

# Diocese of Saint Cuthbert

Communion of Episcopal Convergence Churches

## The Canons

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## **Part I – The Convention**

### **Canon 1 Of the Convention**

Section 1. There shall be an annual Convention of the Church in this Diocese beginning on the Thursday preceding the second Sunday of June at the Cathedral Parish unless some other time or place is appointed by the previous Convention or Ecclesiastical Authority.

Section 2. A Special Convention may be called by the Bishop of the Diocese at any time, and may also be called when requested by the majority of the Diocesan Council.

Section 3. Thirty days notice shall be given of any Special Convention, or change in time or place of the Annual Convention, to all Clergy, Parishes, Missions, and other Ministries of the Diocese.

Section 4. The Convention shall be consist of clergy and lay delegates.

Section 5. The Bishop of the Diocese shall preside at all meetings of the Convention. The Bishop Coadjutor, if there be one, shall preside in the absence of the Bishop. The Suffragan Bishop, if there be one, shall preside in the absence of the Bishop and the Bishop Coadjutor. In the event of the absence of the Bishop, the Bishop Coadjutor, and the Suffragan Bishop, or vacancy in the Episcopate, the Diocesan Council shall elect a President *pro tempore* from among the Presbyters in good standing of the Diocese.

Section 6. The Convention shall follow the rules of Government by Consensus, defined as follows: "The common agreement and assent of all members of the convention regarding any and all issues considered by them. If common consent can not be reached on any particular issue, such issue will be tabled for further prayer and deliberation until common consensus can be reached. This process is understood as a spiritual function seeking the mind of Christ in unity for the welfare of his church, rather than as a democratic voting process. In the case of issues or situations where lack of a timely decision by the whole council would affect the welfare or responsibility of the diocese, such issues would be decided by the Bishop and Bishop's council."

### **Canon 2 Of the Clergy**

Section 1. Every Presbyter and Deacon in good standing shall be seated at the Convention provided that said Presbyter or Deacon has submitted a yearly reaffirmation of vows in writing to the Bishop. If said Presbyter or Deacon is not regularly engaged in some Parish or Mission within the Diocese, or engaged in Missionary or other work recognized by the Diocese, or engaged as a Military Chaplain or Chaplain of some other recognized institution, they shall have voice, but no vote.

Section 2: A list of Clergy shall be prepared and published for the Convention and shall serve as evidence of the rights listed above. Any dispute which may arise regarding seat or vote, will be referred to the Bishop's Council who will decide and report upon the issue.

Section 3: Each Presbyterian or Deacon must submit a yearly reaffirmation of vows in writing to the Bishop, and priestly and diaconal credentials must be renewed every three years.

### **Canon 3 Of Lay Delegates to the Convention**

Section 1: One lay delegate to the Convention will be selected by each Parish and Mission within the Diocese, in accordance with the bylaws of said congregation. The name of the delegate and certification of their election shall be forwarded to the Diocesan office at least thirty days prior to the Convention.

Section 2: Any dispute which may arise regarding a lay delegate will be referred to the Bishop's Council who will decide and report upon the issue.

Section 3: In the case that a lay delegate from any Parish or Mission fail to attend the Convention, the Minister-in-charge of the said Congregation may appoint another lay delegate to assure full representation in the Convention.

### **Canon 4 Of Religious**

Section 1: The head of any Religious Order under the protection of the Diocese shall be a member of the Convention by virtue of their position, whether clergy or laity.

Section 2: Each Order shall also select one other delegate to the Convention. If the Order has an ecumenical membership, it shall be required that the selected delegate be a part of the Communion of Episcopal Convergence Churches. The name of the delegate and certification of their election shall be forwarded to the Diocesan office at least thirty days prior to the Convention.

Section 3: Any dispute which may arise regarding the delegate will be referred to the head of the Order who together with the Bishop's Council who will decide and report upon the issue.

Section 4: In the case that the second delegate from any Order under the protection of the Diocese fail to attend the Convention, the head of the said Order may appoint another delegate to assure full representation in the Convention, provided said delegate meets the requirements of affiliation with the Communion of Episcopal Convergence Churches above.

## **Canon 5 Secretary of the Convention**

Section 1. The Secretary of the Convention shall be the Secretary of the Diocese.

Section 2. The Secretary shall be responsible for the recording of the minutes of the Convention.

Section 3. The Secretary shall be responsible for the publication, under the supervision of the Bishop, of the Journal of the Convention. The Journal shall include a directory of Diocesan officers, councils, and committees; a list of clergy of the Diocese; a list of other delegates to the Convention; the minutes of the preceding Convention; and other reports and items as directed. One copy of the Journal shall be distributed to each member of the clergy in the Diocese, to each lay delegate, and one copy to office of the Presiding Bishop of the Communion of Episcopal Convergence Churches.

## **Canon 6 Treasurer of the Convention**

Section 1. The Treasurer of the Convention shall be the Treasurer of the Diocese.

Section 2. The Treasurer shall be responsible along with the Bishop and Bishop's Council for establishment and reporting of a budget for the Annual Convention.

## **Part II – Officers of The Diocese**

### **Canon 7 Secretary of the Diocese**

Section 1. The Secretary of the Diocese shall be appointed by the Bishop and shall serve at his discretion.

Section 2. The Secretary of the Diocese will serve as member *ex officio* of the Bishop's Council.

