. The convener and co-convener shall serve for terms of two years, renewable once, and until a successor takes office.

(b) At the same meeting, each convocation shall elect from its membership one clergy and one lay person, who shall not be members of the same congregation, to serve as convocation representatives to Diocesan Council. The term of service shall be two years, renewable once. Diocesan Council representatives from the convocations may be the convener and co-convener.

(c) Convocation officers (conveners, co-conveners, and Diocesan Council representatives) shall be considered members of the convocation through the end of their terms of office, even if their terms of office as delegates to convention from their congregations shall have expired prior to the expiration of their terms as convocation officers.

4.5 Meetings. Each convocation shall meet at least four times each year and additionally as requested by Diocesan Council. Each convocation shall be accountable to Diocesan Council for its activities.

4.6 Responsibilities. Each convocation shall:

(a) provide liaison between congregations and the diocese,

- (b) assist communications among congregations in the convocation,
- (c) generate ideas and programs for referral to Diocesan Council,
- (d) provide an opportunity to present diocesan program budgets to the people,
- (e) provide a medium for the evaluation of on-going programs,
- (f) discuss convention issues and proposals prior to sessions of Convention,
- (g) assist convention delegates in becoming well informed on all aspects of diocesan life in preparation for their work at sessions of Convention,
- (h) undertake local programs too large or too expensive for a single congregation to undertake, and
- (i) focus on particular concerns or interests peculiar to the convocation.

Section 5. Standing Committee

5.1 Membership.

- (a) There shall be a Standing Committee composed of three canonically resident members of the clergy in good standing and three lay persons who are adult communicants in good standing in their respective congregations and are confirmed or received in The Episcopal Church.
- (b) Convention shall elect, at its annual session, one clergy and one lay member to serve terms of three years.
- (c) No person, clergy or lay, who has served six consecutive years on the Standing Committee is eligible for re-election until at least one year has elapsed.

5.2 Officers. As soon as possible following an annual session of Convention members of the Standing Committee shall meet to choose a president and a secretary.

5.3 To advise the bishop. The Standing Committee shall be a council of advice to the bishop. It shall meet at the request of the bishop or the president or any four members of the Standing Committee.

5.4 Vacancy in the episcopate. In case of a vacancy in the episcopate, the Standing Committee is the ecclesiastical authority of the diocese, except as otherwise provided by the canons of The Episcopal Church or this diocese.

5.5 Authority to fill vacancies. Except as otherwise provided in these canons, the Standing Committee has the authority to fill any vacancy that may occur in any office elected by Convention. A person so appointed shall serve until a successor is elected at the next annual session of Convention.

5.6 Authority of Convention. The Standing Committee, acting with the bishop, if there is one, shall have the authority and responsibilities of Convention between its annual sessions, except as otherwise provided in these canons, and shall be accountable to Convention.

Section 6. Registrar of the diocese

6.1 Election. Convention shall elect a registrar, who shall also be named archivist of the diocese and shall hold these offices until another is duly elected.

6.2 Duties. The registrar shall:

- (a) procure all published journals, papers, reports, pamphlets and documents relating to the history of the church in this diocese, and all other such journals, records and histories of the church that may become the property of the bishops of this diocese;
- (b) provide for the preservation of these materials in a safe and accessible place of deposit; and
- (c) hold these materials under such conditions and restrictions as Convention may from time to time enact.

6.3 Reporting. The registrar shall present, at each annual session of Convention, a full report of the acquisitions and activities during the preceding year, with the names of all donors, and this report, or as much of it as the ecclesiastical authority shall determine, shall be published in the journal of Convention.

Section 7. Chancellor of the diocese

7.1 Election. Convention shall elect, upon nomination by the bishop, the chancellor of the diocese for a term of two years. The chancellor shall be a communicant in good standing in a congregation in the diocese and a member of the bar in the State of New Hampshire.

7.2 Duties. The chancellor shall provide legal advice and perform such legal services as may be requested by the ecclesiastical authority of the diocese.

7.3 Member of Convention. The chancellor shall be a member of Convention, with voice and vote.

Section 8. Episcopal Fund

8.1 The Trustees.

- (a) The Fund for the Support of the Episcopate in this diocese, together with future contributions or acquisitions to the fund and any income from its investment, shall be entrusted to the Trustees of the Protestant Episcopal Church in New Hampshire.
- (b) It is the duty of the trustees, after paying the cost of maintaining the fund, to pay each year to the treasurer of Convention the net income from the fund, with a statement of credits to the several congregations of the diocese.

