

**THE CANONS OF THE EPISCOPAL DIOCESE OF FORT WORTH**  
**Adopted in Diocesan Conventions 1982-2017**

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## TITLE I. DIOCESAN CONVENTION

### CANON 1 - MEMBERS OF THE DIOCESAN CONVENTION

#### 1.1. Adult Lay Delegates and Alternates from Parishes and Missions:

**1.1.1. Adult Lay Delegates (Seat, Voice, and Vote) and Alternates (Seat and Voice but no Vote).** Every Parish and Mission in union with the Diocesan Convention shall elect at its Annual Parish or Mission Meeting Adult Lay Delegates and Alternates to the Diocesan Convention.

**1.1.1.1. Term.** Adult Lay Delegates and Alternates shall hold office until their successors are elected.

**1.1.1.2. Vote.** Each Adult Lay Delegate shall be a Member of the Convention and shall have seat, voice and one (1) vote at Diocesan Convention.

**1.1.1.3. Alternates.** Each Parish and Mission shall elect Alternate Adult Lay Delegates equal in number up to the number of Adult Lay Delegates to which it is entitled. In the absence of an Adult Lay Delegate, an Alternate Adult Lay Delegate from the same Parish or Mission shall have all rights and privileges of the absent Adult Lay Delegate. Each Alternate is a Member of the Convention and shall have seat and voice but shall have no vote unless and until the Alternate assumes the chair of a voting Adult Lay Delegate.

**1.1.1.4. Special Qualifications.** Adult Lay Delegates and Alternates shall be Confirmed Communicants in Good Standing of the Parish or Mission of the Diocese which elects them and at least 18 years of age at the time of the first day of any meeting of the Convention.

**1.1.1.5. Vacancies.** The Rector or Priest in Charge of a Parish or Mission, or if there is none, then the Senior Warden of the Parish or Mission, shall have authority to fill such vacancies as may occur from the list of Alternate Adult Lay Delegates between the time of such election and any meetings of the Convention.

**1.1.1.6. ASA Formula:** The number of Adult Lay Delegates and Alternates shall be determined as follows:

**1.1.1.6.1.** Each Parish and Mission in union with the Diocesan Convention shall be entitled to the maximum number of Adult Lay Delegates and Alternates to any meeting of the Diocesan Convention, the number for each Parish or Mission being determined by the following Average Sunday Attendance (ASA) formula: One (1) Adult Lay Delegate for the first 25 persons; then an additional Adult Lay Delegates for the next 26 – 50 persons; then an additional Adult Lay Delegate for each additional 50 (fifty) persons over the first 50 persons up to a maximum of 14 delegates, as determined by the number of persons reported by the Parish or Mission as its Average Sunday Attendance (ASA), as defined in the General Instructions to the Church's Parochial Report, with the ASA as officially recorded in the Parish or Mission Register and as officially reported in the Annual Parochial Report of the Parish or Mission, for the year ending December 31 next preceding the meeting of the Diocesan Convention.

**1.1.1.6.2.**

<b>Average Sunday Attendance</b>	<b>Total Number of Adult Lay Delegates with vote (and equal number of Alternate Lay Adult Delegates without vote)</b>
1 - 25	1 Delegate
26 – 50	2 Delegates
51 - 100	3 Delegates
101 – 150	4 Delegates
151 - 200	5 Delegates
201 - 250	6 Delegates
251 - 300	7 Delegates
301 - 350	8 Delegates
351 - 400	9 Delegates
401 - 450	10 Delegates
451 - 500	11 Delegates
501 - 550	12 Delegates
Each 50 ASA over 550	<i>An additional delegate up to a maximum of 14</i>

**1.1.1.6.3.** Two or more Parishes or Missions that have formally combined their worship and ministry with each other will be counted for the purpose of this subsection as a single Parish or Mission, with the sum of their respective ASA to determine the maximum number of Lay Adult Delegates and Alternates from those combined churches.

**1.1.2. Youth Representatives (Seat and Voice but No Vote).** The Vestry or Bishop's Committee of each Parish and Mission may, at its option, also select as its Youth Representative one (1) Confirmed Communicant In Good Standing in the Parish or Mission as a Youth Representative to the Diocesan Convention not less than fourteen (14) nor more than eighteen (18) years of age at the time of election. Each Youth Representative shall have a seat and voice but no vote at the Diocesan Convention. The Parish or Mission may also select an Alternate Youth Representative having the same qualifications.

**1.1.3. Mission Station Representatives (Seat and Voice, but No Vote).** Pursuant to Diocesan Constitution Article II.1.5, the Senior Warden, or the Warden's delegatee, of each Mission Station of the Diocese, shall be a Member of the Convention with seat and voice but no vote. Each Mission Station may also select an Alternate Representative from among its members.

**1.1.4. Certification of Delegates and Representatives from Parishes and Missions.** The selection of the Adult Delegates, Alternate Adult Delegates, Youth Representative and Alternate, if any, and Mission Station Representative and Alternate, if any, shall be certified in writing by the Secretary or Clerk of the Vestry

of each Parish or Mission; but, in the absence of the Secretary or Clerk, such certificates of election may be signed by one (1) of the Wardens, or by the Rector or Priest in Charge of such Parish or Mission or Mission Station. The "Certificate of Election of Adult Delegates and Youth Representative and Mission Station Representatives" shall show upon its face that their election as Adult Delegates, Alternates, Youth Representatives and Alternates, and Mission Station Representatives and Alternates has been made pursuant to this Canon and submitted to the Secretary of the Diocese as determined by the Standing Rules of Procedure.

**1.2. Members as Lay Diocesan Officers.**

**1.2.1. Lay Diocesan Officers (Seat and Voice but No Vote).** Pursuant to Diocesan Constitution Article II.1.4, the lay officers, if any, serving in the following offices, who are not otherwise voting Members of the Diocesan Convention as Adult Lay Delegates from a Parish or Mission, shall also be Members of the Diocesan Convention *ex officio*, with seat and voice, but no vote, and shall not be included with Adult Lay Delegates in the Lay Order in calculating a quorum or in any votes by order:

**1.2.1.1.** President of the Standing Committee;

**1.2.1.2.** President of the Board of the Corporation of the Episcopal Diocese of Fort Worth; and

**1.2.1.3.** Chair of the Deputation to General Convention.

**1.2.2. Certification of Lay Diocesan Officers as Members.** Immediately before the meeting of each Diocesan Convention, the Ecclesiastical Authority shall prepare a list of the Lay Diocesan Officers of the Diocesan Convention who meet the requirements of Article II.2 of the Constitution and this canon. The list shall be filed with the Secretary of the Diocesan Convention on the first day of its meeting and shall be prefixed to the Journal.

**1.3. Clergy Members (Seat, Voice and Vote).** Within thirty (30) days before the meeting of each Diocesan Convention, the Ecclesiastical Authority shall prepare a list of the Clergy who meet the requirements of Article II.1 of the Constitution and Subsections 1 and 2, respectively. The list shall be filed with the Secretary of the Diocesan Convention on the first day of its meeting and shall be prefixed to the Journal. Each canonically resident member of the clergy shall be a member of convention and shall have seat, voice and one (1) vote at Diocesan Convention.

**1.4. All Voting Members' Duty to Attend; Expenses.** It is the duty of every Member of the Diocesan Convention having vote to attend each session of each meeting of the Diocesan Convention. Clergy with vote may be absent from meetings of the Convention only by permission of the Bishop. Each Parish or Mission is expected to make suitable provision, either by collection or otherwise, for the reasonable expenses of its voting Clergy and Lay Delegates.

**1.5. Credentials.** The Convention shall be the final judge of the qualification of its Members.

## **CANON 2 - MEETINGS OF DIOCESAN CONVENTION**

- 2.1. Annual Meeting.** The Convention of this Diocese shall assemble annually in the month of November in a city located within the Diocese. The Bishop and the Executive Council shall set the place, time, and date for each annual meeting of the Convention, except that the Convention shall have the authority, if it so chooses, to designate the place of the next meeting of the Convention.
- 2.2. Special Meetings.** Whenever a special meeting of the Convention is called as provided in Article II.3 of the Constitution, the Secretary of the Diocese shall transmit a Notice to each Member of the Convention and to each Parish and Mission in union with the Convention. The Notice shall specify the business to be transacted and the time and place of the meeting.
- 2.3. Change in Meeting Date.** For sufficient cause the Bishop and Executive Council may change the date of meeting or appoint some other place for holding an annual or special meeting of the Convention, provided that at least thirty (30) days' Notice of such change shall be given to each Member of the Convention and each Parish and Mission in union with the Convention.
- 2.4. Materials.**
- 2.4.1. Reports.** Each Parish, Mission and Mission Station, diocesan-wide ministry, permanent diocesan officer, and diocesan committee, board, entity, and institution shall submit to the annual meeting of the Convention a written report briefly summarizing its work since the last annual meeting of Convention and its plans and goals for the following year.
- 2.4.2. Materials and Submissions.** The following deadlines before the first day of the next annual meeting of the Convention shall apply. The Bishop and Standing Committee shall set appropriate deadlines for materials and submissions related to any called special meeting. It shall be a priority obligation of officers, departments, committees, and organizations of the Diocese and also of the Parishes and Missions to supply prompt and accurate reports or other materials for Convention.
- 2.4.2.1. One Hundred Twenty Days: Notice from the Secretary.** Not later than one hundred (120) days before the first day of the annual meeting of the Convention, the Secretary shall give to each Member of the Convention notice of all applicable deadlines for submissions and conduct of business at the Convention, including all required templates and instructions related to reports, applications, proposals, resolutions, or other submissions requested or required from such Members, and a list of the name and contact information for officers and members of each committee involved in preparing for or administering the business of the Convention.
- 2.4.2.2. Ninety Days: Public Constitution and Canons Resolution.** Unless otherwise addressed in these Canons, not later than ninety (90) days before the first day of the annual meeting of the Convention, written proposals for changes to the Diocesan Constitution and these Canons to be considered at the Convention shall be submitted to the Committee on Constitution and Canons; provided, however, this provision does not apply to such proposals which are originated from the Committee on Constitution and Canons. Within ten (10) days of receipt, the Committee shall distribute to the Bishop, the Executive Council, the Standing Committee, the Corporation Board, and the Permanent

Diocesan Officers copies of all such proposals it has received from outside the Committee by that deadline.

- 2.4.2.3. Sixty Days: All Other Resolutions; Nominations.** Unless otherwise addressed in these Canons, not later than sixty (60) days before the first day of the annual meeting of the Convention, (a) all resolutions proposed to be presented to the Convention which require action by the Convention shall be submitted to the Resolutions Committee, and (b) proposed nominations of candidates to fill Elected Offices shall be submitted to the Nominations Committee. Within ten (10) days of receipt, the Resolutions Committee and Nominations Committee shall distribute to the Bishop, the Executive Council, the Standing Committee, the Corporation Board, and the Permanent Diocesan Officers copies of all such proposed resolutions and nominations received by the committees, respectively, by the deadline.
- 2.4.2.4. Forty-Five Days: Documents to the Secretary.** Unless otherwise addressed in these Canons, not later than forty-five (45) days before the first day of each meeting of the Convention, the following items shall be distributed to the Secretary of the Diocese: the proposed budget, resolutions, proposed Constitution and Canon changes, nominations, appointments, reports, and other materials, if any, which require action by the Convention or are otherwise pertinent to business to be conducted at the meeting of the Convention.
- 2.4.2.5. Thirty Days: Secretary Distributes Documents.** Unless otherwise addressed in these Canons, not later than thirty (30) days before the first day of each meeting of the Convention, the Secretary shall send to the Members of the Convention: the agenda, reports, nominations, appointments, resolutions, proposed budget, proposed Constitution and Canon changes, and other materials, if any, which require action by the Convention or are otherwise pertinent to the business to be conducted at the meeting of the Convention. Except as described in section 2.4.2.6 below, new or amended materials may be distributed to the Members of Convention after this deadline only for extraordinary cause as determined by the Bishop and as reported to and approved by the Convention.
- 2.4.2.6. At Convention.** Ballots, amendments to resolutions, materials required by nominees from the floor of the Convention, and materials that reflect changes that have occurred after the distribution under (5) above may be distributed on the floor of the Convention.
- 2.4.2.7. Suspension of Deadlines.** Any matter which shows on its face that it deals with matters arising after the applicable deadline date, as determined by the Bishop, shall be exempt from these deadlines. All other matters delivered to the Secretary after the deadline by any person shall not be permitted to be distributed to or considered by the Convention unless the deadline has been suspended by the unanimous consent of the Convention or by two-thirds (2/3) concurring majority vote of the members of both orders; provided that, such amendments are not otherwise in violation of the Constitution or Canons of the Diocese.

- 2.4.2.8. Journal.** The Secretary shall prepare the Journal of each meeting of the Convention so that the Journal may be timely filed with the Archives of Episcopal Church and shall be distributed, in a manner approved by the Executive Council, no later than six (6) months following the meeting of the Convention.
- 2.4.3. Permanent Record.** The proceedings of the Convention shall be recorded by digital audio or video/audio recording and permanently filed in the records of the Diocese with the Journals of the Convention.
- 2.5. Conduct of Meetings.** The meetings of the Convention shall be conducted in accordance with (a) the Constitution and Canons of the Church and of this Diocese, (b) Standing Rules of Procedure, and (c) the most recent edition of Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition, or the latest revision thereafter, in that order of authority.
- 2.6. Standing Rules of Procedure.** The Diocesan Convention may adopt Standing Rules of Procedure, not inconsistent with the General or Diocesan Constitution or the Diocesan Canons, to regulate and expedite the orderly disposition of its business. Amendments to the Standing Rules of Procedure for the next annual meeting and special meetings of the Convention may be recommended by the Committee on Constitution and Canons and adopted by the Executive Council and the Bishop no later than six (6) months before the first day of the next annual meeting of the Convention and distributed, in a manner approved by the Executive Council, immediately thereafter to the Members of the Convention. Any of the Standing Rules of Procedure may be suspended by the concurrence of two-thirds of the Members present at a meeting of the Convention.
- 2.7. Parliamentarian.** At least thirty (30) days before the Diocesan Convention convenes the Bishop shall appoint a qualified Parliamentarian to advise the Presiding Officer on parliamentary questions arising during the Diocesan Convention.
- 2.8. Convention Committees.** The following primary Convention Committees shall report to the Convention at each special or annual meeting of the Diocesan Convention. The Bishop may establish other committees and appoint members those committees as needed to plan and implement the work of each meeting of the Diocesan Convention.
- 2.8.1. Credentials Committee.**
- 2.8.1.1. Duties.** The Credentials Committee shall ensure that the members of the clergy, lay delegates and alternate lay delegates to each meeting of the Diocesan Convention are fully qualified to serve and to act as members of the Convention, in conformity with requirements of the General Constitution and Canons and the Constitution and Canons of this Diocese.
- 2.8.1.2. Organization; Composition.** Members and Chair of the Credentials Committee shall be appointed annually by the Bishop and the Standing Committee by May 15 of each year. The committee shall be composed of at least two (2) Priests or Deacons, one of whom must be Priest, and at least four (4) Lay Members, all of whom shall meet the General Qualifications for Diocesan Officers. The Bishop in consultation with the Standing Committee may at any time fill any vacancies on the Credentials Committee. The Credentials Committee shall continue to act until the close of Diocesan Convention for which it was formed. The Credentials Committee shall elect at its first meeting a secretary from among its members. The Credentials



Committee shall have the authority to adopt rules and regulations governing its procedures that are consistent with this Canon.

- 2.8.1.3. Report.** The Credentials Committee shall monitor the pre-Convention and Convention registration process for each meeting of the Convention and make an initial report to the Convention, and periodic supplemental reports upon request of the Presiding Officer, regarding the status of a quorum and the number of various classifications of Members who are present or otherwise entitled to seat, voice, or vote at each meeting. Any person denied admittance as a Member for lack of credentials may appeal to the Convention, which shall have the final decision.
- 2.8.2. Nominations Committee.**
- 2.8.2.1. Duties.** Except as otherwise provided in this Canon, nominations for each Diocesan office which is required by the Diocesan Constitution or Canons to be filled by election of the Diocesan Convention (“Elected Offices”) shall be prepared by the Nominations Committee using the procedure designated in this section. This section and committee duties does not apply to the nominations for the offices of Bishop, Bishop Coadjutor, Bishop Suffragan, or Provisional Bishop.
- 2.8.2.2. Organization, Composition.** Members and Chair of the Nominations Committee shall be appointed annually by the Bishop and Standing Committee at least six (6) months prior to the date set for the next annual meeting, or at least thirty (30) days before any special meeting, of the Diocesan Convention at which the elections are to be held. The committee shall be composed of at least five (5) members, representing at least five (5) different Parishes and/or Missions. All lay members of the committee shall meet the General Qualifications for Diocesan Officers. The Bishop in consultation with the Standing Committee may at any time fill any vacancies on the Nominations Committee. The Nominations Committee shall continue to act until the close of the meeting of the Diocesan Convention for which it was formed. The Nominations Committee shall elect at its first meeting a secretary from among its members. The Nominations Committee shall have the authority to adopt rules and regulations governing its procedures that are not inconsistent with this Canon. Within the timeframe specified in this canon, the Bishop and Executive Council shall set the specific schedule for the Committee’s work and the Committee’s deadlines regarding any applicable annual or special meeting of the Diocesan Convention.
- 2.8.2.3. Candidates for Nomination.**
- 2.8.2.3.1.** At least four (4) months prior to the annual meeting of the Diocesan Convention, the Nominations Committee shall publish a list of all Elected Offices to be filled at the upcoming meeting, to include the duties and qualifications for each such Elected Office. The deadline for submission of potential candidates for Elected Offices shall be at least sixty (60) days prior to the annual meeting of the Diocesan Convention.
- 2.8.2.3.2.** The Nominations Committee shall call for, receive, and review written proposals for candidates and may itself propose names of candidates for the Convention to consider for nomination for any Elected

Office. The Nominations Committee shall create and provide appropriate forms and publicize across the Diocese the required information and documents, such as photos, licenses, proof of good standing, and other relevant information, including the consent of the person proposed for candidacy, to be required for consideration in each Elected Office.