8.2 Use of the fund.

- (a) The Trustees of the Protestant Episcopal Church in New Hampshire shall have charge of all real estate belonging to the fund.
- (b) If there is an episcopal residence owned by the fund, it shall be the duty of the trustees to make necessary repairs on the residence.
- (c) On the order of the finance committee of the trustees, the treasurer of Convention shall pay all bills for taxes, insurance and repairs on the episcopal residence, except as the trustees may be able to pay them from the net income of any special endowment fund for the episcopal residence.

8.3 Reports of trustees. The trustees shall report the financial condition of these funds and all funds and securities to each annual session of Convention.

CANON 3. Congregations

Section 1. Congregations

1.1 Definitions.

- (a) A “congregation” is a body of worshipers who share in common the ministry of our Lord Jesus Christ, worship according to the Book of Common Prayer of The Episcopal Church, and are recognized by the ecclesiastical authority of the diocese.
 - (b) A “congregation in union with Convention” is a congregation duly admitted to the Diocese of New Hampshire in accordance with the constitution and canons of this diocese.
- 1.2 Recognized congregations. The congregations that are recognized by this diocese are:
- (a) A “parish” is a congregation in union with Convention whose rector is called by the congregation and approved by the bishop.
 - (b) A “mission” is a congregation in union with Convention whose rector is the bishop and whose member of the clergy in charge is appointed by the bishop. A mission may be a new or recently admitted congregation in union, moving toward admission as a parish, or a congregation in union that the bishop determines will remain a mission for an indefinite period of time.
 - (c) A “gospel-oriented community” is a congregation, affiliated with the Episcopal Diocese of New Hampshire, that meets throughout the year under the supervision of the bishop and is not bound by the traditional customs of a parish, mission or seasonal chapel. Gospel-oriented communities are intended to offer creative and innovative expressions for worship, ministry and collaboration.
 - (d) A “seasonal chapel” is a congregation that meets during a portion of the year and under the jurisdiction of the bishop and a congregation in union with Convention as provided for in section 5 of this canon.
 - (e) A “congregation seeking union” is a congregation that meets by permission of and under the authority of the bishop as provided by section 3 of this canon.

Section 2. Admission into union

2.1 Application for recognition.

- (a) The residents of any city or town in the State of New Hampshire who desire the services of The Episcopal Church to be established among them may give notice of their desire to the bishop, who will thereupon visit them or send a member of the clergy to visit them.
- (b) The bishop may also, whenever the bishop deems it advisable, recommend to Diocesan Council the recognition of a city, town, village district, or neighborhood as a mission area and may appoint a member of the clergy to minister to the people of that area.

2.2 Admission into union.

- (a) A congregation seeking union with Convention shall submit to the bishop and Standing Committee at least six months prior to the next annual session of Convention the following documentation:
 - (1) written attestation signed by its elected leaders that it has been organized for one year and during that time has held regular public worship services;
 - (2) satisfactory written evidence of its organization including its duly adopted bylaws;
 - (3) its written promise to obey the doctrine, discipline, and worship of The Episcopal Church;

- (4) a written declaration of its accession to the authority of the constitution and canons of the Episcopal Church and this diocese, including its acknowledgment that all real and personal property held by or for the benefit of the congregation is held in trust for The Episcopal Church and the Diocese of New Hampshire;
 - (5) its agreement in writing to support the mission of the diocese through contributions as required by the annual diocesan budget adopted by Convention; and
 - (6) its written acknowledgment of the right of Convention to re-designate a parish as a mission under the direct control of the bishop on the request of the bishop and Standing Committee in accordance with section 4 of this canon.
- (b) Upon receipt of a request for admission, the bishop and Standing Committee shall refer the petition to a committee appointed by the bishop, comprising three clerical and three lay members of Convention. This committee shall assess the request and submit a report of its findings and recommendations to the bishop and Standing Committee no later than ninety days before the next annual session of Convention.
 - (c) The bishop and Standing Committee shall review the report and, within sixty days of the annual session of Convention, shall separately approve or disapprove the application for admission of the congregation into union with Convention. The decision of each shall be reported to Convention. A decision to disapprove shall include a written statement of the reasons for that decision.
 - (d) When a congregation seeking admission is within the limits of a city or town already having one or more congregations in union with Convention, the congregation seeking admission must obtain the consent of the member of the clergy in charge and wardens of these congregations unless the bishop and Convention determine otherwise.
 - (e) Admission of new congregations into union with Convention requires the affirmative votes of two-thirds of the members of Convention, voting by orders.