**2.8.2.3.3.** Any Adult Communicant in Good Standing of a Parish or Mission in this Diocese may submit the name and other required information regarding a proposed candidate for any Elected Office, except that a person may not propose his or her own candidacy.

**2.8.2.3.4.** The Nominations Committee shall determine whether each proposed candidate meets the general qualifications for Diocesan Officers as well as the qualifications of the specific Elected Office, if applicable, for which the person is proposed. The Nominations Committee shall timely communicate with each person who has been proposed for candidacy, before finalizing its report to the Convention, to confirm whether the Committee has confirmed or been unable to confirm the person's qualifications for the subject Elected Office and to accept supplemental materials as necessary to finalize that process timely.

**2.8.2.3.5.** The Nominations Committee should, when possible, have at least two (2) nominees for each open position to be filled.

**2.8.2.4. Nominations Report.** The Nominations Committee shall submit, in a manner approved by the Executive Council, its report to the Secretary of the Diocese no later than forty-five (45) days before the first day of the Diocesan Convention. The Secretary of the Diocese shall send this report to the Members of Convention at least thirty (30) days before the first day of the Diocesan Convention. The report shall include the names submitted to the Nominations Committee and certify those whom the Committee has determined to meet the canonical and legal qualifications for to be Candidates for the Elected Offices indicated. The report shall also include appropriate biographical, photo and other information of the nominees for publication to the Diocese. Any persons seeking to appeal the denial of certification of the Nominations Committee may appeal to the Convention, which shall have the final decision.

**2.8.2.5. Nominations From The Floor.** At the meeting of the Diocesan Convention additional nominations may be made from the floor of the Diocesan Convention after the Nomination Committee's report has been presented. However, no such nomination from the floor may be made while a vote is being taken, counted, or announced. Persons making nominations from the floor must provide a sufficient number of copies of same written information required for the proposed candidacy of the Elected Position in order for each Member and the Chancellor and Parliamentarian to have a copy. This documentation requirement may be waived only by unanimous consent of the Diocesan Convention.

**2.8.2.6. Other Offices.** Upon written request from the Bishop the Nominations Committee shall consider and recommend to the Bishop suggested candidates for the offices which are required to be nominated by the Bishop under the

applicable Canons, respectively; and for Diocesan committees, commissions and boards for which the Bishop has authority to nominate or appoint members.

### **2.8.3. Resolutions Committee.**

**2.8.3.1. Duties.** All legislation of the Convention shall be by resolution. The Resolutions Committee shall accept, review, and present proposed resolutions for action by the Diocesan Convention. The Resolutions Committee shall develop and publish protocols for the form of resolutions to ensure that the instructions and protocols may be timely distributed. The Resolutions Committee shall also promptly communicate with proposers to bring any non-conforming resolutions to the required form. The Resolutions Committee shall promptly forward all resolutions to the Committee on Constitution and Canons for its review to ensure that proposed resolutions are in conformity with requirements of the General Constitution and Canons and the Constitution and Canons of this Diocese, regardless whether the resolution expressly seeks a change in the Diocesan Constitution or Canons.

**2.8.3.2. Organization; Composition.** Members and Chair of the Resolutions Committee shall be appointed annually by the Bishop and Standing Committee by May 15 of each year. The committee shall be composed of at least two (2) Priests or Deacons and at least four (4) Lay Members, all of whom shall meet the general qualifications for Diocesan Officers. The Bishop, in consultation with the Standing Committee, may at any time fill any vacancies on the Resolutions Committee. The Resolutions Committee shall continue to act until the close of Diocesan Convention for which it was formed. The Resolutions Committee shall elect at its first meeting a secretary from among its members. The Resolutions Committee shall have the authority to adopt rules and regulations governing its procedures that are consistent with this Canon.

## **CANON 3 - QUORUM**

**3.1. Defined.** At any meeting of the Diocesan Convention a quorum necessary to transact business shall consist of (a) one-third (1/3) of the Clergy entitled to vote and (b) one-third (1/3) of the total Lay Delegates from the Parishes and Missions from one-third (1/3) of the Parishes and Missions in union with the Convention and entitled to representation at the meeting. Members without vote shall not be counted in the calculation of the quorum.

**3.2. Determination of Quorum.** At the opening of any Diocesan Convention, the Presiding Officer shall take the chair and shall declare as the first order of business a report by the Chairman of the Committee on Credentials as to the number of Clergy and Lay Delegates in attendance and whether or not there is a quorum. If there is a quorum, the Diocesan Convention shall proceed to the transaction of business pursuant to the Order of Business recommended by the Presiding Officer and adopted by the Diocesan Convention. If there is no quorum the Diocesan Convention is adjourned until there is a quorum. Those present shall have the authority to recess from day to day until a quorum is achieved.

- 3.3. Presumed Quorum.** Unless otherwise provided in the Constitution or these Canons regarding specific actions, once a quorum is achieved, the continued presence of a quorum is presumed for the purpose of authorizing the Diocesan Convention to continue to act until the meeting is adjourned. However, the Presiding Officer or any Member may call for a quorum check at any time prior to adjournment.

#### **CANON 4 - PRESIDING OFFICER**

- 4.1. Designation.** At every meeting of the Diocesan Convention, the Bishop shall be Presiding Officer. In the Bishop's absence or inability to act, the Bishop Coadjutor, if there be one, shall be Presiding Officer. In the absence or inability to act of both the Bishop and the Bishop Coadjutor, the Bishops Suffragan, if there be any, in the order of seniority within the Diocese, shall be Presiding Officer. In the absence or inability of all bishops to act, the President of the Standing Committee shall be Presiding Officer.
- 4.2. No Vote.** The Presiding Officer shall not participate in debate and shall not vote upon any question coming before the Diocesan Convention nor in any election. The Presiding Officer may express his or her views to the Diocesan Convention upon any subject after debate thereon has been closed and before the vote is taken.

#### **CANON 5 - VOTING**

- 5.1. One Body.** At every meeting of the Diocesan Convention, and except as otherwise provided in the Constitution or these Canons, all members entitled to vote shall deliberate as one body.
- 5.2. One Vote.** Each Member of the Convention with right of vote who is present shall be entitled to one vote on each question.
- 5.3. Voting.**
- 5.3.1. Majority.** Unless a different vote is expressly required in another article of the Constitution or in the Canons, a majority of the aggregate number of votes shall be the decision of the question.
- 5.3.2. Plurality.** In non-episcopal elections having more than two candidates per office, where a vote by orders or supermajority are not required by the Constitution or Canons, any candidate receiving less than 10% of the vote shall be dropped from the ballot, should additional ballots be required to elect. The Diocesan Convention may, by unanimous consent after three (3) ballots without an election for that office, provide that a plurality of all votes cast by the qualified voters shall be decisive.
- 5.3.3. Votes by Orders.** A concurrent majority in both orders shall be necessary to carry the question whenever a vote by orders is expressly required in the Constitution or the Canons or upon written request submitted to the Secretary at the time the vote is called on any question, by any seven (7) voting Members of the Diocesan Convention, representing not fewer than three (3) Parishes or Missions of the Diocese.
- 5.3.4. Ballots.** All elections shall be by ballot unless the Diocesan Convention adopts a voice vote for one or more specific elections.
- 5.3.5. Election Committee.** The Bishop shall appoint an Election Committee to count the ballots and report to the Convention.
- 5.4. Election of Deputies and Alternate Deputies to General Convention.**

- 5.4.1. Nominations.** For the election of the Clerical and Lay Deputies and Alternate Deputies to General Convention and the original slate reported by the Nominations Committee shall include the names of at least eight (8) qualified clergy candidates and eight (8) qualified lay candidates, plus those qualified candidates, if any, proposed from the floor of the Convention.
- 5.4.2. Deputies.** On the first Election Ballot Clergy and Lay Delegates with vote should each vote for (4) clergy nominees as Clerical Deputy and for (4) lay nominees as Lay Deputy; on successive ballots they should vote for the number of positions still unelected. The first four (4) clergy nominees with the highest number of votes in the majority shall be elected as Clerical Deputy in order of the majority votes received, and the first four (4) lay nominees having the highest number of votes in the majority shall be elected as Lay Deputy in order of the majority votes received.
- 5.4.3. Alternate Deputies.** The clergy nominees and lay nominees receiving the next highest number of majority votes shall be the First Alternate Clergy Deputy and First Alternate Lay Deputy, respectively. The candidates receiving the next highest number of votes, whether a majority or not, shall be elected as Alternate Clerical Deputy and Alternate Lay Deputy, in the order of votes received for each position, until all four (4) Clergy Alternate Deputy and four (4) Lay Alternate Deputy positions are filled.
- 5.4.4. Final Selection.** If more persons receive a majority than positions to be filled, the positions will be filled by the four getting the highest number of votes in the majority, which will be in the order of total votes received.
- 5.5. Other Election Matters.** There shall be no absentee ballots; no cumulative voting; no proxy votes; and no seat, voice or vote by electronic means.

## TITLE II. PERMANENT DIOCESAN OFFICERS

### CANON 1 - BISHOP

- 1.1. Bishop Diocesan.** In addition to the duties expressly set out in the General Constitution and Canons and in the Diocesan Constitution and Canons, the Bishop Diocesan shall be the chief executive and ecclesiastical officer of the Diocese.
- 1.2. Election of a Bishop.** In addition to the procedures for selection of and consent to Bishops, as set out in the General Constitution and Canons, the follow procedures apply:
- 1.2.1. Bishop Nominating Committee.**
- 1.2.1.1. Members.** When the Ecclesiastical Authority of this Diocese shall call for the election of a Bishop, Bishop Coadjutor, or Bishop Suffragan, a Bishop Nominating Committee consisting of nine (9) members shall be elected, at least twelve (12) months prior to the date set for the Diocesan Convention at which such election is to be held, as follows:
- 1.2.1.1.1.** Three (3) Priests or Deacons (one of whom must be a Priest) and three (3) Lay members elected by majority vote of the Standing Committee;
- 1.2.1.1.2.** One (1) Priest or Deacon and two (2) Lay members elected by a majority vote of the Executive Council.
- 1.2.1.2. Vacancies.** The Bishop Nominating Committee may at any time fill any vacancies in its membership, provided that clergy shall replace clergy and laity shall replace laity.
- 1.2.1.3. Term.** The Bishop Nominating Committee shall continue to act until the close of the Diocesan Convention called for the election. If at such Diocesan Convention no election occurs, a new Nominating Committee shall be elected as provided in Section 1.2.1.1 above.
- 1.2.1.4. Chair; Secretary; Rules.** The Bishop Nominating Committee shall elect a Chair and a Secretary from among its members, at their first meeting and shall have power to adopt rules and regulations consistent with this Canon governing its procedures.
- 1.2.1.5. Names; Conflicts.** The Bishop Nominating Committee shall call for, receive, and may itself propose names for consideration for nomination to the Episcopal office. The Bishop Nominating Committee may not accept names for consideration less than ninety (90) days in advance of the Diocesan Convention. Any member of the Bishop Nominating Committee whose name shall be proposed for consideration for nomination must either withdraw his or her name or resign from the Committee.
- 1.2.1.6. Report.** The Nominating Committee shall educate itself about each proposed nominee whom it deems qualified for the Episcopal office and nominate at least three (3) proposed nominees. Biographical and other information and photographs of those selected shall be reported to the Secretary of the Diocese at least sixty (60) days before the opening day of the Diocesan Convention. The Secretary of the Diocese shall send this report to the members of the Diocesan Convention at least two (2) weeks before the opening day of the Diocesan Convention.

- 1.2.1.7. Nominations.** The report of the Bishop Nominating Committee shall constitute a nomination of each of the candidates named therein. Additional nominations may be made from the floor of Diocesan Convention at any time after the report has been presented until an election shall have taken place. No nominations may be made while a vote is being taken, counted, or announced. A nomination from the floor of the Diocesan Convention shall be accompanied by the same written information and photograph required of Committee nominees in sufficient number for each member of the Diocesan Convention to have a copy. This information requirement may be waived only by unanimous consent of the Diocesan Convention.
- 1.2.2. Election.** Upon conclusion of all preliminary business and nominations, the Diocesan Convention shall recess for a celebration of the Holy Eucharist. After the Eucharist the Diocesan Convention shall reconvene and proceed to an election in accordance with Article III.1.2 of the Constitution. Each ballot shall be preceded by a period of silent prayer.

## **CANON 2 - SECRETARY OF THE DIOCESE**

- 2.1. Qualifications:** In addition to the general qualifications for Diocesan Officers, the Secretary shall be able to record and maintain accurate records of the actions of Diocesan entities.
- 2.2. Duties.** In addition to the duties prescribed in the Constitution and elsewhere in the Canons, the Secretary shall have the following duties:
- 2.2.1. Minutes.** Prepare the minutes of the proceedings of the Diocesan Convention and the Executive Council and as otherwise requested by diocesan entities. Minutes of the meetings of the Convention shall be reviewed by the Registrar, Historiographer, and Chancellor and approved by the Executive Council at its first meeting following the meeting of the Convention;
- 2.2.2. Journal.** Prepare, edit, and publish the official JOURNAL OF THE CONVENTION OF THE EPISCOPAL DIOCESE OF FORT WORTH (the "Journal") which shall include minutes of the proceedings of each annual or special session of the Convention, the address of the Presiding Officer, a summary of the official acts of the Bishop(s), and any other reports, addresses and documents that have been transmitted to or received by the Convention to show the state of the Church in the Diocese. Transmit required copies of the Journal, immediately upon publication, to the Secretary of the House of Deputies and the Archives of the Church, as provided by General Canon I.6.5(a), and distributed in a manner approved by the Executive Council to each of the Parishes, Missions, and Mission Stations in the Diocese, the President of the Standing Committee, the President of the Diocesan Corporation, each Diocesan Officer, and each Lay Delegate to the Convention. The compilation, editing, publication and distribution of the Journal shall be a priority obligation of the Secretary of the Convention with assistance of the Diocesan staff and Assistant Secretaries as may be required and shall be completed in not more than six (6) months following the adjournment of the Convention. It shall be a priority obligation of officers, departments, committees, and organizations of the Diocese and also of the Parishes and Missions to supply

- promptly and accurately reports or other materials requested by the Secretary or required by Canon;
- 2.2.3. Records.** Preserve documents that have been transmitted to or received by the Convention and records as may be in possession of the Secretary and deliver all such documents and records to the office of the Bishop for custody not later than four (4) months following adjournment of the Diocesan Convention;
  - 2.2.4. Deputies' Certification.** Certify to each General Convention the election and contact information of Clerical and Lay Deputies from this Diocese;
  - 2.2.5. Budget.** Furnish to the Treasurer of the Diocese a certified statement of the budget approved by the Diocesan Convention for the ensuing year, within thirty (30) days after the adjournment of the Diocesan Convention;
  - 2.2.6. Pre-Convention Materials.** Promptly assemble and distribute, in a manner approved by the Executive Council, all required documents to members of the Executive Council and Diocesan Convention, respectively; and
  - 2.2.7. Other.** Perform all such other duties as may be required by the Constitution and Canons of this Diocese or the Church or as requested by the Bishop.
- 2.3. Assistant Secretaries.** Upon request of the Secretary, the Bishop may appoint one (1) or more Assistant Secretary or Secretaries, who shall serve until the next Diocesan Convention under the direction of the Secretary and assist in the discharge of the duties of such office.
  - 2.4. Election.** At each Annual Diocesan Convention a Secretary shall be nominated by the Bishop and elected by the Diocesan Convention for a term to begin with the adjournment of that Annual Diocesan Convention and ending upon the adjournment of the next Annual Diocesan Convention or until a successor is elected.
  - 2.5. Vacancy.** A vacancy in any such office shall be filled until the succeeding Diocesan Convention by a qualified person appointed by the Bishop and confirmed by the Standing Committee.

### **CANON 3 - TREASURER OF THE DIOCESE**

- 3.1. Qualifications.** In addition to the general qualifications for Diocesan Officers, the Treasurer shall have demonstrated appropriate training and experience in financial management.
- 3.2. Duties.** In addition to the duties prescribed in the Constitution and elsewhere in the Canons, the Treasurer shall have the following duties:
  - 3.2.1. Monies.** The Treasurer shall receive and disburse all monies collected by or under the authority of the Diocesan Convention, monies distributed by the Diocesan Corporation, and any special or designated monies;
  - 3.2.2. Accounts.** The Treasurer shall maintain appropriate accounts of all funds on a calendar year basis in books and records kept and maintained in accordance with generally accepted accounting principles;
  - 3.2.3. Accounting.** The Treasurer shall render to the Diocesan Convention annually an accounting for all monies collected and disbursed for the calendar year ended prior to the date of the Diocesan Convention, which accounting shall be subject to audit at the direction of the Executive Council;
  - 3.2.4. Report.** The Treasurer shall render to the Executive Council such reports as may be requested from time to time;



- 3.2.5. Records.** The Treasurer shall preserve such accounting books and records as may be in the possession of the Treasurer and to deliver all prior years' books and records to the office of the Bishop for custody and deliver all current year books and records to any successor Treasurer following Diocesan Convention each year;
- 3.2.6. Audits.** The Treasurer shall provide access to all books and records in the Treasurer's control to any auditor(s) as requested by the Executive Council, from time to time during any calendar year; and
- 3.2.7. Other.** The Treasurer shall perform all such other related duties as may be required by the Constitution and Canons of this Diocese or as requested by the Bishop.
- 3.3. Assistant Treasurers.** The Bishop may appoint one (1) or more Assistant Treasurer(s) who shall serve until the next Diocesan Convention under the direction of the Treasurer and assist in the discharge of the duties of such office. The Assistant Treasurer(s) shall meet the same qualifications as Treasurer.
- 3.4. Election.** At each Annual Diocesan Convention a Treasurer shall be nominated by the Bishop and elected by the Diocesan Convention for a term to begin with the adjournment of that Annual Diocesan Convention and ending upon the adjournment of the next Annual Diocesan Convention or until a successor is elected.
- 3.5. Vacancy.** A vacancy in any such office shall be filled until the succeeding Diocesan Convention by a qualified person appointed by the Bishop and confirmed by the Standing Committee.
- 3.6. Bonding.** The Treasurer and any Assistant Treasurers appointed by the Bishop shall be bonded with such sureties and in such amounts as shall be determined by the Executive Council.

#### **CANON 4 - CHANCELLOR OF THE DIOCESE**

- 4.1. Qualifications.** In addition to the general qualifications for Diocesan Officers, the Chancellor shall:
- 4.1.1. Licensed.** Be an attorney in good standing duly licensed to practice law within the State of Texas;
- 4.1.2. Active.** Be actively engaged in the practice of law, whether full or part time, at the time of election and reelection;
- 4.1.3. Training.** Obtain and maintain training in applicable canons and non-profit organizations.
- 4.2. Duties.** In addition to the duties prescribed in the Constitution and elsewhere in the Canons, the Chancellor shall have the following duties:
- 4.2.1. Legal Advisor.** The Chancellor shall be the attorney legal advisor to the Convention, Bishop, the Standing Committee, and the Corporation of the Episcopal Diocese of Fort Worth, and the Executive Council, and to be general counsel for the Diocese and the Corporation of the Episcopal Diocese of Fort Worth. However, it is not the duty of the Chancellor to render legal advice to Parishes, Missions, or Diocesan Entities other than those listed above, unless the Bishop so directs on terms acceptable to the Chancellor and the Parish, Mission or Diocesan Institution;
- 4.2.2. Scope of Advice.** The Chancellor shall answer and respond to all legal questions submitted by the Bishop, the Standing Committee, or the Corporation of the Diocese of Fort Worth, including without limitation, any questions concerning governance

and property of the Diocese or of any of its entities or Parishes and Missions. On request of the ecclesiastical authority of the Diocese, to render opinions as to legal construction of the General Constitution, the General Canons, the Constitution, and Canons; and

- 4.2.3. Outside Counsel.** The Chancellor shall coordinate and monitor the selection, work, and compensation of outside legal counsel, if any, for the Diocese or Diocesan entities.
- 4.3. Assistant Chancellors.** The Bishop may appoint one (1) or more Assistant Chancellor(s), who shall meet the qualifications of Chancellor, serve until the next Diocesan Convention under the direction of the Chancellor, and assist in the discharge of the duties of such office.
- 4.4. Election.** At each Annual Diocesan Convention, a Chancellor shall be nominated by the Bishop and elected by the Diocesan Convention for a term to begin with the adjournment of that Annual Diocesan Convention and ending upon the adjournment of the next Annual Diocesan Convention or until a successor is elected.
- 4.5. Vacancy.** A vacancy in any such office shall be filled until the succeeding Diocesan Convention by a qualified person appointed by the Bishop and confirmed by the Standing Committee.

## **CANON 5 - REGISTRAR OF THE DIOCESE**

- 5.1. Qualifications:** In addition to the general qualifications for Diocesan Officers, the Registrar shall have appropriate record keeping skills.
- 5.2. Duties.** In addition to the duties prescribed in the Constitution and elsewhere in the Canons, the Registrar shall have the following duties:
- 5.2.1. Register.** The Registrar shall keep and maintain a separate book which shall be known as the "Register," which shall include:
- 5.2.1.1.** The names and addresses of Clergy canonically resident in this Diocese;
  - 5.2.1.2.** The dates of ordination and reception of the Clergy canonically resident in this Diocese;
  - 5.2.1.3.** The dates of all dismissals, depositions or deaths of the Clergy occurring in this Diocese;
  - 5.2.1.4.** The names and addresses of all Parishes and Missions connected with this Diocese, including:
    - 5.2.1.4.1.** The dates of organization, admission and succession of Clergy in charge of such Parishes and Missions, so far as it can be ascertained; and
    - 5.2.1.4.2.** Such other particulars as may be necessary to indicate the status and history of such Parishes and Missions; and
    - 5.2.1.5.** Related duties as assigned by the Bishop.
- 5.2.2. Convention.** Collaborate with diocesan staff to prepare reports for the Journal of the Convention and other Diocesan Entities and to ensure accurate record keeping.
- 5.3. Assistant Registrars.** Upon request of the Registrar, the Bishop may appoint one (1) or more Assistant Registrar(s), who shall meet the qualifications of Registrar, serve until the next Convention under the direction of the Registrar, and assist in the discharge of the duties of such office.
- 5.4. Election.** At each Annual Diocesan Convention, a Registrar shall be nominated by the Bishop and elected by the Diocesan Convention for a term to begin with the

adjournment of that Annual Diocesan Convention and ending upon the adjournment of the next Annual Diocesan Convention or until a successor is elected.

- 5.5. **Vacancy.** A vacancy in any such office shall be filled until the succeeding Diocesan Convention by a qualified person appointed by the Bishop and confirmed by the Standing Committee.

## **CANON 6 - HISTORIOGRAPHER OF THE DIOCESE**

- 6.1. Qualifications:** In addition to the general qualifications for Diocesan Officers, the Historiographer shall demonstrate or acquire and maintain training on the preservation, collection of historical documents and items and have demonstrated experience and training in recordkeeping archiving.
- 6.2. Duties.** In addition to the duties prescribed in the Constitution and elsewhere in the Canons, the Historiographer shall have the following duties:
- 6.2.1. Receive Documents.** The Historiographer shall receive, file, index, and preserve any books, papers, journals, reports, manuscripts, pamphlets, or other documents and items pertaining to the Church or its history, and shall from time to time endeavor to increase such collection;
- 6.2.2. Support Parishes and Missions.** The Historiographer shall encourage the appointment of historiographers in each Parish and Mission and provide each Parish or Mission historiographer with literature to aid in collecting and preserving the books, papers, journals, reports, manuscripts, pamphlets, newspaper stories, or other documents which relate to the life and history of the Parish or Mission and encourage the writing of parochial histories;
- 6.2.3. Report to Convention.** The Historiographer shall report to the Diocesan Convention of the Diocese the official acts of the Historiographer and the status of all materials in custody or charge of the Historiographer, with suggestions as to the arrangement, increase or preservation of such materials;
- 6.2.4. Conduct Research for Bishop.** The Historiographer shall issue proper certificates of any fact contained in materials in the charge of the Historiographer, if requested by the Bishop; and
- 6.2.5. Promote Education of History.** The Historiographer shall oversee a program designed to promote an appreciation of the history of the Diocese and of the Church.
- 6.3. Assistants.** Upon request of the Historiographer, the Bishop may appoint one (1) or more Assistant Historiographer (s), who shall meet the qualifications of Historiographer, serve until the next Diocesan Convention under the direction of the Historiographer, and assist in the discharge of the duties of such office.
- 6.4. Election.** At each Annual Diocesan Convention, a Historiographer shall be nominated by the Bishop, elected by the Diocesan Convention, and hold office for shall be nominated by the Bishop and elected by the Diocesan Convention for a term to begin with the adjournment of that Annual Diocesan Convention and ending upon the adjournment of the next Annual Diocesan Convention or until a successor is elected. a period of one (1) year after election or until a successor is elected.
- 6.5. Vacancy.** A vacancy in any such office shall be filled until the succeeding Diocesan Convention by a qualified person appointed by the Bishop and confirmed by the Standing Committee.

## **CANON 7 - DEPUTATION TO GENERAL CONVENTION**

- 7.1. Qualifications.** In addition to the general qualifications for Diocesan Officers, Deputies and Alternate Deputies to General Convention shall be willing and able to travel to attend the General Convention, prepare themselves for the issues to be addressed by the General Convention, and participate in the governance of the Church if requested.
- 7.2. Duties:** Deputies and Alternate Deputies to General Convention shall have the duties described in the General Constitution and Canons and also shall attend the Provincial meetings and other special meetings of Deputies.
- 7.3. Election.**
- 7.3.1.** The Diocesan Convention shall, in the second year preceding a scheduled triennial meeting of General Convention, elect by ballot an equal number in each order but a maximum of (a) four (4) Priests or Deacons as Clerical Deputy and four (4) Lay Persons as Lay Deputies, and (b) four (4) Priests or Deacons as Alternate Clerical Deputies and four (4) Lay Persons as Alternate Lay Deputies, to the General Convention.
- 7.3.2.** Deputies and Alternate Deputies shall take office at the close of that annual meeting of Diocesan Convention at which they were elected and shall hold office until their successors take office.
- 7.4. Vacancies.** The Ecclesiastical Authority shall assign the Alternate Deputies according to the order of their election to fill any vacancy in the deputation.

## **CANON 8 - MEMBERS OF THE STANDING COMMITTEE**

- 8.1. Officers.** The Members of the Standing Committee shall choose a President and a Secretary from among their membership.
- 8.2. Quorum.** Four (4) of its members shall constitute a quorum to transact business.
- 8.3. Duties.** The Committee shall perform all the duties incident to its office and such other duties as are, or shall be, provided in the Constitution and Canons of The Episcopal Church and of this Diocese.
- 8.4. Vacancies.** Vacancies occurring prior to the expiration of the term of any member of the Standing Committee shall be filled by the vote of a majority of the remaining members of the Standing Committee. The person so elected shall fill out the unexpired term, constituting a first term of office if said unexpired term is for two or more years. No member of the Standing Committee may serve more than two (2) consecutive terms.
- 8.5. Loans.** The Standing Committee shall not approve any loan which shall obligate the Diocese without the prior approval in writing of the Bishop and the Finance Committee. The Standing Committee shall monitor all loans that it approves.

## **TITLE III: OTHER PERMANENT DIOCESAN ENTITIES AND INSTITUTIONS**

### **CANON 1 - EXECUTIVE COUNCIL**

**1.1. Authority and Duties of Executive Council.** There shall be an Executive Council of the Diocese pursuant to Constitution Article II.4 to carry out the policies, programs, and directives of the Diocesan Convention between meetings of the Diocesan Convention. Except as provided elsewhere in the Diocesan Constitution and Canons or by action of the Diocesan Convention, the Executive Council has charge of the development, implementation, and coordination of the ministry and mission of the Diocese to include the following and as may be stated elsewhere in the Canons, as follows:

- 1.1.1.** Administer, manage, and coordinate the work of the church in this Diocese with the Bishop in collaboration with other Diocesan Entities, Parishes and Missions.
- 1.1.2.** Develop, implement, and support programs and services for ministry and mission to include, but not limited to; unification, short and long range planning, lifelong Christian formation, leadership development, congregational development and growth, communications and outreach into the community, not inconsistent with direction given by the Diocesan Convention.
- 1.1.3.** Approve policies and procedures to promote sound and accepted best practices in all the affairs of the Diocese, Diocesan Entities, Parishes and Missions; periodically, review and evaluate the effectiveness of diocesan structure, programs and services.
- 1.1.4.** Propose to the Diocesan Convention, from time to time, any changes in the Constitution and Canons or policies, programs, and directives of the Diocesan Convention that the Executive Council believes advance the work of the Church in the Diocese.
- 1.1.5.** Provide oversight of the financial affairs of the Diocese to include, but not limited to: ensuring a participatory, transparent, and accountable budget process; preparing and submitting a proposed budget(s) annually to the Diocesan Convention; assessing Parishes and Missions to support the approved budget; providing for the regular review of the approved budget(s) and the financial condition and position of the Diocese, Diocesan Entities, Parishes and Missions; approving contracts that obligate the Diocese; acting on recommendations concerning arrearages or requests for reduction in assessments; approving amendments of the budget(s) for serious cause; ensuring that the Diocese, Diocesan Entities, Parishes and Missions pay the clergy pension assessment obligations to the Church Pension Fund; and requiring an audit of all accounts of the Diocese, Diocesan Entities, Parishes and Missions to be conducted annually.
- 1.1.6.** Approve loans to borrow money to enable the Treasurer to pay unexpected diocesan obligations when due in anticipation that the loans will be paid in full within six months from Parish and Mission assessments and/ or other anticipated revenue. Such loans must be recommended by the Finance Committee and approved by the Standing Committee and Bishop.
- 1.1.7.** Approve all grants and loans made or pledged by the Diocese, as recommended by the Finance Committee of the Executive Council. Any pledge of property managed by the Diocesan Corporation must be approved by the Corporation, Bishop and Standing Committee; any pledge of Parish or Mission property must also be approved by the vestry and clergy of that Parish or Mission.

- 1.1.8. Assign liaisons from among its members to coordinate and communicate with each diocesan committee, commission, agency, board, and institution of the Diocese.
- 1.1.9. Adopt and publish bylaws to reflect the internal governance of the Executive Council and its procedures to ensure participatory, transparent, accountable and collaborative practices and communication of its actions and other information to its Members, Committees, Diocesan Entities, Parishes and Missions.
- 1.1.10. Report to the Diocesan Convention concerning its work and expenditures during the current fiscal year and its plans for the next year and make such special reports as the Diocesan Convention or the Bishop may request.

## 1.2. Members

**1.2.1. Ex-Officio Members of Executive Council (with Seat, Voice and Vote).** The following shall be members *ex officio* in the Executive Council with seat, voice and vote, for such time as they lawfully hold their Diocesan positions and shall be counted in the quorum:

- 1.2.1.1. The Bishop, who shall also serve as President;
- 1.2.1.2. The Bishop Coadjutor (1st Vice President), if there be one;
- 1.2.1.3. The President of the Standing Committee (2nd Vice President);
- 1.2.1.4. The President of the Diocesan Corporation (3rd Vice President);
- 1.2.1.5. One (1) Deputy, selected by the Deputation to General Convention at the close of each annual meeting of the Diocesan Convention.

**1.2.2. Elected Members of Executive Council (with Seat, Voice, and Vote).**

- 1.2.2.1. There shall be nine (9) Elected Members At Large of the Executive Council, being three (3) Clerical and six (6) Lay members, who shall be counted in the quorum.
- 1.2.2.2. The term of the Elected Members is three (3) years each, with one (1) Clerical and two (2) Lay members being elected at each annual meeting of the Diocesan Convention. No Elected Member who has served two (2) successive terms shall be eligible for re-election until the lapse of one (1) year after the expiration of his or her last period of service.
- 1.2.2.3. Elected Member under this section must satisfy the general requirements for Diocesan Officers. No Elected Member may serve concurrently on the Standing Committee or Diocesan Corporation.
- 1.2.2.4. Vacancies occurring prior to the expiration of the term of any member of the Executive Council shall be filled by the vote of a majority of the remaining members of the Executive Council. The person so elected shall fill out the unexpired term, constituting a first term of office if said unexpired term is for two or more years.

**1.2.3. Elected Deanery Representatives (with seat, voice, and vote)**

- 1.2.3.1. Each deanery shall elect one (1) representative to the Executive Council, as provided in Canon III.11.6.

**1.2.4. Ex Officio Members of Executive Council (with Seat and Voice, but no Vote).**

The following shall be members *ex officio* with seat and voice but no vote in the Executive Council and shall not be counted in the quorum:

- 1.2.4.1. The Bishops Suffragan, if there be any;
- 1.2.4.2. The Assistant Bishop or Bishops, if there be any;

- 1.2.4.3. The Treasurer of the Diocese;
  - 1.2.4.4. The Chancellor of the Diocese;
  - 1.2.4.5. The Secretary of the Diocesan Convention, who shall also serve as Secretary of the Executive Council;
  - 1.2.4.6. The Rector or Priest in Charge of each Parish and Mission in the Diocese;
  - 1.2.4.7. The Senior Warden of each Parish and Mission in the Diocese;
- 1.3. Meetings.** The Executive Council shall meet each year in January, March, May, and September, and it shall be the duty of every member of the Executive Council to attend meetings regularly, and participate in the committees assigned by the Executive Council.
- 1.3.1. A majority of Executive Council voting members constitute a quorum for the purpose of conducting business.
  - 1.3.2. In case of the continued absence of a member from regular meetings of the executive Council for a period of two (2) successive meetings without valid excuse, that member of the Executive Council may be removed by majority vote of the Executive Council members present.
  - 1.3.3. Special meetings of the Executive Council may be called for any purpose by the President, by the President of the Standing Committee, or by request of any five members of the Executive Council. Procedures for calling and notice for special meetings shall be established by bylaws. The bylaws may establish procedures for telephonic or other type of electronic meetings to address unanticipated situations that require Executive Council action that were not anticipated at the last regular meeting.
  - 1.3.4. The Executive Council shall request and review written reports from each committee, commission, agency, and board having diocesan responsibilities, and from each of the permanent diocesan officers, describing the work performed since the last Executive Council meeting and anticipated goals for the next Executive Committee meeting. These reports shall be distributed, in a manner approved by the Executive Council, to the members before each meeting.
- 1.4. Organization and Structure**
- 1.4.1. The Executive Council shall make decisions as a single body based on the votes of its members. The authority assigned to the Executive Council by the Diocesan Constitution and Canons or by resolution of the Diocesan Convention belongs to the Executive Council as a whole. Although the Executive Council may delegate authority and duties to committees, other Diocesan entities or individuals by these Canons or resolutions of Executive Council, such delegation does not alter or diminish the authority or duties of the Executive Council.
  - 1.4.2. The Executive Council may establish such committees as it deems necessary to carry out its work. All committees shall have a definite term of existence and a stated purpose determined by the Executive Council. Committees shall consist of at least one member of the Executive Council and such other persons as the Executive Council may decide. These additional persons shall have seat, voice and vote only as to the business of the committee. The Executive Council member on each committee shall serve as liaison between the committee and the Executive Council. The Executive Council member shall call the first meeting of each committee. The Bishop shall be a member, ex-officio, of all committees and shall appoint the Chair of each. Other officers, if any, may be elected by the committee. Each committee

shall maintain minutes of its meetings and provide a written report at each meeting of the Executive Council of its activities since the last Executive Council meeting.