Section 3. Missions

3.1 Missions seeking union with Convention.

- (a) A congregation seeking recognition as a mission of the diocese shall, with the consent of the bishop, be organized in the following manner:
 - (1) The bishop shall appoint a warden, a treasurer, and a clerk to serve for the first year.
 - (2) After the first year, a bishop's committee shall be chosen by the regular worshippers of the mission, in the manner prescribed by the canons for the election of the vestry of a parish. Prior to an election, at the request of the bishop, the mission shall seek the bishop's advice on, and shall obtain the bishop's consent to, the slate of nominees.
 - (3) The bishop's committee shall comprise not more than seven members, who shall be adult communicants of the congregation, and shall include one or two wardens, who shall be adult confirmed communicants of The Episcopal Church.
 - (4) Two members of the bishop's committee shall be elected to fill the offices of the treasurer and clerk respectively, or one person may be elected to both of those offices concurrently.

- (5) The member of the clergy in charge shall be ex officio chair of the committee.
- (b) Each mission shall plan for its growth and development, which may include a time line for preparation to seek parish status.
- (c) Missions shall have the support of the bishop, Diocesan Council, and the Committee on Mission Resources in the development and implementation of their plan.
- (d) Missions shall report annually to the Committee on Mission Resources concerning the attainment of their goals and objectives.

3.2 Missions in union with Convention.

- (a) The rights and duties of the bishop's committee shall be those of the vestry of a parish, except that the bishop's committee shall not have the right to call a priest to be in charge and its actions shall be subject to the approval of the bishop.
- (b) The duties of the wardens of a mission shall be those prescribed in these canons for the wardens of a parish.
- (c) It shall be the duty of the treasurer of a mission to collect and receive all monies contributed for the support of the mission and to remit or disburse them in accordance with the direction of the bishop's committee.
- (d) The member of the clergy in charge or, if there be none, a warden of a mission shall submit the annual parochial report as required by the canons of this diocese.

3.3 A mission shall be assessed for the support of the bishop and the expenses of Convention as provided in these canons.

Section 4. Gospel-oriented communities

4.1 A gospel-oriented community shall be affiliated with the Diocese of New Hampshire through a ministry covenant that describes the governance of the community and the rights and responsibilities of the community and diocese in partnership. The relationship established in the ministry covenant and the activities and worship of the community will be directly supervised by the bishop or their designee.

4.2 The leadership of a gospel-oriented community shall be appointed by the bishop in collaboration with the gospel-oriented community.

4.3 Every gospel-oriented community shall have a record of its participation and activities. It shall be the duty of the leadership of the gospel-oriented community to make a report of the activities of the community to the convention.

4.4 Every gospel-oriented community is responsible to live within a system of support and accountability that links its life and ministry with that of the bishop and with those of other parishes, missions and gospel-oriented communities within the Diocese of New Hampshire.

4.5 Gospel-oriented communities shall accede to the Constitution and Canons of The Episcopal Church and the Diocese of New Hampshire.

4.6 The bishop shall make available to the gospel-oriented communities of the Diocese the full support available to the parishes and missions of the Episcopal Church of New Hampshire to encourage and enable the development of their life and ministry.

4.7 There shall be a written covenant between the gospel-oriented community and the bishop describing at a minimum the specifics of compliance with sections 4.2, 4.3, 4.4, 4.5 of this canon and Canon 4, section 6.5.

4.8 For the purposes of Article V of the Constitution, gospel-oriented communities are congregations in union with convention. Gospel-oriented communities shall be entitled to one lay delegate to convention,

and in addition, the leader of the gospel-oriented community if the leader is a layperson, subject to the qualifications in Canon 1, section 1.3.

4.9 The bishop, with approval of the Standing Committee and after due notice, may withdraw from the ministry covenant and disaffiliate with any gospel-oriented community.

Section 5. Redesignation of congregations

5.1 Redesignation of a parish as a mission. Convention may redesignate a parish as a mission under the immediate control of the bishop on the request of the bishop and Standing Committee. Such a redesignation requires approval by the affirmative votes of two-thirds of the members of Convention, voting by orders.

5.2 Redesignation of a mission as a parish. A congregation in union with Convention as a mission desiring to reorganize as a parish shall first secure approval of the reorganization from the bishop and Standing Committee of the diocese. The congregation may then apply to Convention for re-admission into union with Convention as a parish, submitting with its application the documents required by section 2.2 of this canon.

Section 6. Seasonal chapels

6.1 Jurisdiction.

- (a) The jurisdiction of a seasonal chapel shall be shared by the bishop with the member of the clergy in charge of a local congregation in union with Convention to whom the bishop has assigned responsibility for the chapel.
- (b) The governing committees of seasonal chapels are subject to the bishop's direction and the canons of The Episcopal Church and of the diocese.