- 1.4.3.** There shall be a Management Committee of the Executive Council. This committee shall meet regularly between meetings of the Executive Council to monitor progress on Executive Council initiatives and resolves, undertake work delegated by the Executive Council, recommend action on time sensitive matters, recommend actions concerning committees, and develop the agenda for each Executive Council meeting. Its members shall be the Bishop, the President of the Standing Committee, the President of the Diocesan Corporation, the Diocesan Secretary, the Diocesan Treasurer, the Diocesan Chancellor, Chair of the Finance Committee, the Canon to the Ordinary, and Director of Communications. The Management Committee shall maintain minutes of its meetings and report its actions at each meeting of Executive Council.
- 1.4.4.** There shall be a Diocesan Convention Planning Committee of the Executive Council, subject to the provisions of Title III, Canon 1.4.2.
- 1.4.5.** There shall be a Finance Committee of the Executive Council.
  - 1.4.5.1.** The Finance Committee shall assist and advise the Bishop, Executive Council, other Diocesan Entities, Parishes and Missions, with implementation of standard business methods in church affairs as described in Canon I.7.1 of the General Canons and the Manual of Business Methods in Church Affairs and with all matters pertaining to the financial affairs of the Diocese as may be assigned to it by Canon or referred to it by General Convention or Executive Council.
  - 1.4.5.2.** The Finance Committee shall serve as the Budget Committee for the Diocese as provided in Title III, Canon 1.4.6.
  - 1.4.5.3.** The Finance Committee shall determine annually, using the required diocesan formula, the amount to be assessed each Parish and Mission to meet the mission and budget requirements of the Diocese and of the Church for approval by the Executive Council. The Finance Committee will review the assessment policy periodically, or as assigned, and recommend changes in the policy for approval by the Executive Council and the Diocesan Convention.
  - 1.4.5.4.** The Finance Committee shall serve as the Audit Committee for the annual diocesan audit; coordinate the selection of the independent auditor and review and approve the engagement letter; schedule the audit; coordinate and participate in any meetings with the independent auditor; review and distribute the audit report in a manner approved by the Executive Council; manage the disposition of any management letter recommendations; and report to the Bishop, Executive Council, and Convention on its actions and recommendations.
  - 1.4.5.5.** The Finance Committee shall oversee the process for the annual audits for Diocesan Entities, Parishes and Missions; establish procedures for the preparation, receipt and review of the annual audits; authorize the use of audit committees; follow-up on the disposition of auditor recommendations; and report to the Bishop, Executive Council, and Convention on its actions and recommendations.



- 1.4.5.6.** The Finance Committee shall report at each meeting of the Executive Council and at each annual meeting of the Diocesan Convention on the work of the Finance Committee; the overall financial activities and financial position of the Diocese, Diocesan Entities, Parishes and Missions; and any recommendations for change in financial policies and procedures.
- 1.4.5.7.** The Finance Committee shall be composed of ten (10) members appointed by the Bishop and confirmed by Executive Council. The Bishop shall appoint the Chair. Six (6) members are appointed to three (3) year terms of which two (2) are appointed each year; two (2) members are Executive Council members and are appointed to one (1) year terms; one (1) member is recommended by the Diocesan Corporation for a one (1) year term; and one (1) member is recommended by the Standing Committee for a one (1) year term. No appointed member who has served six (6) consecutive years shall be eligible for re-appointment until the lapse of one (1) year after the expiration of his or her last year of service. The Diocesan Treasurer and Chancellor are *ex officio* members with seat and voice but no vote.
- 1.4.5.8.** In addition to the general qualifications of Diocesan Officers, at least one member of the Finance Committee shall have demonstrated experience and training in financial management, business management or accounting; experience and training in the non-profit sector is preferable. Each Finance Committee member must be able to read and understand fundamental financial statements, or become able to do so within a reasonable time after being appointed to the Finance Committee. The Diocese shall provide at its expense appropriate, continuing training in non-profit financial matters for members of the Finance Committee.
- 1.4.6. Budget Process.**
- 1.4.6.1. Preparation.** On or before April 1, the Executive Council shall notify the Finance Committee of its priority of diocesan programs for funding and other directives to guide the Finance Committee in the preparation of the draft budget(s). The Finance Committee shall report monthly to the Executive Council on its activities and achievement of the directives. On or before September 1, the Finance Committee shall submit to the Executive Council the draft budget(s) with a schedule showing the formula and amounts to be assessed each Parish and Mission. The Executive Council shall make such amendments and revisions as it deems necessary and shall submit the proposed budget and schedule of assessments and formula to the annual meeting of the Diocesan Convention. The Diocesan Convention may amend the proposed budget as it deems fit and shall adopt a Diocesan budget for the next fiscal year. Within twenty (20) days following the adjournment of the Diocesan Convention, the adopted Diocesan budget shall be sent to the Vestry or Bishop's Committee of each Parish and Mission.
- 1.4.6.2. Amendments.** The Executive Council has the authority for serious cause to amend the budget between annual meetings of the Diocesan Conventions.

## **CANON 2 - TRUSTEES OF THE UNIVERSITY OF THE SOUTH**

- 2.1. Qualifications.** In addition to the general qualifications for Church Officers, the trustees must meet the qualifications for trustee set by the University of the South.
- 2.2. Election.** There shall be elected by the annual meeting of the Diocesan Convention three (3) Trustees of the University of the South, consisting of one (1) Priest or Deacon and two (2) Lay Persons.
- 2.3. Term.** One (1) Trustee is to be elected each year for a three (3) year term. If a Trustee has served two (2) consecutive terms the Trustee may not serve again until at least one (1) year after the expiration of his or her period of service; provided, however, that a Trustee who serves a term of less than two (2) years to which the Trustee has been elected to fill a vacancy, shall be eligible for election to two (2) full terms
- 2.4. Vacancy.** If a position becomes vacant for any reason it shall be filled by appointment by the Bishop to serve until the next annual meeting of the Diocesan Convention, at which time the appointed Trustee may stand for election to fill the unexpired term.

## **CANON 3 - COMMISSION ON MINISTRY**

- 3.1. Duties.** The Commission on Ministry shall have the duties set out in the Constitution and Canons of the Church. The organization of and additional duties of the Commission on Ministry may be set out in Diocesan Canon.
- 3.2. Members.** The Commission on Ministry shall consist of not fewer than six (6) and not more than eighteen (18) members which shall include Lay Persons, Deacons, and Priests. The Bishop shall appoint the chair. All members of the Commission on Ministry shall meet the general qualifications for Church Officers.
- 3.3. Appointment; Vacancies; Removal.** One-third (1/3) of the members shall be appointed by the Bishop at each annual meeting of the Diocesan Convention, for a three (3) year term.
- 3.4. Vacancies.** Should a vacancy occur on the Commission on Ministry between annual meetings of the Diocesan Conventions, the Bishop shall appoint a member to serve the balance of the term for which appointed. A member who has served two (2) consecutive terms shall not be eligible for re-appointment until the lapse of one (1) year. However, a member who was appointed to fill an unexpired term of less than two (2) years shall be eligible for nomination to two (2) full terms.
- 3.5. Organization.** The Commission on Ministry may adopt rules for its work, subject to the approval of the Bishop, provided they are consistent with the Constitution and Canons of The Episcopal Church and of the Diocese. The Commission shall appoint a Committee for the Ministry of the Laity, a Committee for the Ministry of the Diaconate, and a Committee for the Ministry of the Priesthood.
- 3.6. Laity.** The Committee on Ministry of the Laity shall assist the Bishop in the following:
  - 3.6.1.** Determining present and future needs for ministry in the Diocese;
  - 3.6.2.** Developing and implementing resources and opportunities for ministry of the Laity;
  - 3.6.3.** Licensing of Lay Ministers.
- 3.7. Diaconate.** The Committee for Ministry of the Diaconate shall assist the Bishop in the design and oversight of the ongoing process of recruitment, discernment, formation, and assessment of readiness for ordination to the Diaconate in the Diocese;

- 3.8. Priesthood.** The Committee for the Ministry of the Priesthood shall assist the Bishop in the design and oversight of the ongoing process of recruitment, discernment, formation, and assessment of readiness for ordination to the Priesthood in the Diocese;
- 3.9. Examinations.** The Bishop shall appoint a Board of Examining Chaplains who shall be responsible for examining candidates for Holy Orders in the canonical areas outlined in the Constitution and Canons of the Church.

#### **CANON 4 - COMMISSION ON CHURCH ARCHITECTURE AND ALLIED ARTS**

- 4.1. Members.** There shall be a Commission on Church Architecture and Allied Arts consisting of the Bishop and members of the Clergy, and lay members who are either architects, engineers, or other specialists, skilled in church architecture and ecclesiastical art, appointed annually by the Bishop, and in such number as the Bishop deems appropriate. The Commission shall elect its Chair.
- 4.2. Advice.** The Commission shall give counsel and advice when requested by Diocesan Entities, Parishes and Missions (1) on questions of church location, site and setting, (2) on the selection of an architect, engineer or other specialist and on other preliminary steps to initiate a building project, and (3) on questions and plans for the construction, reconstruction, decoration, fixtures, furniture, art, or memorials of a Church or other building. The Commission shall encourage the restoration and preservation of historic churches, and those with architectural and artistic merit for their designs and furnishings.
- 4.3. Plan Approval.** All Diocesan Entities, Parishes and Missions receiving financial aid from the Diocese, including assessment adjustments, or seeking approval to encumber property, owned by the Diocese or held in trust, must submit to the Commission and obtain its approval of plans for the proposed construction or major alterations of church property.

#### **CANON 5 - EPISCOPAL SCHOOLS**

##### **5.1. Definitions**

- 5.1.1. Episcopal Schools.** All schools or other educational facilities providing secular education for young people equivalent to that provided by nursery schools, pre-schools, kindergarten, grade schools, grammar schools, or high school levels, and located on any premises used for the benefit of or operated under the control, auspices, or approval of any Parish, Mission, organization, or Institution of the Diocese, or any combination or group thereof, shall be an "Episcopal School." No such school shall be established, maintained, or operated by any Parish, Mission, organization, or Institution of the Diocese, or any combination or group thereof, without the written approval and consent of the Bishop.
- 5.1.2. Diocesan School.** A Diocesan School is operated under the control, auspices, or approval of the diocese, as a Diocesan Institution, as part of the mission and ministry of the Diocese.
- 5.1.3. Parochial School.** A Parochial School is operated under the control, auspices, or approval of a Parish or Mission of the Diocese as part of the mission and ministry of that Parish or Mission.
- 5.1.4. Episcopal Identity.** The Episcopal Identity of the school shall be affirmatively expressed within its mission and governance, its structure, and its operations.

##### **5.2. Commission on Episcopal Schools**

**5.2.1. Composition.** There shall be a commission on Episcopal Schools. Immediately prior to the annual meeting of the Diocesan Convention, the Bishop shall appoint members to a Commission on Episcopal Schools, consisting of no fewer than three (3) or more than nine (9) members having seat, voice, and vote, with a term of three (3) years. In addition, the head of each parochial or diocesan school in the diocese, or the head's designee, shall be an *ex officio* member of the Commission having seat and voice but no vote. The Commission, with the consent of the Bishop, may add other educators or additional resources as consultants to the Commission.

**5.2.2. Duties.** It shall be the duty of the Commission to:

**5.2.2.1.** Publish, with consent of the Bishop, Standards for Episcopal Schools in the Episcopal Diocese of Fort Worth ("Standards");

**5.2.2.2.** Define, with the consent of the Bishop, specific components of Episcopal Identity to be required in governance and operations to ensure that the mission, curriculum and programs of the Episcopal Schools are congruent with The Episcopal Church traditions and to give general supervision to each such Episcopal School to ensure its continuing Episcopal Identity;

**5.2.2.3.** Confirm compliance by each Diocesan or Parochial School with the Standards; and

**5.2.2.4.** Perform such other functions regarding such Episcopal Schools as the Bishop may require.

**5.3. Standards.** All such Episcopal Schools shall comply with such Standards, which Standards are incorporated herein by reference and shall have the authority of canons of the Diocese. The Standards for certification shall include but not be limited to the following:

**5.3.1.** Each Episcopal School shall either (1) maintain accreditation by the Southwestern Association of Episcopal Schools (SAES) or (2) maintain annual certification by the Commission on Episcopal Schools. Each Episcopal School shall be a member of the Southwestern Association of Episcopal Schools (SAES).

**5.3.2.** The accession to the authority of the Church, governance, administration, educational philosophy, worship and religious studies of each Episcopal School shall affirmatively reflect Episcopal Identity as defined by the Commission and the Bishop and such Episcopal Identity shall be stated in the governing documents and policies of each Episcopal School.

**5.3.3.** Each Episcopal School shall maintain tax exempt status and use Episcopal business methods and other business methods required by the Commission.

**5.3.4.** Each Episcopal School shall comply with the Constitution and Canons and applicable policies of the Church and the Diocese and comply with applicable federal, state, and local laws, regulations, and ordinances affecting the school operations.

**5.3.5.** Each Episcopal School shall report to the Commission annually, in a form required by the Commission.

**5.4. Diocesan Schools.** A separate Board of Trustees ("Board") shall manage each Diocesan School. An initial board of twelve (12) trustees shall be appointed by the Bishop and confirmed by the Convention. At each subsequent Convention the Bishop shall appoint, subject to confirmation by the Convention, four (4) trustees who shall serve for three (3) years.

- 5.5. Failure of Compliance.** Any such school that fails to comply with the provisions of this Canon shall not be entitled to be located on any property that is used for the benefit of any Parish, Mission, institution, or organization of the Diocese; and neither shall it be entitled to be operated under the control, auspices, or approval of any such Parish, Mission, institution, or organization of the Diocese.
- 5.6. Reports and Inspections.** The Commission and Bishop shall have the right at any time, and from time to time, to require and obtain such additional information and reports as may be deemed necessary by the Commission and Bishop to ensure compliance with this Canon, and the Commission and Bishop shall likewise have the right at any time, and from time to time, to inspect or cause to be inspected, facilities and records in each such Episcopal School in order to monitor compliance with the provisions of this Canon. The Bishop shall have the right at any time to appoint one or more representatives to assist the Bishop in ensuring compliance with the Canon.
- 5.7. Report.** The Commission shall report annually in writing to the Convention.

## **CANON 6 - CORPORATION OF THE EPISCOPAL DIOCESE OF FORT WORTH**

### ***PART A. CORPORATION***

- 6A.1. Duties.** Corporation of the Episcopal Diocese of Fort Worth is a non-profit and charitable organization organized under Texas laws, also known as the “Diocesan Corporation.” In addition to its regular powers, it may receive, hold, manage and administer funds and properties acquired by gift or by will or otherwise for the use and benefit of the Diocese and any Diocesan Institutions.
- 6A.2. Management.** The management of its affairs shall be conducted and administered by a Board of Trustees of five (5) elected members, all of whom are either Lay Communicants in good standing of a Parish or Mission in the Diocese or members of the Clergy canonically resident in the Diocese, in addition to the Bishop of the Diocese, who shall serve as Chairman of the Board or may designate the President or other officer of the Corporation to serve as such. The Board of Trustees shall have the power and authority to conduct the affairs of said Corporation in accordance with its charter and by-laws and in accordance with the Constitution and Canons of the Diocese from time-to-time adopted.
- 6A.3. Election; Vacancy.** One (1) member of the Board of Trustees shall be elected at each Annual Convention and each member shall serve a term of five (5) years. The terms of members shall be so arranged that the term of only one (1) member shall expire annually. The Board of Trustees shall fill any vacancy which occurs on the Board until the annual election. The Bishop shall nominate the members of the Board of Trustees.
- 6A.4. By-Laws.** The Board of Trustees shall adopt its own by-laws and shall elect such officers as its by-laws may require.
- 6A.5. Report.** The Board of Trustees shall submit a report at each Annual Convention covering its operations for the preceding fiscal year and showing its financial

condition. If and when required by the Standing Committee of the Diocese, the Board of Trustees shall make such additional reports and furnish such additional information as may be requested. The books and records of the Board of Trustees shall at all times be open for inspection and examination by the Standing Committee of the Diocese or its representatives.

- 6A.6. Risk Management Committee.** Each year following the Annual Convention the Bishop as Chairman of the Board shall appoint one (1) member of the Executive Council from each deanery, the President of the Board of Trustees of the Diocesan Corporation, the Chancellor of the Diocese, and such other persons as the Bishop may deem to be qualified by experience and training to act as the Risk Management Committee of the Diocese. The Risk Management Committee shall be a committee of the Diocesan Corporation and shall identify legal risks and recommend requirements to minimize legal risks, including requirements for insurance protection for personnel, property and liability for the Diocese, Parishes and Missions, and all other Diocesan Entities and such other duties assigned by the Corporation, Executive Council or Bishop.
- 6A.7. Gift Acceptance Committee.** The Gift Acceptance Committee of the Diocese shall be a committee of the Diocesan Corporation.

*KEEP AS IS; NO CHANGES UNTIL AFTER LITIGATION*

***PART B. TITLE TO PROPERTY***

- 6B.1. Title in Corporation.** The Title to all property now owned and hereafter acquired by the Diocesan Corporation for its use and benefit and for the use and benefit of Parishes, Missions and Diocesan Institutions shall be held in the name of said Corporation and may only be conveyed or encumbered with the approval of the Board of Trustees and in accordance with the Constitution and Canons of the Episcopal Diocese of Fort Worth. All of the assets and properties of the Corporation and accumulations thereof shall be held and administered to effectuate its purpose. In case of the liquidation, dissolution or winding up of the Corporation, whether voluntary or involuntary, or by operation of law, the property held by the Corporation in trust for the use of a particular Parish, Mission or Diocesan School shall be conveyed to the governing body of such Parish, Mission or School. In case of the liquidation, dissolution or winding up of the Corporation, whether voluntary or involuntary, or by operation of law, the other assets or properties of the Corporation shall be distributed in such manner as the Board of Trustees of the Corporation shall direct, provided, however, that any such distribution shall be such as is calculated to be exclusively to carry out the purposes for which the Corporation is formed or for one (1) or more other exempt purposes within the meaning of the applicable provisions of the Internal Revenue Code of 1954, as amended, or any similar federal statute then in effect and rules and regulations pursuant thereto. "The liquidation, dissolution or winding up of the Corporation," within the meaning of this Canon and of the Constitution of the Diocese, shall refer to the actual cessation of operation of the Corporation and not to the merger or subdivision of the Corporation or the Diocese.

*TITLE III: OTHER PERMANENT DIOCESAN ENTITIES AND INSTITUTIONS*

- 6B.2. Held in Trust.** Real property acquired by the Corporation for the use of a particular Parish, Mission or Diocesan School shall be held by the Corporation in trust for the use and benefit of such Parish, Mission or Diocesan School. It is immaterial whether said acquisition is by conveyance to the Corporation by a Parish, Mission or Diocesan School now holding title, by the Bishop now holding title as a corporate sole, by a declaratory judgment upon division from the Diocese of Dallas, or by subsequent conveyance to the Corporation, so long as such property was initially acquired by a Parish, Mission or Diocesan School by purchase, gift or devise to it, as a Parish, Mission or Diocesan School. Such Parish, Mission or Diocesan School shall be entitled to all income from property held for it in trust by the Corporation and will be responsible for the direct expenses attributable to such property, but not for any administrative expenses of the Corporation. Property held in trust by the Corporation for a particular Parish, Mission or Diocesan School may not be conveyed, leased or encumbered in any way by the Corporation without the written consent of the Rector, Wardens and Vestry of the Parish, of the Standing Committee in the case of a Mission, or of the Board of Trustees of the Diocesan School for which such property is held in trust. Upon dissolution of a Parish, Mission or Diocesan School, such property held in trust for it shall revert to the Corporation for the use and benefit of the Diocese. "Dissolution" of a Parish, Mission or Diocesan School, within the meaning of this Canon and of the Constitution of the Diocese, shall refer to the actual cessation of operation of a Parish, Mission or Diocesan School and not to its merger, reorganization, change of location or attachment to a different Diocese.
- 6B.3. Schools.** Real property held or acquired by a Parish, Mission or Diocesan School by purchase, gift or devise shall be conveyed by it to the Corporation if an ad valorem tax exemption based on religious or educational use is claimed. Real property held or acquired by a Parish, Mission or Diocesan School need not be conveyed by it to the Corporation if such property is held for investment or income-producing purposes and no ad valorem tax exemption is claimed.
- 6B.4. Purpose.** Property held by the Corporation for the use of a Parish, Mission or Diocesan School belongs beneficially to such Parish, Mission or Diocesan School only. All other property of the Corporation held for the Episcopal Diocese of Fort Worth for those exempt religious purposes within the meaning of the Internal Revenue Code, as herein above described. Such exempt religious purposes shall be those determined by the Diocesan Convention of the Episcopal Diocese of Fort Worth and the appropriate officers elected by it.
- 6B.5. Conveyances.** If it becomes necessary to sell or lease the property or otherwise dispose of it, the Corporation known as "Corporation of the Episcopal Diocese of Fort Worth" with the advice and consent of the Standing Committee is hereby authorized to execute such legal instruments as may be necessary to convey, lease or effect such other disposition as is herein authorized.

*KEEP AS IS; DO NOT CHANGE UNTIL AFTER LITIGATION IS COMPLETED.*

## **CANON 7 - DIOCESAN REVOLVING LOAN FUND**

- 7.1. Purpose.** There shall be a Revolving Loan Fund which shall consist of all funds which have been donated to the Diocese or designated by Executive Council or the Diocesan Convention for the purposes of purchasing land or improved real estate and for major repairs and/ or improvements to real property for the use of Parishes and Missions of the Diocese already created or to be created at some future date.
- 7.2. Administration.** The Corporation of the Diocese of Fort Worth shall administer the Fund.
- 7.3. Requests.** All requests for use of the Fund will originate in the Executive Council of the Diocese, which shall set rules and/or restrictions for the use of the Fund, the process for making such requests, and the terms of each loan.
- 7.4. Approval.** Each loan from the Fund recommended by the Executive Council must be approved by Finance Committee, Corporation, Standing Committee and the Bishop.

## **CANON 8 - DIOCESAN INSTITUTIONS**

- 8.1. Convention Approval.** Diocesan Institutions may be established by resolution and approval at an annual meeting of the Convention, which also shall have the authority to direct, control, alter or dissolve any such institution.
- 8.2. Application.** The application for recognition of a Diocesan Institution, or any action to amend a charter, or direct, control, alter or dissolve an existing Diocesan Institution, shall be accomplished in accordance with the procedure used for the amendment of a Canon.
- 8.3. Documentation.** No fewer than sixty (60) days prior to the annual meeting of the Convention, copies of the application for recognition of a new Diocesan Institution or any change to an existing Institution contemplated by the previous section, along with copies of its Charter and/or other implementing documents, shall be submitted to the Chancellor, Standing Committee, and Executive Council for written comments to be appended to the Application for presentment to the Committee on Constitution and Canons.

## **CANON 9 - COMMITTEE ON CONSTITUTION AND CANONS**

- 9.1. Members.** There shall be a Committee on Constitution and Canons consisting of not fewer than six (6) and not more than eighteen (18) members, which shall include Lay Persons and Clergy. In addition, the Chancellor of the Diocese is an *ex officio* member of the Committee, with seat and voice. The Bishop shall appoint the Chair.
- 9.2. Term.** One-third (1/3) of the members shall be appointed to a three (3) year term by the Bishop at each Annual Convention. Should a vacancy occur on the committee between Annual Conventions, the Bishop shall appoint a member to serve the balance of the term for which appointed. A member who has served two (2) consecutive terms shall not be eligible for re-appointment until the lapse of one (1) year. However, a member who is appointed to fill an unexpired term of less than two (2) years shall be eligible for nomination to two (2) full consecutive terms.
- 9.3. Duties.** It shall be the duty of the Committee to:
- 9.3.1.** Receive and review proposed amendments to the Constitution and Canons and Standing Rules of Convention, placing each such proposed amendment in proper constitutional or canonical form including all amendments necessary to effect the



proposed change. Except as required in section 3.4, the Committee shall express its views with respect to the substance of any such proposal only to the proponent thereof; provided, however, that no member of the Committee shall, by reason of membership, be deemed to be disabled from expressing, before any diocesan body, personal views with respect to the substance of any such proposed amendment. Any such proposed amendment to the Constitution and Canons or Standing Rules shall be submitted to the Chair of the Committee at least 90 days prior to the first day of the annual meeting of the Convention.

- 9.3.2.** Conduct a continuing comprehensive review of the Constitution and Canons and the Standing Rules of Convention with respect to their internal consistency and clarity, and on the basis of such a review propose to the annual meeting of the Convention such
  - 9.3.2.1.** Technical amendments to the Constitution and Canons and Standing Rules as in the opinion of the Committee are necessary or desirable in order to achieve such consistency and clarity and
  - 9.3.2.2.** Substantive amendments to the Constitution and Canons and Standing Rules as in the opinion of the Committee are technically desirable and involve a substantive alteration of a Constitutional or Canonical provision or to incorporate canonical changes required by action of General Convention.
- 9.3.3.** Correct typographical errors in the Constitution and Canons and report such changes to the Convention.
- 9.3.4.** Report to the annual meeting of Convention on the first day of its meeting, including any minority report, to summarize the work of the Committee, including the various matters studied, the recommendations for action by the Convention, and drafts of Resolutions proposed for adoption to implement the recommendations of the Committee.
- 9.3.5.** Adopt style policies to reflect a consistent format for the Constitution and Canons.
- 9.3.6.** Discharge such other duties as shall from time to time be assigned by the Convention.

**9.4. Proposed Amendments.** No part of the Constitution or Canons shall be amended by reference to its number or by merely striking out or inserting words, but the article or section sought to be amended or altered shall be written out in full and prescribed as it is intended to be read when amended. However, this provision does not prohibit inclusion of an additional statement of the proposed revision by striking out or inserting words to show the specific changes proposed to be made.

## **CANON 10**

### **10. DIOCESAN DISCIPLINARY BOARD (ECCLESIASTICAL DISCIPLINE)**

- 10.1. Title IV.** All proceedings of ecclesiastical discipline shall be in accordance with the Constitution and Canons of the Episcopal Church, expressly the Title IV Canons and Constitution Article IX, as either may be amended. To the extent, if any, that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Article IX or Title IV, the provisions of those documents shall govern.
- 10.2. Discipline Structure**
  - 10.2.1. Diocesan Disciplinary Board.** The Diocese shall establish a court to be known as the Disciplinary Board, hereafter called the ‘Board,’ to be created in accordance

with Episcopal Church Canon IV.5, to assist the Bishop in Ecclesiastical Disciplinary matters. The Board shall consist of not fewer than seven persons, four (4) of whom are members of the Clergy and three (3) of whom are Laity. The Clergy members of the Board must be canonically and geographically resident within the Diocese. The lay members of the Board shall be Confirmed Communicants in Good Standing, geographically resident in the Diocese and at least eighteen (18) years of age. The Board shall operate through the panels listed below.

**10.2.1.1.** The Reference Panel shall consist of the Intake Officer, the Bishop, and the President of the Board. It shall be the duty of the Reference Panel, in accordance with Episcopal Church Canon IV.6.6 and IV.6.7, to determine how to refer an intake report.

**10.2.1.2.** The Conference Panel shall consist of one (1) to three (3) members of the Disciplinary Board selected by the President of the Board and no such member may serve as a member of the Hearing Panel in the same case. It shall be the duty of the panel, in accordance with Episcopal Church Canon IV.12, to conduct informal meeting(s) of the involved parties to reach a determination of the matter.

**10.2.1.3.** The Hearing Panel shall consist of three (3) members of the Disciplinary Board selected by the President of the Board and no such member may serve as a member of the Conference Panel in the same case. It shall be the duty of the Hearing Panel, in accordance with Episcopal Church Canon IV.13, to act as a trial court to reach a determination of the matter.

**10.2.2. Election.** The members of the Board shall be nominated by the Nominating Committee and elected by ballot by a concurrent majority of each order at Annual Diocesan Convention. Each Board member shall be elected for a three (3) year term on a rotating basis. A member who has served two (2) consecutive terms may not serve again until at least one (1) year has lapsed. However a member appointed fill a vacancy of less than two (2) years, shall be eligible for election to two (2) full terms.

**10.2.3. Education and Training.** Education and training in the requirements of Episcopal Church Canon IV should be conducted at the commencement of the term of office of the Board.

**10.2.4. President.** Within sixty (60) days following the Annual Diocesan Convention, the Board shall convene to elect a President to serve until the next Annual Diocesan Convention.

**10.2.5. Vacancies.** Vacancies on the Board shall be filled as follows:

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

**10.2.5.2.** The Bishop shall appoint a replacement Board member in consultation with the Standing Committee.

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

**10.2.5.4.** With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement

Board member shall be until the next Annual Diocesan Convention. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.

**10.2.6. Removal of a Board Member.** A Board member may be removed from office by the Bishop, after consultation with the Standing Committee.

**10.2.7. Preserving Impartiality.** In any proceeding under this Canon, if any member of a Conference Panel or a Hearing Panel of the Board (see General Canon IV.6.7) shall become aware of a personal conflict of interest or undue bias as provided under General Canon IV.19.14(b), that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding. In the event that recusals or challenges reduce the number of qualified members below that number required to act in a particular matter, the Bishop may appoint a number of other persons sufficient to qualify the panel to act in the particular matter.

**10.3. Other Officers to Assist in the Disciplinary Process.** In addition to the elected Disciplinary Board, other persons shall be appointed to assist in the disciplinary process.

**10.3.1. Intake Officer.** The Bishop, after consultation with the Board, shall appoint one or more Intake Officers according to the needs of the Diocese.

**10.3.2. Investigator.** Investigator shall mean a person having (a) sufficient knowledge, skill, experience and training to conduct investigations under this Title and (b) familiarity with the provisions and objectives of this Title. Investigators shall be appointed by the Bishop Diocesan in consultation with the president of the Disciplinary Board. The Investigator acts under the direction of the Reference Panel until a referral is made pursuant to General Canon IV.11.3; after such referral, the Investigator shall be overseen by and report to the Church Attorney. The Investigator may, but need not, be a member of the Church.

**10.3.3. Church Attorney.** Within sixty (60) days following each Annual Diocesan Convention, the Bishop, in consultation with the Standing Committee, shall appoint an attorney to serve as Church Attorney to serve until a successor is appointed. The person so selected must be a member of the Church and a duly licensed attorney, but need not reside within the Diocese. Neither the Diocesan Chancellor nor Assistant Chancellor nor any member of either Chancellor's law firm shall serve as the Church Attorney for disciplinary matters.

**10.3.4. 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 Episcopal Church Canon 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.

**10.3.5. 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 Chancellors or Vice Chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

**10.3.6. Clerk.** The Disciplinary Board shall appoint a clerk who may be a member of the Board, who shall be custodian of all records and files of the Disciplinary Board and who shall provide administrative services as needed for the functioning of the Board. The clerk, or an assistant clerk who may be appointed at the discretion of the Board, may be any person otherwise qualified who has no conflict of interest in the matter before the Board and who is not barred from serving on the Disciplinary Board under the provisions of IV.5.3(c) of the General Canons or serving on the staff of persons so barred. The Clerk may be a member of the Board.

**10.3.7. Procedural Officer.** Procedural Officer shall mean a person learned in the law, experienced in litigation, and having familiarity with the provisions and objectives of this canon and Title IV of the General Canons. No Chancellor or Assistant-Chancellor of the Diocese shall serve as Procedural Officer in this Diocese. The Procedural Officer shall be appointed annually for a term of not less than one year by the Bishop Diocesan in consultation with the President of the Disciplinary Board to aid in the prompt and proper disposition of procedural motions and challenges in Title IV proceedings.

**10.4. Reporting Offenses.**

**10.4.1. Publication to Diocese.** Pursuant to Episcopal Church Canon IV.6, the Bishop shall publish to the parishes, missions, and members of this Diocese information concerning the methods and means of reporting offenses as indicated below in Sec. 38.4.2. The name(s) and contact information of the Diocesan Intake Officer(s) shall likewise be published.

**10.4.2. Methods of Reporting Offenses.**

**10.4.2.1.** Any person may report information of any perceived offenses of any Priest or Deacon for conduct subjecting him or her to liability for discipline under the Constitution and Canons of the Episcopal Church. Such information shall be submitted in writing, directly or indirectly, with a certification signed by the Informant that the Informant believes that the reported information is true, to the designated Diocesan Intake Officer.

**10.4.2.2.** Any person other than the Intake Officer who receives information regarding an offense shall promptly forward the information to the Intake Officer. The Bishop may forward information to the Intake Officer whenever the Bishop believes that the information may indicate conduct constituting one or more offenses.

**10.4.2.3.** Any Priest or Deacon of the Diocese accused, by public rumor or otherwise, of an offense or offenses for which he or she may be tried may request the Intake Officer to institute an inquiry respecting the truth of rumors against him or her.

**10.5. Action of Intake Officer.** Upon receipt of information regarding possible offenses, the Intake Officer may make such preliminary investigation as he or she deems necessary, and shall incorporate the information into a written intake report and provide copies to the other members of the Reference Panel (Bishop and Chairman of the Board) and to the Church Attorney.

**10.5.1. Intention to Dismiss.** If the Intake Officer determines that the information, if

true, would not constitute an offense, the Intake Officer shall inform the Bishop of an intention to dismiss the matter in accordance with Episcopal Church Canons IV.6.5 and IV.6.6.

**10.5.2. Forward to Reference Panel.** If the Intake Officer determines that the information, if true, would constitute an offense, the Intake Officer shall promptly forward the intake report to the Reference Panel and notice to the subject member of the Clergy, in accordance with Episcopal Church Canons IV.6 – 9.

**10.6. Confidentiality.** All communications and deliberations during the intake and referral stages shall be confidential except as the Bishop deems to be pastorally appropriate or as required by law.

**10.7. Costs and Expenses.**

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

**10.7.2. Costs Incurred by the Respondent.** In the event of a final order dismissing the complaint, or by provisions of a covenant approved by the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the Diocese, subject to budgetary constraints as may be established by the Executive Council.