6.2 Local laity. Lay members of local congregations may serve together with seasonal residents on the seasonal chapel committees with the tenure of offices to be determined by each such committee.

6.3 Officiants. Appointments of seasonal chapel officiants, including visiting clergy of other dioceses, must be approved in advance by the bishop.

6.4 Reports. Annually prior to March 1, each seasonal chapel committee shall submit to the bishop and Diocesan Council a report similar to the parochial report, summarizing pastoral and sacramental acts and giving a financial accounting indicating receipts, expenditures, and year-end balances, and including all assets from offerings, gifts, and investments. These reports shall be summarized in the annual Diocesan Convention journal.

6.5 Registers. Each seasonal chapel shall fulfill the canonical responsibility of maintaining registers for all official acts, including worship, baptisms, confirmations, marriages and burials. Such registers shall be kept in the parish or mission with which the chapel is affiliated.

6.6 Annual meetings. The chairperson and at least one lay representative from each seasonal chapel committee shall attend an annual diocesan seasonal chapel meeting to consider the mutual concerns and opportunities of the chapel ministry.

Section 7. Controversies between congregations

7.1 Method of arbitration.

- (a) In the case of controversy or difference between congregations, the Standing Committee shall arbitrate for adjustment of the matter, according to the canons of The Episcopal Church and principles of equity and justice.
- (b) A written complaint may be made to the bishop by either party, setting forth its claim with the general statement of evidence in support of the claim and requesting an investigation.
- (c) On receiving the written complaint, the bishop shall transmit a copy of the claim to Standing Committee and shall convene a meeting of Standing Committee at a day, time, and place appointed by the bishop.
- (d) No later than thirty days before the meeting of the Standing Committee, the bishop shall notify in writing the clerk or one of the wardens in each of the respective congregations in controversy of the day, time, and place of the meeting and shall invite the attendance of one or more representatives of each such congregation.
- (e) On points of law the members of the Standing Committee may seek and receive advice and counsel from a qualified person approved by the bishop.

7.2 Judgment.

- (a) After a full and fair hearing of the parties, the Standing Committee shall make a judgment on the question or questions at issue. A written copy of the judgment, signed by a majority of members of the Standing Committee, shall be submitted to the bishop.
- (b) If the bishop approves the judgment, a copy of the judgment shall be sent to each of the congregations in controversy.
- (c) If the bishop does not approve the judgment, the bishop may order a new session of arbitration to commence within six months of the issuance of the judgment.
- (d) A judgment duly rendered and approved shall be binding on the respective parties.
- (e) If either party does not comply with and conform to the judgment within a reasonable period of time, the congregation not complying shall forfeit its union with Convention and all rights and privileges pertaining thereto.

Section 8. Closure of a mission

8.1 Closure of a mission. If a mission has lost such vitality and viability that eventual closure seems inevitable or desirable, the bishop, with the approval of Standing Committee, may order the closure of the mission. The bishop shall inform Convention of the closure.

CANON 4. Governance of congregations

Section 1. Parish register and report

1.1 Definitions. For the purposes of this and all other canons, the terms “communicant,” “adult communicant,” and “communicant in good standing” shall be as defined by the canons of The Episcopal Church.

1.2 Parish register.

- (a) Every member of the clergy in charge of a congregation, or if there is none, a warden, shall keep a register of all baptisms, confirmations, marriages, and burials.

- (b) The register must be kept in the form of a paper book in addition to any records kept in electronic form. The register shall specify the date on which the rite was performed, the name and signature of the officiant, and, as appropriate:
 - (1) the name and birth date of each person baptized and the names of the parents and sponsors of each minor baptized;
 - (2) the names of persons married;
 - (3) the name and age of each person buried;
 - (4) the name of each person confirmed or received, which list shall be signed by the bishop officiating at the rite.
- (c) The register shall also contain a list of the communicants, of the families and adult persons of the congregation, and of persons removed by letter of transfer. _

1.3 Parochial reports.

- (a) The member of the clergy in charge of a congregation, or, if there is none, the wardens, shall present to the Secretary of Convention, annually on or before the first day of March, the parochial report required by canons of The Episcopal Church along with such additional information as may be required by the bishop.
- (b) Clergy without parochial charge shall report the occasional services they may have rendered, or if they have performed no ministerial duties, the causes or reasons which may have prevented them from officiating.