**10.8. Records.**

**10.8.1. Records of Proceedings.** Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Diocesan office.

**10.8.2. Permanent Records.** The Bishop shall make provision for the permanent storage of records of all proceedings under this Canon at the Diocese and the Archives of The Episcopal Church.

## **CANON 11 - DEANERIES**

**11.1. Organization.** The Diocese shall be divided into Deaneries for the development and furtherance of the ministry and mission of the Church in this Diocese. Parishes, Missions, and Mission Stations may be assigned to an appropriate deanery by the Bishop, with the concurrence of the Executive Council. The Bishop may, from time to time, change the number and composition of the Deaneries with the concurrence of the Executive Council. Deaneries shall maintain minutes of its meetings and provide a written report to the Bishop and Executive Council, as requested.

**11.2. Membership.** Members of a specific deanery are all Clergy canonically and actually resident in the Diocese and attending a Parish or Mission in that deanery and all Communicants in Good Standing and registered in a Parish or Mission in that deanery.

**11.3. Duties.** The principal duties of Deaneries shall be:

**11.3.1.** Promote and support specific programs of work within the deanery in collaboration with the Bishop and Executive Council, which may include: sharing resources for mission and outreach programs, campus ministry, youth ministry, and life-long Christian Formation; supporting church plants and developing Mission Stations and Missions; and responding to disaster and emergency needs within the deanery.

- 11.3.2.** Engage in mutual education and leadership training for and participation in the governance of the Diocese, enhance communication, and foster fellowship among the clergy and laity within the Deanery.
- 11.4. Officers.** Each Deanery shall elect a Dean, Sub-Dean, and Secretary from its membership, who may be either a clergy or lay member. Each shall be elected for a two (2) year term and shall not be eligible for re-election until the lapse of one (1) year after the expiration of his or her last period of service.
- 11.4.1.** The Dean is the liaison between the Deanery and the Bishop and Executive Council; communicates, promotes, and supports the specific programs being developed and implemented in the Deanery; develops the agenda for meetings of the Deanery; calls and presides at meetings of the Deanery; coordinates the Bishop's call for assistance to Parishes and Missions in the Deanery which are without clergy; and performs other duties as are provided by Canon or as may be assigned by the Bishop and Executive Council.
- 11.4.2.** The Sub-Dean assists the Dean as requested, takes the lead in preparing the reports to the Bishop and Executive Council, and presides at meetings in the absence of the Dean.
- 11.4.3.** The Secretary takes the minutes of the Deanery meetings, assists the Sub-Dean in preparing the reports to the Bishop and Executive Council and assists the Dean with other clerical matters as requested by the Dean.
- 11.5. Meetings.**
- 11.5.1.** Deaneries shall establish a meeting schedule for the year for the conduct of business and communicating among its membership. The schedule shall be reported to the Bishop and Executive Council by January 15. Special meetings may be called by the Dean.
- 11.5.2.** Deaneries shall meet at least twice each year; once in January or early February to elect Deanery Representatives to Executive Council and officers of the Deanery and again within 30 days prior to the first day of the Diocesan Convention in order to be briefed and to provide feedback on the diocesan budget and other matters that will be coming before the Executive Council and the Diocesan Convention.
- 11.6. Elected Deanery Representatives to Executive Council (with seat, voice, and vote).**
- 11.6.1.** At the January/early February meeting, each Deanery shall elect from its membership one (1) Representative to serve a one (1) year term on the Executive Council and officers of the Deanery. The election shall be by a majority vote of those present. The Elected Representative may be a member of the clergy or lay person and must meet and maintain the General Qualifications for Diocesan Officers. The Elected Deanery Representative shall attend and participate at each Executive Council meeting and prepare a written report of the Executive Council meeting to be presented at the next Deanery meeting. The Elected Deanery Representative shall coordinate with the Dean on matters that need to be presented at Executive Council meetings and on matters resulting from the Executive Council meetings.
- 11.6.2.** Each Deanery shall also elect from its membership one (1) Alternate Deanery Representative to serve in the place of the Elected Deanery Representative when the Elected Deanery Representative is unable to attend an Executive Council meeting.

The election shall be by a majority vote of those present. The Alternate Deanery Representative shall have the same qualifications and term of office as the Elected Deanery Representative.

- 11.6.3.** If the Elected Deanery Representative vacates the position, the Alternate Deanery Representative shall complete the term of the Elected Deanery Representative. If the Alternate Representative vacates the position, the Deanery shall, at its next meeting, hold an election to fill the vacancy.

## **CANON 12 - FUND FOR THE ENDOWMENT OF THE EPISCOPATE**

- 12.1. Duties.** There shall be a Fund for the Endowment of the Episcopate which funds shall be used to provide the compensation, benefits, and other support of the Bishop and of any Bishop Coadjutor, Bishop Suffragan, and/or Assistant Bishop of the Diocese.
- 12.2. Management.** The Fund shall be managed and controlled by a Board of Trustees, all of whom shall be members of the Church in this Diocese. This Board shall consist of not fewer than five (5) nor more than nine (9) members, only two (2) of whom may be Clergy. All trustees shall be nominated by the Bishop and elected by the Convention at the annual meeting. The Trustees shall hold office for one (1) year or until their successors are elected. The Board shall be entrusted with the investment and management of the Fund. The Board shall make an annual report of the Fund to the Annual Convention or to the Executive Council as requested.
- 12.3. Restriction.** After paying the necessary expenses incident to the management of this Fund, ten percent (10%) of the net annual income remaining shall be returned to and become a part of the Fund. The remainder of the said net income shall be applied, so far as may be necessary, toward the support of the Bishop of this Diocese, and of the Bishop Coadjutor, if there be one, and of any Suffragan or Assistant Bishop if there be any.

## **TITLE IV: PARISHES, MISSIONS AND MISSION STATIONS**

### **CANON 1 - ASSESSMENT OF PARISHES AND MISSIONS FOR MUTUAL SUPPORT OF THE DIOCESE**

- 1.1. Assessments.** The Executive Council shall assess all Parishes and Missions for mutual support of the budget for the Diocese, as established by the Diocesan Convention.
- 1.2. Payments.** Annual assessments of Parishes and Missions are to be paid in twelve (12) equal payments on or before the twentieth (20) day of each month.
- 1.3. Reductions.** The Executive Council may reduce the assessment of any Parish or Mission in case of undue financial hardship. The Bishop and representatives of the Finance Committee of the Executive Council shall meet with representatives of such Parish or Mission to determine the existence, causes, and degree of such hardship and may recommend a reduction in the assessment based on specific terms or conditions or take other action. If an assessment is reduced by the Executive Council, it shall become the full amount of the assessment of said Parish or Mission for that year only.
- 1.4. Arrearages.** If any Parish or Mission becomes a total of two (2) months in arrears in payment of the monthly installments on its annual assessment, the Bishop and representatives of the Finance Committee shall meet with representatives of the Parish or Mission to determine the cause of the arrearage and its plan for bringing the monthly installments current within the fiscal year. The Finance Committee shall report at each meeting of the Executive Council the names of all Parishes and Missions that are two (2) or more months in arrears and the plans for bringing the monthly installments current or recommend other actions. If the cause for the arrearage is severe and a one-time reduction of the assessment will not correct the problem, the Executive Council may recommend to the Diocesan Convention to change the status of the Parish or Mission, or other appropriate action.
- 1.5. Report.** The Finance Committee shall report to the Diocesan Convention the names of all Parishes and Missions whose annual assessments are more than three (3) months in arrears as of thirty (30) days preceding the Diocesan Convention. Such Parishes and Missions may be seated but shall have neither voice nor vote at the Diocesan Convention, unless the Diocesan Convention grants either or both such right(s) by a concurrent majority of both orders.

### **CANON 2 - PARISHES**

- 2.1. Recognition of New Parishes.**
  - 2.1.1. Consent.** For the Convention to recognize a new Parish, the written consent of the Bishop and Standing Committee must first be obtained.
  - 2.1.2. Number.** For the recognition of a new Parish, the following Article of Conformity must be signed by not fewer than fifty (50) baptized persons at least 18 years of age, of whom a majority shall be confirmed as Adult Members In Good Standing of the Church and who intend to be members and supporters of the proposed Parish.
  - 2.1.3. Declaration.** The following declaration shall be signed by the aforementioned petitioners:



“Right Reverend \_\_\_\_\_:

We, the undersigned, do associate ourselves together for the purpose of maintaining the worship of God and the preaching of the Gospel, according to the doctrine, discipline and worship of The Episcopal Church in the United States of America, in the town of \_\_\_\_\_, in the State of Texas, and do promise to abide by and conform to the Constitution and Canons of the Episcopal Diocese of Fort Worth and of The Episcopal Church.”

**2.1.4. Vestry.** After the Article of Conformity has been signed, a meeting of the same shall be called on ten (10) days' notice to all who have signed said Article. At this meeting, members of the Vestry shall be elected, the name of the Parish adopted, and such other steps taken as may be necessary to such organization. The minutes of the meeting shall be recorded in a book to be kept as a record of the proceedings of this meeting and at future meetings of the Vestry of the Parish.

**2.1.5. Documents for Application.** The Article of Conformity and the minutes of the meeting for organizing the Parish shall be sent to the Ecclesiastical Authority of the Diocese, together with a notice that the Parish will apply for admission to union with the Diocesan Convention. At a subsequent Diocesan Convention, this application shall be made and for this purpose a certified copy of the aforesaid papers, certified in writing by the Secretary or Clerk of the Vestry, shall be presented.

**2.2. General Requirements.** In addition to other applicable canonical requirements, to retain Parish status after establishment, each Parish in union with the Convention must be self-supporting financially, meet its Diocesan assessment, have the regular services of a qualified priest whose compensation package meets or exceeds the minimum Clergy Compensation Policy in effect in the Diocese, maintain an Average Sunday Attendance (ASA) of at least 40, and have an established location, although not necessarily owned. If the Parish is unable to meet its criteria for two consecutive years, the Bishop shall review the situation with the Rector and Vestry to determine a course of action. The Bishop may, at the Bishop’s discretion, recommend to the Standing Committee that the Parish become a Mission, in accordance with Canon IV.14.1.

**CANON 3 - MISSIONS**

**3.1. Establishment.** For the Convention to recognize a new Mission, the written consent of the Bishop and Standing Committee must first be obtained. A Mission may be established as a new church plant.

**3.1.1. Petition.** A Mission shall not be established until application shall have been made by thirty (30) or more baptized persons at least eighteen (18) years of age of whom a majority shall be confirmed as Adult Members In Good Standing of the Church and who intend to be members and supporters of the proposed Mission. In special cases, the Bishop may, at the Bishop’s discretion, reduce the required number of petitioners.

**3.1.2. Declaration.** The following declaration shall be signed by the aforementioned petitioners:

"Right Reverend \_\_\_\_\_:

We, the undersigned residents of \_\_\_\_\_, Diocese of Fort Worth, being

desirous of obtaining the services of The Episcopal Church, and being ready, according to our ability, to sustain the same, do hereby request you inquire into our estate, and provide for us as you may deem proper and expedient. We do hereby declare ourselves individually and collectively ready to do what in us lies to establish and sustain the regular worship of the Church and promote its influence in our neighborhood; and we do promise conformity to its doctrines, discipline, liturgy, rites, and usages. We put ourselves under your charge and will reverently obey your authority. We promise to abide by and to conform to the Constitution and Canons of the General Convention and of the Diocese of Fort Worth and the rules and regulations of its Diocesan Convention. In accordance with these obligations and rules, we now ask the privilege of being organized as a Mission under the name of \_\_\_\_\_."

- 3.1.3. In Union with the Convention.** After these conditions have been met, the Bishop shall report to the next meeting of the Executive Council and to the next annual meeting of the Convention regarding establishment of the new Mission, at which time upon majority vote of the Convention it shall be recognized as being in Union with the Convention and be entitled to send Lay Delegates to the meetings of the Convention.
- 3.2. General Requirements.** In addition to other applicable canonical requirements, to retain Mission status after establishment, each Mission must in part, have the regular services of a qualified priest, maintain an Average Sunday Attendance (ASA) of 15 and have an established location, although not necessarily owned. Missions are not required to be wholly self-supporting financially. If the Mission is unable to meet its criteria for two consecutive years, the Bishop shall review the situation with the Bishop's Committee to determine a course of action. The Bishop may, at the Bishop's discretion, recommend to the Standing Committee that dissolution or other change of status be considered.
- 3.3. Meetings.** Annual and special meetings of the members of a Mission shall be called and held in the manner as for Parishes.
- 3.4. Bishop's Committee.** There shall be elected each year at the annual meeting in every Mission not fewer than six (6) nor more than nine (9) confirmed communicants in good standing of at least eighteen (18) years of age who, with the Priest in Charge, shall constitute the Bishop's Committee, and whose duty it shall be to promote the temporal and spiritual interest of the Mission. Any Mission may adopt the rotation method of choosing its Bishop's Committee members following the same procedure as provided by the Canons for Parishes inaugurating the rotation system, as described in Canon IV.7. Members of the Bishop's Committee serve at the Bishop's pleasure.
- 3.5. Wardens; Clergy.** The Bishop shall appoint from the Bishop's Committee two (2) Wardens, who shall serve for one (1) year, and the Bishop's Committee shall elect a Secretary and a Treasurer, who need not be members of the Bishop's Committee. The Wardens and a Priest in Charge may at any time be replaced or removed by the authority of the Bishop.
- 3.6. Term.** Every Mission shall be required to remain as such for at least one (1) year before applying to the Diocesan Convention for Parish status.

## CANON 4 - MISSION STATIONS

- 4.1. Establishment.** Mission Stations may be established by the Bishop, in consultation with the Standing Committee, in any place in the Diocese where there is a need for mission work but are fewer than the requisite number of persons for the establishment of a Mission. New church plants may originate as Mission Stations.
- 4.2. Maintenance.** Provisions for the maintenance of Mission Stations shall be made as the Bishop deems advisable and as provided in the Diocesan budget. The Bishop may appoint a warden and otherwise shall guide the organization and missional activities of each Mission Station.
- 4.3. Report; Annual Certification.** The Bishop shall report to each annual meeting of the Diocesan Convention stating the number of Mission Stations existing, their location, the means provided for their maintenance, and their condition and ministry. The Bishop shall maintain an ongoing assessment of the mission and ministry of each Mission Station and shall in the Bishop's annual report certify to the Convention whether such ministry will continue into the next fiscal year.
- 4.4. Seat and Voice but No Voting Lay Delegates.** No Mission Station shall be entitled to a voting Lay Delegate at any meeting of the Diocesan Convention and shall have no obligation to pay a Diocesan assessment. Mission Stations may have non-voting representation at meetings of the Diocesan Convention.

## CANON 5 - A RECTOR OR PRIEST IN CHARGE

- 5.1. Rectors on Vestry.** The Rector of a Parish is *ex-officio* President of the Vestry and of the Parish and has the casting vote, in case of a tie, on all questions brought before it.
- 5.2. Priest in Charge on Bishop's Committee.** The Priest in Charge of a Mission is *ex-officio* President of the Bishop's Committee and of the Mission and has the casting vote, in case of a tie, on all questions brought before it.
- 5.3. Spiritual Oversight; Property.** The Rector or Priest in Charge has the spiritual oversight of the Parish or Mission and shall, at all times, be entitled to the use and control of the Church and Parish or Mission buildings with the appurtenances and furniture thereof.
- 5.4. Parish or Mission Organizations.** The Rector or Priest in Charge shall be *ex-officio* Chair of all commissions, committees, guilds and societies. All Parish or Mission organizations shall exist at the pleasure of the Rector or Priest in Charge and their work shall be the direction and advice of the Rector or Priest in Charge.

## CANON 6 - ASSISTANT CLERGY

- 6.1. Vestry Approval.** If the Vestry of a Parish gives its approval for the position, an Assistant, by whatever title designated, may be called by the Rector. Notice of approval for the position must be given to the Ecclesiastical Authority of the Diocese.
- 6.2. Approval of Ecclesiastical Authority.** An Assistant shall not be called until the name of the Deacon or Priest whom it is proposing to call has been made known to the Bishop, if there be one, or to the Ecclesiastical Authority, who shall have thirty (30) days to determine whether the Assistant proposed be duly qualified. If the Bishop or Ecclesiastical Authority determines that the proposed Assistant is duly qualified, a call may be made.

- 6.3. Term.** An Assistant is directly under the supervision of the Rector and serves at the pleasure of the Rector. Any Assistant selected shall serve at the discretion of the Rector but may not serve beyond the period of service of the Rector except that, pending a call of a new Rector, the Assistant may continue in the service of the Parish if requested to do so by the Vestry of the Parish and under such conditions as the Bishop and Vestry shall determine.
- 6.4. Dismissal.** If a Rector wishes to dismiss an Assistant, the Rector must present the matter to the Bishop before the dismissal takes place.
- 6.5. Definition.** The term “Assistant” as used in this canon means any member of the ordained clergy of the Church who is employed by or formally assigned to a Parish but who is not the Rector of that Parish.