1.4 Episcopal visitations. At every visitation by the bishop, the member of the clergy in charge of the congregation, or, if there be none, the wardens, shall submit the parish register for the bishop's review.

1.5 Register and reports prior to transfer of clergy. No member of the clergy in charge of a congregation shall be permitted to leave parochial service, by letter dimissory from this diocese or transfer from one charge to another within this diocese, until the ecclesiastical authority is assured that the records required in section 1 of this canon have been properly made in the register of the present charge and until the statistics required by this canon, beginning from January 1 of the year in which the transfer, is to occur to the date of the transfer. have been presented to the ecclesiastical authority.

Section 2. Congregational meetings

2.1 Annual meetings.

- (a) An annual meeting of a congregation shall occur during the month of January, except in those congregations whose charter orders otherwise, or for other good reason.
- (b) If a congregation has a compelling reason for holding its annual meeting on a date other than in January, it shall notify the bishop and the Standing Committee.

2.2 Elections. The wardens, vestry members, parish clerk, and the delegates to Convention shall be nominated by the congregation and shall be elected by ballot by the parishioners at the annual meeting of the congregation.

2.3 Vacancies.

- (a) If a vacancy occurs on the vestry or in another elected position between annual meetings of the congregation, the remaining members of the vestry shall choose another person to fill that position.
- (b) A vacancy occurring among delegates to Convention shall be filled by an elected alternate delegate.

2.4 Qualifications for office. Wardens shall be adult confirmed communicants of the congregation, and vestry members and other elected officers shall be adult communicants of the congregation.

2.5 Presider. The member of the clergy in charge of the congregation or a designee appointed by the member of the clergy in charge shall preside at all meetings of the congregation and the vestry.

2.6 Rotating vestry members

- (a) No member of a vestry or bishop's committee, including officers, shall be eligible for re-election for at least 1 year after serving 9 consecutive years on the vestry or bishop's committee in any fashion.
- (b) A warden shall be ineligible for re-election for at least one year after having served six consecutive years as a warden of the congregation.
- (c) Each congregation shall determine its own rules for carrying out this provision. Such rules may provide for temporary suspension of this section for cause, effective for one year and on the approval of Standing Committee and a majority of the voting members at a duly convened meeting of the congregation.
- (d) Any provision of this section that conflicts with the charter of any congregation now in union with Convention shall not be binding.

2.7 Qualification of voters. An adult communicant member of the congregation is qualified to vote at annual meetings of the congregation.

Section 3. Vestry meetings

3.1 No meeting of the vestry shall be held unless the rector or member of the clergy in charge requests it, or upon call of three vestry members, and unless at least three days' notice has been given by the clerk to all clergy, officers, and members of the vestry.

3.2 A majority of the vestry shall constitute a quorum, provided the member of the clergy in charge or a warden is present.

Section 4. Clergy and Lay Compensation and Benefits

4.1 Compensation and Benefits

- (a) The diocese and every congregation of the diocese shall provide its clergy and lay employees with compensation and benefits as outlined in the Compensation and Benefits accompanying Compensation Framework.
- (b) The Human Resource Committee of the Diocese of New Hampshire shall update from time to time, but at least annually, the Compensation & Benefits Manual and the Compensation & Benefits Framework, based on changes or revisions from Church Pension Group (CPG), State or Federal law or other modifications deemed necessary by the committee. Any substantive changes shall be presented to Diocesan Council for approval prior to their enactment.

- (c) Upon approval, these changes will be communicated to all congregations of the diocese through electronic communications provided to clergy, wardens, treasurers, and delegates to Diocesan Convention, and by means of presentations made to regional Convocation meetings by the Chief Financial Officer (CFO) of the diocese, or his/her designee.
- (d) Unless otherwise determined by letter of agreement, for purposes of this canon, fulltime employment shall be considered to be forty hours per week.
- (a) Where employment is defined as being less than full-time, the vestry or bishop's committee shall determine and provide at least the appropriate pro-rated level of compensation and benefits.

4.2 Letters of agreement for Clergy and Lay Employees. Compliance with the "Compensation and Benefits Manual" will be stipulated in the Letter of Agreement for all clergy and lay employees. A copy of all Letters of Agreement shall be on file with the office of the bishop.

4.3 Congregations to Report. As part of its annual parochial report and as prescribed by the bishop, each congregation shall report to the bishop by March 1 of each year on the compensation of its clergy and lay employees. Comparative information on compensation and benefits is available from the Bishop's office.