## **CANON 7 - WARDENS AND VESTRY OF PARISHES**

- 7.1. Number; Qualifications; Youth Representatives.** Vestries shall consist of not fewer than six (6) and not more than fifteen (15) lay members who shall be Confirmed Communicants in Good Standing of the Parish, who are at the time of election at least eighteen (18) years of age, and who were financial contributors to the Parish in the preceding year as shown on the records of the Treasurer of the Parish. Bishops, priests and deacons who have been ordained in the Church shall not be permitted to serve on a Vestry. In addition to these members a Vestry may include a Youth Representative elected at the Annual Parish Meeting. The Youth Representative shall be a confirmed communicant in good standing of the Parish and not less than fourteen (14) nor more than eighteen (18) years of age at the time of election. Such Youth Representative shall have seat and voice but no vote on the Vestry.
- 7.2. Election; Term.** The members of the Vestry shall be elected at the annual Parish Meeting by a majority vote of the qualified voters present and voting. Except as herein otherwise provided, their term of office shall be for three (3) years succeeding their election, and one-third (1/3) of the Vestry shall be elected annually.
- 7.3. Vacancy.** The Vestry shall have the power to fill any vacancy in their number, and members of the Vestry shall continue in office until their successors are elected. The term of office of the replacement so elected shall be the unexpired balance of the vacated three-year term.
- 7.4. Re-election.** If a person has served two (2) consecutive terms, he or she may not be eligible for election to the Vestry until a full year has elapsed. However, a person elected to fill a vacancy of fewer than two (2) years, shall be eligible for election to two (2) full terms.
- 7.5. Senior Warden.** The Rector shall appoint one (1) of the Vestry members to serve as Senior Warden. If there is no Rector, the Vestry members by majority vote, shall elect one (1) of the Vestry members to be the Senior Warden. At the first meeting of the newly constituted Vestry following the Parish Meeting the Vestry shall elect one (1) of its members Junior Warden. At the same meeting the Vestry shall elect a Clerk (or Secretary) and a Treasurer, but these officers need not be members of the Vestry. All officers serve for one (1) year or until their successors are selected.
- 7.6. Regular Meetings.** The Vestry shall meet at least bimonthly, and it shall be the duty of every member of the Vestry to attend meetings regularly. In case of the continued absence of a member from regular meetings of the Vestry for a period of three (3)

successive meetings without valid excuse, that member of the Vestry may be removed by majority vote of the Vestry members present and the remaining members shall fill the vacancy.

- 7.7. Special Meetings.** Special meetings may be called by the Rector, or if there is none, the Senior Warden. At the written request of three (3) members of the Vestry, including one (1) Warden, or a majority of the Vestry, the Rector, or if there is none, the Senior Warden, shall call a special meeting. Notice of called meetings shall be given to all members of the Vestry not later than twenty-four (24) hours prior to the time of the meeting; provided, however, that the Vestry may meet at any time without notice with the consent of the Rector and the presence of all members of the Vestry.
- 7.8. Rector's Presence.** There shall be no meeting of the Vestry without the presence of the Rector, if there be one, and a majority of the members of the Vestry; provided however, that if the Rector be absent, and when duly notified of a meeting shall decline or neglect to be present, the Vestry shall be competent to transact business if a majority of its members, including one (1) Warden, be present.
- 7.9. Property Duties.** The Vestry shall have charge of the property, endowments and all temporal concerns of the Parish, shall provide and keep in good order a suitable place of worship and the furnishings and appointments appropriate thereto, and shall provide for the payment of all Parish obligations and assessments. The Vestry shall be the legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy.
- 7.10. Missions.** Missions, to the extent appropriate, and not in conflict with Canon IV.3., shall also be governed by this Canon.

## **CANON 8 - PARISH OR MISSION MEETINGS**

- 8.1. Annual Meeting.** The annual meeting of each Parish or Mission of this Diocese shall be held in the month of January. Due notice of said meeting, including its time and place, shall be given by the Rector or Priest in Charge, or if there is no Rector or Priest in Charge, by the Wardens.
- 8.2. Voters.** Qualified voters at Parish Meetings shall be confirmed communicants in good standing of the Parish or Mission, sixteen (16) years of age or older. The presence of at least ten percent (10%) of the qualified voters of the Parish or Mission shall constitute a quorum.
- 8.3. Special Meetings.** A special meeting of the Parish or Mission may be called by the Rector or Priest in Charge (if there be one) and Wardens by giving notice at least one (1) week in advance of its time and place. Such notice shall set forth the business for which the meeting has been called, and no other business shall be in order except by a two-thirds (2/3) vote of those present.
- 8.4. Reports.** At the annual meeting of the Parish or Mission, the Rector or Priest in Charge and the Senior Warden, or in case of his or her inability to act, the Junior Warden, shall present a full and faithful account of the condition of the Parish or Mission as of December 31 of the preceding year.
- 8.4.1. Rector's Report.** The report of the Rector or Priest in Charge for the previous year shall include (1) the number of persons baptized and confirmed, (2) the number of baptized members, confirmed communicants in good standing and households, specifying the number of removals and additions, (3) the number of marriages and

burials, (4) the number of services conducted and the total attendance and communions, (5) the number of teachers and students in the Sunday Church School, and (6) the total amount of the Discretionary Fund received with such statement of expenditure as he or she may deem proper.

**8.4.2. Warden's Reports.** The report of the Senior Warden (which includes reports of the Junior Warden and Treasurer) shall include, (1) what money, lands or other property have been received during the preceding year, from what source and the value of the same, (2) all offerings, separately stating the purposes for which they have been made, (3) all expenditures and the purposes for which they have been expended, (4) what property has been purchased, exchanged, mortgaged, sold, or otherwise alienated or encumbered, and for what purpose, (5) what debts have been contracted and what debts previously contracted are owing, and (6) what improvements have been made, with the cost thereof.

**8.4.3. Retention.** Following the meeting these statements shall be delivered to the new Vestry, to be examined by them and entered into the permanent records of the Parish or Mission.

## **CANON 9 - ANNUAL PAROCHIAL REPORTS**

**9.1. Parochial Report.** A report from every Parish and Mission shall be prepared annually for the year ending December 31 preceding, upon the form provided by the Executive Council of The Episcopal Church. This report shall be sent in duplicate to the Bishop not later than March 1.

**9.2. Copy to Church.** The Bishop or the Secretary of the Diocese shall send copies of the reports to the Executive Council of The Episcopal Church not later than May 1.

**9.3. Recordkeeping; Journal.** Copies and tabulations of the reports shall be filed in the Diocesan office for the use of commissions and committees. These reports, or such parts of them as the Bishop may deem proper, shall be published in the Journal of the Diocesan Convention.

## **CANON 10 - PARISH REGISTERS**

**10.1. Duty.** It shall be the duty of every Minister within the Diocese to record in a Parish Register all baptisms, confirmations, marriages, and burials and the names of all Communicants within his or her cure.

**10.2. Contents.** The Register shall specify the name and the date of birth of each person baptized, with names of the parents, and the names of the sponsors or witnesses; the names of the persons confirmed and the date of the service, together with the name of the member of Clergy who presents the class and the name of the Bishop confirming the same; the names of the parties married, and two (2) or more special witnesses of the same, and the date and place where the marriage was solemnized; the names of the persons buried, the place of interment, and also the date of the service; and a list of the communicants. This Register shall be kept by the Minister, or, in case of a vacancy, by the Senior or Junior Warden, and shall be a part of the records of the Parish or Mission.

**10.3. Non-Parochial Clergy.** It shall be the duty of every member of the Clergy not regularly settled in any Parish to record such occasional services as he may perform in the Register of the Parish or Mission in which such service was held. In case there be no Register in that place, he shall report such services to the Bishop, and these reports, or

such parts of them as the Bishop shall think fit, may be entered in the Journal of the Diocesan Convention.

- 10.4. Inactive Members.** Any communicant (1) who has abandoned the Communion of this Church by an open renunciation of its Doctrine, Discipline and Worship, or by a formal admission into a religious body not in communion with this Church, or (2) does not receive Holy Communion in this Church in the course of 12 consecutive months will be considered an inactive member of the congregation where their membership is recorded. No member may be removed from a congregation register without first being enrolled in the register of another congregation.

#### **CANON 11 - USE OF DEDICATED AND CONSECRATED CHURCHES**

The dedicated and consecrated Churches and Chapels of the several Parishes and Missions of the Diocese may be opened only for the services, rites and ceremonies, or other purposes, either authorized or approved by this Church, and for no other use.

#### **CANON 12 - CONTROVERSY BETWEEN RECTOR AND VESTRY**

Once settled in a Parish, the Rector shall not be dismissed without consent of the Bishop of the Diocese. In case of controversy between Rector and Vestry which cannot be settled by the parties themselves, settlement shall be made in accordance with the Constitution and Canons of The Episcopal Church, specifically Canon III. 9. 12 - 13, as may be amended.

#### **CANON 13 - VACANT PARISHES**

- 13.1. Notice of Vacancy.** Upon the organization of a new Parish or in the event of a vacancy in the Rectorship of an existing Parish, the Wardens shall give Notice within three (3) days to the Bishop of the Diocese of such vacancy. It shall be the duty of the Bishop or his or her deputy to meet with the Vestry of the vacant Parish before the Vestry takes whatever measures may be necessary to continue regular services. If the Vestry of the Parish shall for thirty (30) days have failed to make provision for the services it shall be the duty of the Bishop to take whatever measures may be necessary to continue regular services.
- 13.2. Calling Process.** In the case of a vacancy in the Rectorship of a Parish the Bishop or his or her deputy shall meet with the Vestry of a vacant Parish to discuss the calling process. The Bishop shall suggest the names of one (1) or more priests to fill the vacancy. The Vestry shall, in the calling process, inform the Bishop of other priests that it would like to consider for the vacant post.
- 13.3. Nominees.** Following Notice that the Bishop has no objection or if after thirty (30) days the Bishop has made no objection to any Vestry nominee(s), the Vestry may proceed, either from the Bishop's suggestions or from the list submitted to the Bishop.
- 13.4. Objection.** If the Bishop objects to any priest nominated by the Vestry, he or she must do so in writing within 30 days, giving his or her reasons therefor. Before proceeding to an election, the Vestry shall consider such objection at a meeting called and held for that purpose.
- 13.5. Election.** A Vestry, having decided upon the person whom they wish to call as Rector of the Parish, sends the name of that person to the Bishop, who is given not more than thirty (30) days in which to communicate with the Vestry in the matter. At the end of thirty (30) days, or as soon as a communication has been received from the Bishop,

the Vestry may proceed to an election. Notice of such election shall then be sent to the Bishop, signed by the Wardens confirming a majority of the entire Vestry. If the Bishop be satisfied that the person so elected is a duly qualified Priest, the Vestry may then, but not until then, proceed to issue a call to such Priest to become Rector of the Parish.

- 13.6. Recordation.** Once the Priest has accepted the call, the Bishop shall notify the Secretary of the Diocesan Convention and the Registrar of the Diocese both of whom shall record it. Such record shall be sufficient evidence of the relation between the new Rector and his or her Parish.

## **CANON 14 - CHANGES OF STATUS OF PARISHES, MISSIONS, OR MISSION STATIONS**

### **14.1. General Changes in Status.**

**14.1.1. Changes affecting Parishes and Missions.** Except as provided herein, whenever it shall appear to the Bishop that conditions render it advisable (a) to change a Parish to Mission status, (b) to change a Mission to Parish status, (c) to change a Mission to Mission Station status, or (d) to change a Mission Station to Mission status, the Bishop shall submit the matter in writing, including the factual basis for the proposed change in status, to the Standing Committee. The Bishop and the Standing Committee shall submit their respective recommendations in writing to the next annual meeting or a special meeting of the Diocesan Convention. In order to declare the status of a Parish or Mission changed under this provision, a two-thirds (2/3) vote shall be required.

**14.1.2. Grants to Parishes.** Notwithstanding the provisions above, in the event a Parish applies to the Diocese for a grant to enable it to meet its operating budget, the Bishop, with the consent of the Standing Committee, may change the status of such Parish to a Mission, upon award of the grant.

**14.1.3. Relocations.** No Parish, Mission, or Mission Station shall be relocated within the Diocese without the approval and consent of the Bishop and the Standing Committee.

**14.2. Suspension of Parishes and Missions.** If a Parish or Mission shall have (a) failed to pay its assessment as levied by the Diocesan Convention or (b) have failed to file required audit or parochial reports, as required by these canons, its Clergy and Lay Delegates may have seat and voice at any meeting of the Diocesan Convention, but it shall have no vote at such meetings of the Diocesan Convention until those conditions have been met, unless the Diocesan Convention votes by unanimous consent to grant such right.

### **14.3. Dissolution of Parishes and Missions.**

**14.3.1. Parishes and Missions.** With the consent of the Bishop, any Parish or Mission of this Diocese which shall (a) fail to conform with requirements prescribed by applicable Constitution or Canons of the Church or this Diocese or (b) by special resolution of the Diocesan Convention may be wholly dissolved by a concurrent two-thirds (2/3) vote of both orders. Such action can be taken only at an annual meeting of the Diocesan Convention.

**14.3.2. Mission Stations.** The Bishop may dissolve a Mission Station in the best interest of the Diocese, at any time.



**14.3.3. Property.** The property rights of every kind and character of a dissolved Parish, Mission, or Mission Station shall vest in the Corporation of the Episcopal Diocese of Fort Worth.

## TITLE V: GENERAL PROVISIONS

### CANON 1 - BUSINESS METHODS

- 1.1. Standard Methods.** The Diocese, its Parishes and Missions, and the Institutions of the Diocese and of its Parishes and Missions shall comply with the standard business methods in church affairs described in General Canon I.7.1 and the *Manual of Business Methods in Church Affairs*, as may be amended,
- 1.2. Depositories.** Trust and permanent funds and all securities of whatever kind shall be deposited with a federal or state bank or other agency approved in writing by the Finance Committee of the Diocese under either a deed of trust or an agency agreement, excepting such funds and securities as may be refused by such depositories as being too small for acceptance. There shall be at least two (2) authorized signatures on any order of withdrawal of such funds or securities.
- 1.3. Trusts and Permanent Funds.** Records shall be made and kept of all trust and permanent funds showing at least the following: (1) Source and date; (2) Terms governing the use of principal and income; (3) To whom and how often reports of condition are to be made; and (4) How the funds are invested.
- 1.4. Bonds.** Treasurers and custodians, other than banking institutions, shall be adequately bonded.
- 1.5. Accounts.** Books of accounts shall be kept in such manner as shall make them available for satisfactory accounting. The Finance Committee may require reports and copies of any or all accounts described in this Section to be filed with it.
- 1.6. Audits.** All accounts of the Diocese shall be audited annually by an independent Certified Public Accountant. All accounts of Diocesan Entities, Parishes and Missions shall be audited annually by a Certified Public Accountant or independent Licensed Accountant or an audit committee as shall be authorized by the Finance Committee.
- 1.7. Reports of Audits.** All 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 and the Finance Committee not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year. The Finance Committee shall report to the Diocesan Convention the names of Parishes and Missions which have not filed required audit reports as of thirty (30) days preceding the Diocesan Convention. Such Parishes and Missions may be seated but shall have neither voice nor vote at the Diocesan Convention, unless the Diocesan Convention grants either or both such right(s) by a concurrent majority of both orders.
- 1.8. Insurance.** The Diocese, its Parishes and Missions and the Institutions of the Diocese and of its Parishes and Missions shall maintain insurance protection for persons, property and liability according to the minimum standards currently in effect by the Diocesan Risk Management Committee.
- 1.9. Fiscal Year.** The fiscal year for all church entities shall begin January 1.

## **CANON 2 - CORPORATIONS**

- 2.1. Limits.** Any Parish, Mission or Diocesan Institution which desires to organize a corporation to use in connection with the administration of its affairs may do so upon compliance with the following requirements.
- 2.1.1. Only Parochial Institution.** If organized by a Parish or Mission, any such corporation shall be merely an adjunct or instrumentality of such Parish or Mission; the Parish or Mission itself, being the body in union with the Diocesan Convention, shall not be incorporated.
- 2.1.2. Unqualified Accession.** The articles of incorporation must expressly provide that such corporation is subject to, and its powers and rights shall be exercised in accordance with, and are not inconsistent with, the Constitution and Canons of The Episcopal Church and the Constitution and Canons of this Diocese.
- 2.1.3. No Real Property.** Such corporation shall not hold title to real estate acquired for the use of the Church in the Diocese, which title must be vested and dealt with in accordance with the provisions of Article IV.1. of the Constitution of the Diocese.
- 2.1.4. Approval.** The proposed articles of incorporation and bylaws of such corporation, and any amendments thereof, shall, prior to filing or adoption, be submitted to and approved by the Chancellor of the Diocese as being in conformity with these provisions.
- 2.2. Conformity.** Those in charge of the affairs of any corporation, organized by any Parish, Mission or Diocesan Institution, shall review its articles of incorporation and bylaws and bring them into conformity with provisions of this Canon, if inconsistent therewith.

## **CANON 3 - THE CHURCH PENSION FUND**

- 3.1. Designate Pension System.** In conformity with the policies adopted by the General Convention and the Constitution and Canons of The Episcopal Church, the Diocese of Fort Worth hereby accepts and acknowledges the Church Pension Fund (“Fund”) as the authorized and approved pension system for the Clergy of The Episcopal Church, and declares its intention of supporting the Fund in accordance with its Rules.
- 3.2. Diocesan Reporting.** It shall be the duty of the Diocese, the Parishes and Missions, and the Institutions of the Diocese or of the Parishes and Missions, each through its Treasurer and other proper officer, to inform the Fund of salaries and other compensation paid to Members of the Clergy by said Diocese, Parishes, Missions, and other Ecclesiastical Organizations for services rendered currently or in the past prior to their becoming beneficiaries of the Fund, and of changes in such salaries and other compensation as they occur, and to pay promptly to the Fund any Pension assessment required thereon under the Canons of the General Convention and in accordance with the Rules of the Fund.
- 3.3. Clergy Reporting.** It shall be the duty of every Member of the Clergy canonically resident in or serving in the Diocese to inform the Fund promptly of such facts as dates of birth, ordination or reception, marriage, births of children, deaths, and changes in cures or salaries as may be necessary for the Fund’s proper administration and to cooperate with the Fund in such other ways as may be necessary in order that the Fund may discharge its canonical obligations.
- 3.4. Finance Committee Duties.** The Finance Committee shall receive reports from The Church Pension Fund, from time to time, on the status of the Clergy pension assessments

payable to the Fund, under its Rules by the Diocese, diocesan entities, and Parishes and Missions. The Finance Committee shall assist and advise the Bishop and Executive Council, as requested, with implementation of applicable Rules of the Fund so that Clergy of this Diocese may be assured of fullest pension protection by the Fund under its established Rules.