Section 5. Duties of wardens and vestry members

5.1 Duties

- (a) Except as may be otherwise provided by the laws of New Hampshire, the wardens and vestry shall be agents and legal representatives of the congregation in all matters concerning its property and the relations of the congregation to its clergy.
- (b) The wardens, in concert with the vestry, shall:
 - (1) elect a rector subject to the bishop's call;
 - (2) assist the clergy in developing and maintaining a mutual ministry and trust to promote the spiritual wellbeing of the congregation;
 - (3) be responsible stewards of the property and physical assets of the congregation;
 - (4) ensure regular worship services for the congregation by securing, in accordance with the canons of The Episcopal Church and of this diocese, the services of clergy or qualified lay worship leaders or lay readers;
 - (5) transact the temporal business pertaining to the congregation;
 - (6) assist the preparation of and approve an annual parochial report; and
 - (7) collect and pay to the diocese the moneys committed for the support of the budget of the diocese.

5.2 Absence of wardens. In the absence of the wardens, it shall be the duty of the vestry to perform the several duties specially pertaining to these officers.

5.3 Clerks to report names of delegates. The clerk of the vestry shall, immediately after the election of delegates to Convention or appointment of persons to vacancies among the delegates, report the names of such delegates to the secretary of Convention.

Section 6. Business methods

6.1 Standard business methods to be practiced

- (a) Each congregation shall observe standard business methods as provided in the canons of The Episcopal Church and this diocese and as authorized by the chief financial officer of the Diocese of New Hampshire.
- (b) The chief financial officer shall from time-to-time issue written guidelines, conduct workshops and training sessions, and provide other programs and information as necessary to assist congregations in meeting the requirements of standard business practices.
- (c) Treasurers and custodians other than banking institutions shall be adequately bonded. This canon may be fulfilled through the insurance requirement specified in Canon 4.6.3 per the guidelines specified by the chief financial officer.
- (d) In accordance with the canons of The Episcopal Church, the accounts of all congregations and other entities under the jurisdiction of the Diocese of New Hampshire shall be reviewed annually.
 - (1) The manner and extent of this review shall be authorized by the chief financial officer of the diocese and may include audit by an independent certified or licensed public accountant; assessment by an appointed committee within a congregation; review by individuals appointed for the purpose by the chief financial officer.
 - (2) The review shall cover the financial transactions of the entity in the previous fiscal year.
 - (3) A report of the review shall be filed with the chief financial officer of the diocese within thirty days following its completion and no later than September 1 of the current year.
 - (4) The report shall include any comments made by the reviewer regarding controls, business or accounting practices, and a summary of corrective actions to be taken.

6.2 Failure to file report. A congregation that fails to file an annual review report for two consecutive years shall have seat and voice but no vote in all ensuing sessions of Convention until the reports are filed.

6.3 Insurance

- (a) The trustees, the bishop of New Hampshire as corporation sole, each congregation, and any other entity of this diocese shall maintain adequate insurance covering all property, personnel, and activities under their jurisdiction.
- (b) The chief financial officer of the diocese shall issue guidelines concerning the level of insurance required for adequate coverage.

6.4 Church Indebtedness

- (a) No congregation shall incur or renew any debt without the written approval of both the bishop and Standing Committee except:
 - (1) debt for permanent improvements, replacements, or additions to real estate or equipment where the amount of the debt, together with any and all debt already existing, does not exceed one hundred fifty percent of the average annual receipts of the congregation during the past three years and
 - (2) debt for current expenses where the amount of the debt, together with all debt previously incurred for current expenses and still existing, does not exceed twenty

percent of the total current receipts of the congregation during the preceding fiscal year and the payment of all such debt is provided for in the budget of the next ensuing fiscal year with reasonable expectation of its payment out of the receipts of the next two years.

- (3) In computing receipts under paragraphs (1) and (2) above, amounts from or for endowments or from or by bequests, except income from these not specially designated, and receipts for expenditures other than parochial, shall not be included.
- (b) In any circumstances under which approval is required, it shall be granted only when the payment of all indebtedness shall be provided for in a plan of amortization or other method of payment to be submitted to and approved by the same authority.

6.5 Property held in trust. In conformity and consistent with the provisions of the canons of The Episcopal Church, all real and personal property held by or for the benefit of any parish, mission, chapel, congregation, or gospel-oriented community located in this diocese is held in trust for The Episcopal Church and the Diocese of New Hampshire. The existence of this trust shall in no way limit the power of the authority of the parish, mission, chapel, congregation, or gospel-oriented community so long as the particular parish, mission, chapel, congregation, or gospel-oriented community remains a part of The Episcopal Church and to the Diocese of New Hampshire, subject to the constitution and canons of each. A congregation or gospel-oriented community shall be deemed to have irrevocably consented to this trust as to all property of whatever description, when held in the name of the congregation, gospel-oriented community or in any other manner.