## **CANON 4 - CHURCH OFFICES**

- 4.1. Fiduciary Duty.** In addition to the qualifications required by ordination or other specific offices in the Church in the Diocese, respectively, a person's seeking or accepting election or appointment to any Church Office in this Diocese, including a member of any commission, committee, agency or board of the Diocese or a Diocesan Institution, or of a Parish or Mission, or of a Parish or Mission Institution ("Church Office"), constitutes a self-executing affirmation that the person (1) meets the canonical qualifications to hold that office and (2) acknowledges the fiduciary duty to well and faithfully perform the duties of that office in accordance with the Constitution and Canons of The Episcopal Church and the Episcopal Diocese of Fort Worth.
- 4.2. Oath and Affirmation.** The Church Officer, before assuming the duties of the office, shall take an oath and execute an Affirmation of Eligibility to Hold Church Office, in a form as follows:

"I, (name) \_\_\_\_\_, have been called to a ministry as (Church Office) \_\_\_\_\_. As long as I am engaged in this work, and with God's help, I will perform it with diligence and will faithfully and reverently execute the duties of my ministry to the honor of God and for the benefit of the members of this Church and its Diocese. I further affirm that while holding that office I (1) will continue to meet the applicable qualifications and conditions required by applicable canons and (2) agree to resign from this office should I fail to meet those qualifications and conditions."

- 4.3. General Qualifications.** Church Officers in the Diocese shall demonstrate and maintain high moral character and the ability to communicate and work well with people at all levels. In addition, as applicable:
- 4.3.1. Lay Officers.** Except as otherwise provided in these canons, each lay person seeking or holding a Church Office in the Diocese shall be a Confirmed Communicant in Good Standing of a Parish or Mission of this Diocese and be over the age of 18 years at the time of election or, if a delegate to Convention, on the first day of the meeting of the Convention.
- 4.3.2. Clergy Officers.** Except as otherwise provided in these canons, each member of the Clergy seeking or holding a Church office in the Diocese shall be a Priest or Deacon canonically resident in this Diocese, not be under Ecclesiastical discipline, and not, in contemplation of removal from this Diocese, have applied for Letters Dimissory.
- 4.4. Training.** Each Church Officer shall maintain current training in the Safeguarding God's Children, Safeguarding God's People, and training that promotes racial justice and reconciliation training, as such training programs may be amended, and as required by the Church and Diocesan policy.

**4.5. Electronic Communications.** Each Church Officer is expected to maintain at his or her own expense access to a computer or other device to access email, access to the Internet, and a personal email account, in order to participate in basic electronic communication for the conduct of Church business. If a Church Officer is unable to meet this requirement without financial hardship, the Diocese or other body served by the Church Officer shall offer at its expense reasonable accommodation and opportunity for training.

**4.6. Indemnification.**

**4.6.1.** To the fullest extent permitted by Texas law and as provided in this section 4.6.1, the Diocese shall indemnify any person who is or was a Church Officer of the Diocese, and may indemnify any person (“Discretionary Indemnitee”) who is or was an employee or agent of the Diocese and any person who serves or served at the Diocese's request as a director, officer, trustee, agent, (including any person appointed by the Diocese to act on any of the Diocesan committees), employee, partner, or trustee of another corporation or of a partnership, joint venture, trust, or other enterprise. Neither the future amendment nor repeal of this provision shall eliminate or reduce the effect of this provision in respect of any matter occurring, or any cause of action, suit, or claim that, but for this section 4.6.1, would accrue or arise, prior to such amendment or repeal. provided, however, that this this section 4.6.1 shall apply only to the following persons:

**4.6.1.1.** A person who became a Church Officer by virtue of election by the Diocesan Convention or appointment under the General or Diocesan Constitution or Canons on or after February 7, 2009 and his or her successors; and

**4.6.1.2.** A Discretionary Indemnitee who was appointed, elected, or requested to serve by a person identified in section 4.6.1.1), on or after February 7, 2009.

**4.6.2. Unless otherwise prohibited by Texas law, the Diocese shall reimburse or pay in advance any** reasonable expenses (including court costs and attorneys’ fees) which may become subject to indemnification under this Article, upon request by or on behalf of the person subject to such indemnification.

**4.6.3.** The Diocese shall pay or reimburse expenses incurred by a present or former Church Officer who is eligible to be indemnified pursuant to this section 6.1 in connection with his or her appearing as a witness or other participation in a proceeding at a time when the Church Officer is not a named defendant or respondent in the proceeding, upon request by such Church Officer.

**4.6.4.** The provisions of this section 4.6.1 shall be applicable to claims, actions, suits or proceedings made or commenced after the adoption of this canon, whether arising from acts or omissions to act occurring before or after adoption hereof, and shall continue as to a person who has ceased to hold a position named in this section 4.6.1 and will inure to such person’s heirs, executors, and administrators.

**4.6.5.** The indemnification provided by this section 4.6.1 shall not be exclusive of any other rights to which a person may be entitled by law, bylaw, agreement, or otherwise and shall not restrict the power of the Diocese to make any indemnification permitted by law.

**4.6.6.** The Diocese may purchase and maintain insurance on behalf of any person who holds or has held any position named in paragraph 4.6.1 above against any liability incurred by such person in any such position, or arising out of such person’s status

as such, whether or not the Diocese would have power to indemnify such person against such liability under this section 4.6.1.

**4.6.7.** In no case, however, shall the Diocese indemnify, reimburse, or insure any person in any instance where, or to the extent that, such indemnification, reimbursement or insurance is inconsistent with section 4958 of the Internal Revenue Code and its Regulations, or any other provision of the Internal Revenue Code and its Regulations applicable to corporations described in section 501(c)(3) of the Internal Revenue Code and its Regulations, as they now exist or as they may hereafter be amended.

**4.6.8.** If any part of this Article shall be found in any action, suit, or proceeding to be invalid, illegal, unenforceable or ineffective, only that provision shall be modified in a manner designed to uphold the intent and purpose of such provision as written to the maximum extent permitted by law. The validity and the effectiveness of the remaining parts shall not be affected.

**4.7. Volunteer Status.** Unless otherwise provided in writing, each layperson serving on any committee, board or affiliate of the Diocese shall be deemed to do so as an individual on a volunteer basis without compensation [a "Voluntary Service"], and not as any agent or representative of that person's employer, business, or professional organization, unless such service is the subject of, and within the scope of, a written contract or engagement with such employer, business or professional organization signed and approved in compliance with the operating policies of such employer, business or professional organization [an "Engaged Service"]. Neither the reimbursement of expenses nor the reliance on a layperson's knowledge, occupation, experience or information in Voluntary Service shall be deemed to create an Engaged Service. Under no circumstances whatsoever shall the employer, business, or professional organization of a layperson in Voluntary Service have any liability or responsibility, direct or vicarious, for any act or omission of any layperson providing Voluntary Service.

**4.8. Conflicts of Interest.** The Executive Council shall adopt policies requiring disclosure of actual or potential conflicts of interest for Church Officers. Church Officers may be removed from Church Office for violation of those policies.

## **CANON 5 - DEFINITIONS**

In addition to terms defined within applicable articles or canons in the General Constitution and Canons of The Episcopal Church or in the Constitution and Canons of The Episcopal Diocese of Fort Worth, the following terms used in the Constitution and Canons of the Episcopal Diocese of Fort Worth mean:

**Adult Member.** A member of The Episcopal Church sixteen (16) years of age or over.  
Reference: General Canon I.17(b).

**Average Sunday Attendance.** To obtain the average Sunday attendance for the year, compute (add up) the total number of persons (children and adults) who attended all public Sunday services (include Saturday evening Eucharists and administration of Eucharist to homebound persons by Lay Eucharistic Visitors, if they are considered Sunday services). Weddings or funerals are not included. Divide the total number of those attending all Sunday services by the number of Sundays in the report year in which services were offered. For churches which may

not hold services on Sundays but regularly hold services on other days of the week, it is appropriate to count attendance at services on another day as Sunday services (unless most of your participants attend Sunday services elsewhere), as determined in consultation with the Bishop.

**Baptized Member.** A person (1) who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in The Episcopal Church or another Christian Church, and (2) whose Baptism has been duly recorded in The Episcopal Church. Members over the age of 16 years are considered Adult Members. Reference: General Canon. I.17.1.

**Bishop.** In the upper case, this term refers only to the Bishop “having jurisdiction” who is “in charge of the Diocese” and is the Ecclesiastical Authority of the Diocese, also sometimes called the “Bishop Diocesan” or “the Ordinary.” This term also refers to a Provisional Bishop, if any, serving under General Canon III.13 but does not include Bishops Suffragan, a Bishop Coadjutor, and Assistant Bishops, who are referred to by individual title. Reference: General Constitution Art. I.4, Art. IV; General Canon III.13 (Bishops Provisional); Diocesan Constitution Title III.2.

**Church.** The Protestant Episcopal Church in the United States of America, otherwise known as “The Episcopal Church” or, in the General and Diocesan Constitution and Canons, “the Church.” Reference: General Constitution, Preamble; Diocesan Constitution, Preamble.

**Church Office.** Any ecclesiastical position in the Church in this Diocese, including any elected or appointed office or position, e.g., a member of a commission, committee, agency or board, of the Diocese or of a Diocesan Institution, or of a Parish or Mission, or of a Parish or Mission Institution. This term does not include employees or independent contractors of the Diocese or of Diocesan Institutions, or of Parishes or Missions or of Institutions of Parishes or Missions or the ordained offices governed by the General Constitution and Canons. Reference: General Canon I.17.8; Diocesan Canon V.4.

**Church Officer.** A person holding a Church Office. Reference: Diocesan Canons II.2 – II.8.

**Communicant:** A (1) Member of The Episcopal Church who (2) has received Holy Communion in The Episcopal Church (3) at least three times during the preceding year. A Communicant over the age of 16 years is an Adult Communicant. Reference: General Canon I.7.2.

**Confirmed:** A (1) Communicant of The Episcopal Church who has (2) been confirmed by a Bishop of The Episcopal Church or of a Bishop of a Church in communion with The Episcopal Church, or has been received into The Episcopal Church by a Bishop of The Episcopal Church. Reference: General Canon I.17.1(c).

**Congregation:** A Parish, Mission, or Mission Station of the Diocese.

**Communicant in Good Standing:** A (1) Communicant who (2) for the previous year (3) has been faithful in corporate worship, unless for good cause prevented, and (4) has been faithful in working, praying, and giving for the spread of the Kingdom of God. Reference: General Canon I.17.3.

**Diocese:** The Episcopal Diocese of Fort Worth.

**Diocesan Constitution:** The Constitution of the Diocese.

**Diocesan Corporation:** The Corporation of the Episcopal Diocese of Fort Worth

**Diocesan Canons:** The Canons of the Diocese.

**General Canons:** The Canons of the General Convention of The Episcopal Church. Reference: General Constitution, Preamble; General Canons, Canon V.1.

**General Constitution:** The Constitution of the General Convention of The Episcopal Church. Reference: General Constitution, Art. IV;

**In Union:** Parishes, Missions, and Mission Stations that the Diocesan Convention has formally recognized as being a part of and subject to the Church, the Diocese, and the General and Diocesan Constitutions and Canons.

**Member of the Church:** A person (1) who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in the Episcopal Church or in another Christian Church, and (2) whose Baptism has been duly recorded in The Episcopal Church. Reference: General Canon I.17.1(a).

**Member of the Convention:** A person listed as a Member of the Convention, e.g., certain bishops, priests, deacons, and lay persons. Reference: Diocesan Constitution, Art. \_\_\_\_; Diocesan Canon I.1.

**Provisional Bishop:** A Diocese without a Bishop may, by an act of its Convention, and in consultation with the Presiding Bishop, be placed under the provisional charge and authority of a Bishop of another Diocese or a resigned Bishop, who shall by that act be authorized to exercise all the duties and offices of the Bishop of the Diocese until a Bishop is elected and ordained for that Diocese or until the act of the Convention is revoked. Reference: General Canon III.13.

**Other Terms:** The Diocese incorporates by reference the defined terms used the General Constitution and Canons.

## **CANON 6 - NOTICES**

Except to the extent that another applicable process for service of notices is provided for in the General Constitution or Canons, all notices or other papers to be served according to procedures of the Diocesan constitution or Canons shall be deemed to have been duly served as follows:

- 6.1. Person.** If to a person, if a copy is (1) actually delivered to the person to be noticed; (2) is sent prepaid by U.S. Mail or commercial delivery service to the person's usual place of abode; (3) is sent by e-mail to the person's e-mail address previously used or provided by the person for church communications; (4) is left with an adult resident of the usual place of abode of the person to be noticed; (5) is affixed to the front door of the abode of the person.



- 6.2. Parish or Mission or Parochial Institution.** If to a Parish, Mission, or Parochial Institution of a Parish or Mission of the Diocese, if a copy is (1) actually delivered to the business address of the Parish or Mission as reflected in the Diocesan records; (2) mailed addressed to the clergy regularly serving in that Parish or Mission, and to the Vestry and Wardens of the Parish or to the Bishop’s Committee and Wardens of the Mission; (3) is sent by e-mail to the e-mail address of the Parish or Mission previously used or provided for church communications.
- 6.3. Diocese or Diocesan Institution.** If to the Diocese or a Diocesan Institution, if a copy is (1) actually delivered to the business address of the Diocese or Diocesan Institution, as reflected in the Diocesan records; (2) sent prepaid by U.S. Mail or commercial delivery service, addressed to the Bishop and President of the Standing Committee and, as applicable, to the Chair or President of the Diocesan Institution; (3) is sent by e-mail to the e-mail address of the Diocese of a Diocesan Institution previously used or provided for church communications.

## **CANON 7 - CHANGES TO CANONS**

- 7.1. Diocesan Convention.** Canons consistent with the Diocesan Constitution and the General Constitution and Canons may be adopted, amended or repealed at any annual meeting of the Diocesan Convention by a majority vote of the Diocesan Convention.
- 7.2. Proposals.** Proposals from outside the Committee on Constitution and Canons (“Committee”) for new Canons and for amendments to or repeals of existing Canons shall be submitted in writing to the Chair of the Committee at least ninety (90) days prior to the first day of the annual meeting of the Diocesan Convention. That Committee shall submit all proposed new canons and/or amendments to existing canons which it finds to be consistent with the Constitution and all proposed repeals to the Canons to the Clergy and Vestries of the Diocese at least forty-five (45) days prior to the date set for the annual Diocesan Convention. The Committee shall report thereon to the Diocesan Convention on the first day of the meeting.
- 7.2.1. Floor Amendments.** Where any new Canon or an amendment to a Canon has been so presented to the Diocesan Convention by the Committee, amendments thereto may be made from the floor of the Diocesan Convention if within the judgment of the presiding officer of the Diocesan Convention such amendments are germane to the pending new Canon or amendment.
- 7.2.2. Other Proposals.** No other new Canons or amendments to or repeals of any Canons shall be considered at the Diocesan Convention except by unanimous consent of the Diocesan Convention.
- 7.3. Effective Date.** New Canons and amendments to or repeals of any existing Canons shall take effect immediately upon the adjournment of the Diocesan Convention. Typographical errors may be corrected by the Committee and reported to the Diocesan Convention.

## APPENDICES

### APPENDIX A

#### RECORDING DATA TRANSFERRING TITLE TO PROPERTY TO THE CORPORATION OF THE EPISCOPAL DIOCESE OF FORT WORTH

In the case of the *Episcopal Diocese of Dallas, et al. v. Jim Mattox*, Cause No. 84-8573, the 95<sup>th</sup> District Court of Dallas County, Texas, entered a judgment in which title of all property standing in the name of the Bishops of the Episcopal Diocese of Dallas and located within the present boundaries of the Episcopal Diocese of Fort Worth was vested in the name of the Corporation of the Episcopal Diocese of Fort Worth. Said judgment has been recorded in the County Clerk's office in each County within the Episcopal Diocese of Fort Worth and the recording data (Volume/Page) for each county is as follows:

Archer [9-5-84] 436/473  
Bosque [9-6-84] 288/638  
Brown [9-6-84] 865/787  
Clay [9-5-84] 356/313  
Comanche [9-6-84] 8/369  
Cooke [9-10-84] 706/599  
Dallas [9-5-84 84] 172/3771  
Eastland [9-10-84] 864/730  
Erath [9-19-84] 643/346  
Hamilton [9-24-84] 260/114  
Hill [9-18-84] 650/101  
Hood [9-20-84] 1071/711  
Jack [9-18-84] 484/905  
Johnson [9-20-84] 1048/526  
Mills [9-21-84] 176/636  
Montague [9-24-84] 830/219  
Palo Pinto [9-21-84] 632/28  
Parker [9-25-84] 1260/458  
Somervell [9-25-84] 86/146  
Stephens [9-27-84] 555/711  
Tarrant [9-6-84] 7941/2214  
Wichita [10-1-84] 1389/566  
Wise [10-3-84] 84/214  
Young [10-2-84] 649/22