CANON 5. Ministry

Section 1. Missionary work of the diocese

1.1 Diocesan Convention. Diocesan Convention, meeting in its annual session, shall be responsible for the work of evangelism and mission outreach. At any time in these sessions of Convention it may call itself to the duties of missionary work through a special order of business as determined by rules of order or by a special vote to suspend the rules in order to take up this work.

1.2 Diocesan Council. When Convention is not in session, the missionary interests of the diocese are the responsibility of the Diocesan Council.

1.3 Role of the bishop. The bishop shall exercise pastoral oversight of the missionary work of the diocese. All appointments and removals of clergy and lay leaders directly under the supervision of the bishop shall be made by the bishop.

1.4 Council to report. Diocesan Council shall make a report to the annual session of Convention, reviewing the missionary work of the diocese and Diocesan Council's particular involvement in it on behalf of Convention.

1.5 Missionary appointment. The bishop may appoint a person, lay or clergy, to assist in the missionary work of the diocese. Any such person will be responsible directly to the bishop and then report to Diocesan Council. The duties, as set forth in this canon, will guide this person's work.

Section 2. Commission on Ministry

2.1 Membership.

- (a) There shall be a Commission on Ministry comprising six clergy members and six lay

members.

- (b) At each annual session of Convention, the bishop shall appoint two clerical and two lay members for three-year terms and shall fill any vacancies occurring between sessions of Convention.

2.2 Duties

- (a) The commission shall, in fulfillment of the canons of the Episcopal Church, assist the bishop in encouraging and supporting the ministries of all baptized people, lay and ordained, by:
 - (1) Developing an understanding throughout the diocese that all baptized persons are called to minister in Christ's name;
 - (2) Assisting congregations in programs of discernment for ministry;
 - (3) Determining present and future needs for ordained ministry in the diocese;
 - (4) Assisting in all matters related to the recruitment, discernment, formation for ministry, and assessment of candidates for holy orders;
 - (5) Determining guidelines for the selection and preparation of licensed lay ministers; and
 - (6) Nurturing and supporting the laity and clergy in the fulfillment of their ministries.
- (b) The commission may appoint subcommittees in its work of assisting the bishop pursuant to this canon. These sub-committees shall always include at least one member of the commission and may include other persons appointed by the commission.

CANON 6. Ecclesiastical discipline

Section 1. Title IV of the Canons of The Episcopal Church

Those provisions of Title IV of the canons of The Episcopal Church (hereinafter referred to as Title IV) that are applicable to the diocese are hereby incorporated as part of this canon. To the extent, if any, that any of the provisions of this canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

Section 2. Disciplinary structures

2.1 Disciplinary Board. The diocese shall create and maintain a disciplinary board, which shall serve as court for the implementation of Title IV in the diocese.

- (a) The disciplinary board shall comprise nine members, five of whom are clerical members and four of whom are lay members. Clerical members must be canonically resident in this diocese. Lay members must be adult communicants in good standing in a congregation in union with this diocese.
- (b) Members of the disciplinary board shall be appointed annually by the bishop with the advice and consent of the Standing Committee no later than the date of the annual session of Convention. Except for the initial appointments, each member shall be appointed to a three-year term that begins on the first day of the year following the member's appointment. Terms shall be staggered and arranged into three classes.
- (c) Upon a member's death, resignation or declination to serve, disability rendering the member unable to act, or loss of qualification for membership, the president of the board

shall determine that a vacancy has occurred and shall promptly so notify the bishop. The bishop shall, with the advice and consent of the Standing Committee, appoint to the vacated term a qualified person of the same order as the replaced member. The term of a member appointed to fill a vacancy shall be the unexpired term of the member being replaced.

- (d) Within sixty days following the annual session of the convention the disciplinary board shall convene to elect a president for the following calendar year.
- (e) The disciplinary board shall appoint a board clerk to assist the board with records management and administrative support. The clerk may be a member of the board.
- (f) In the event of an agreement with one or more dioceses to share resources for the implementation of Title IV, the number of Disciplinary Board members selected by this diocese shall be governed by the agreement, and the terms and manner of appointment shall be as described by Section 2.1(b) of this canon.

2.2 Panels. A reference panel shall comprise the intake officer, the president of the Disciplinary Board, and the bishop. As required by Title IV.6, the president shall appoint members of the Disciplinary Board to a conference panel and a hearing panel and shall designate a president of each panel.

2.3 Preserving impartiality

- (a) In any proceeding under this canon, if any member of the disciplinary board serving on a conference panel or hearing panel becomes aware of a personal conflict or interest or undue bias, that member shall immediately notify the president of the board and request to be excused from that proceeding.
- (b) Respondent's counsel and the church attorney have the right to challenge any member of a conference panel or a hearing panel for conflict of interest or undue bias by motion to the panel for disqualification of the challenged member. The members of the panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged panel member shall be disqualified from that proceeding.
- (c) If a panel member is excused or disqualified, the president shall appoint another member of the disciplinary board to the panel to fill the vacancy for the remainder of the proceeding.

2.4 Publication. Pursuant to Title IV.6, the bishop shall publish to the congregations and members of the diocese information concerning the methods and means of reporting offenses.

Section 3. Disciplinary personnel

3.1 Intake officer. The bishop shall from time to time and after consultation with the disciplinary board appoint one or more intake officers. The bishop shall publish the name and contact information of each such intake officer throughout the diocese.

3.2 Investigator. The bishop shall appoint an investigator in consultation with the president of the board.

3.3 Church attorney. Within sixty days following the annual session of the convention, the bishop, with the advice and consent of the standing committee, shall appoint one or more attorneys to serve as church attorney for the following calendar year. Any person so selected must be a duly

licensed attorney, but need not reside within the diocese. The bishop may, with the advice and consent of the standing committee, remove a church attorney at any time, for cause.

3.4 Pastoral response coordinator. The bishop may appoint a pastoral response coordinator to serve at the will of the bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8. The pastoral response coordinator may be the intake officer, but shall not be a person serving in any other appointed or elected capacity under this canon.

3.5 Advisors. In each proceeding under this canon, the bishop shall appoint an advisor for the complainant and an advisor for the respondent. Persons serving as advisors shall hold no other appointed or elected position provided for under this canon and shall not include the chancellor of this diocese or any person likely to be called as witness in the proceeding.

Section 4. Costs and expenses

4.1 Costs incurred by the church. The reasonable and necessary costs and expenses of the disciplinary board, intake officer, investigator, church attorney, board clerk, and pastoral response coordinator shall be the obligation of the diocese, subject to budgetary constraints.

4.2 Costs incurred by the respondent. In the event of a final order dismissing the complaint, or by provision of any accord or order approved by the bishop, the reasonable and necessary costs incurred by the respondent may be paid or reimbursed by the diocese, subject to budgetary constraints.

Section 5. Records

5.1 Records of active proceedings. Records of active proceedings before the disciplinary board, including the period of any pending appeal, shall be preserved and maintained in the custody of the clerk, if there is one, otherwise by the diocesan office.

5.2 Permanent records. The bishop shall make provision for the permanent storage of records of all proceedings under this canon at the diocesan office and the archives of The Episcopal Church, as prescribed by Title IV.

Section 6. Agreement to share resources

The diocese may, pursuant to Title IV.5.3 (i), agree with one or more dioceses to develop and share resources necessary to implement Title IV. Any such agreement must conform to Title IV and shall have been approved by the bishop and the Standing Committee and their approvals shall have been ratified by convention before it is effective. Any inconsistency between the duly approved agreement and this canon shall be resolved in favor of the agreement.

CANON 7. Amendment of canons

Section 1. Amendments

The canons of the diocese may be amended as provided below and shall be amended as necessary to conform to the constitution and canons of The Episcopal Church as amended from time to time.

Section 2. Procedure

- (a) Amendments, including additions, to the canons to be proposed in a session of Convention shall be submitted to the secretary of Convention no later than the date set each year by the secretary of Convention.

- (b) The Committee on Constitution and Canons shall, no later than the date set each year by the secretary of Convention, file a written report on each proposed amendment together with its recommendations regarding adoption.
- (c) The secretary shall provide the text of the committee's report to the members of Convention as required by these canons.

Section 3. Adoption of amendments

- (a) When any proposed amendment is before Convention for consideration, changes or amendments to the proposal may be made before final action thereon by the affirmative votes of a majority of those present and entitled to vote in each order, voting separately.
- (b) Except as provided in subsection (c) below, the affirmative votes of a majority of those present and entitled to vote in each order, voting separately, shall be required for the adoption of any amendment.
- (c) A proposed amendment disapproved by the bishop shall require for adoption the affirmative votes of two-thirds of those present and entitled to vote from each order, voting separately.

Section 4. Effective date

Any amendment of the canons shall become effective upon the close of business of the session of Convention at which adopted, except as otherwise provided in the wording of the new or amended canon.