Section 3. The Secretary of the Diocese will serve as the Secretary of the Bishop's Council and the Secretary of the Convention.

Section 4. It shall be the duty of the Secretary of the Diocese to record the minutes of all meetings of the Bishop's Council.

Section 5. It shall be the duty of the Secretary of the Diocese to discharge all communications and other duties required by the Bishop's Council and the Convention of the Diocese.

Section 6. In addition to these, other duties as described elsewhere in these Canons or assigned by the Bishop shall be the responsibility of the Secretary.

### **Canon 8 Treasurer of the Diocese**

Section 1. The Treasurer of the Diocese shall be appointed by the Bishop and shall serve at his discretion.

Section 2. The Treasurer of the Diocese will serve as member *ex officio* of the Bishop's Council.

Section 3. The Treasurer of the Diocese will serve as the Treasurer of the Convention.

Section 4. The Treasurer will act as the financial agent of the Diocese for the receipt and disbursement of funds collected under the authority of the Diocese, unless otherwise provided for within these Canons or by the Convention.

Section 5. The Treasurer will report the financial status of the Diocese to the Bishop and Bishop's Council on a quarterly basis.

Section 6. A full accounting of the finances of the Diocese will be prepared and presented annually at the Convention of the Diocese.

Section 7. The Treasurer shall pay all regularly budgeted items when due. All other disbursements shall be paid only upon authorization by the Bishop's Council or Bishop in case of extremity.

Section 8. The Treasurer shall assure that the Bishop's Council prepare a budget for the upcoming year to be presented at the Annual Convention of the Diocese.

## **Canon 9 Registrar and Archivist of the Diocese**

Section 1. The Registrar of the Diocese shall also serve as Archivist of the Diocese and shall be appointed by the Bishop and shall serve at his discretion.

Section 2. The Registrar/Archivist of the Diocese will serve as member *ex officio* of the Bishop's Council.

Section 3. It shall be the duty of the Registrar/Archivist of the Diocese to collect and preserve all documents relative to the history of the Diocese.

Section 4. It shall be the duty of the Registrar/Archivist of the Diocese to maintain a list of clergy and of Candidates and Postulants for Holy Orders; as well as parishes, missions, and other ministries of the Diocese.

## **Canon 10 Of the Archdeacon**

Section 1. One or more Archdeacons may be appointed by the Bishop and shall serve at his discretion.

Section 2. The Archdeacon will serve as member *ex officio* of the Bishop's Council.

Section 3. The duties of the Archdeacon shall be determined by the Bishop.

## **Canon 11 Of Bishop's Council Members**

Section 1. Other presbyters of the Diocese may be appointed as members of the Bishop's Council by the Bishop and shall serve at his discretion.

Section 2. The duties of the Council Members are as described in Canon 13 below.

## **Part III – Councils and Committees**

### **Canon 12 The Diocesan Council**

Section 1. The Diocesan Council consists of every presbyter within the diocese. In each diocese, the Council will gather regularly for the purpose of prayer, mutual support, sharing of ideas, the deciding of major issues in the life of the diocese, and determining the direction of the diocese under the leadership of the bishop. This Council is also involved in budget review, input, and recommendations presented to the Bishop's Council for final authorization. It is the role of the diocesan bishop to convene and preside at such meetings of this Council.

Section 2. The primary meeting of the Diocesan Council shall be at the Annual Convention of the Diocese.

Section 3. An annual retreat for the Diocesan Council shall be provided. This retreat may be opened to Deacons, Postulants, and Candidates for Holy Orders at the discretion of the Bishop.

### **Canon 13 The Bishop's Council**

Section 1. The Bishop's Council shall consist of the officers of the corporate entity of the diocese and shall act as chief advisors to the diocesan bishop, and shall have final authority, together with its bishop, over all practical, financial, and business matters for the diocese. The members of the Bishop's Council may be lay and clergy and are appointed by the bishop to serve one year terms. The Council sets all salary and compensation for the bishop and diocesan staff members.

Section 2. The Bishop's Council shall formally meet at least quarterly. One of these may be at the time of the Annual Convention of the Diocese.

### **Canon 14 Of Committees**

Section 1. The Bishop's Council or Convention may establish from time to time, such committees as they deem necessary for duties which they determine.

Section 2. Unless otherwise specified all committee members shall be appointed by the Bishop and shall serve at his discretion.

Section 3. The Bishop shall be *ex officio* member of all committees within the Diocese.

Section 4. All committees shall make budget requests through the Bishop's Council, for all programs under their jurisdiction.

Section 5. All committees shall report their activities and recommendations to the Annual Convention of the Diocese.

## **Part IV – Parishes and Missions**

### **Canon 15**

#### **Parishes**

*Replaced by Amendment 1.1, ratified June 24, 2006*

### **Canon 16**

#### **Missions**

*Replaced by Amendment 1.1, ratified June 24, 2006*

## **Part V – Clergy and Special Lay Ministries**

### **Canon 17**

#### **Clergy Duties**

Section 1. Duties of Clergy shall be as provided in the Canons of the Communion of Episcopal Convergence Churches.

Section 2. All clergy shall yearly submit a written report of their ministry to the Bishop at least thirty days prior to the Annual Convention of the Diocese. Clergy are also encouraged to send an informal assessment of their ministry and spiritual progress to the Bishop each Ember Days.

Section 3. Jurisdiction. No member of the Clergy shall officiate in any capacity or activity within the cure of any other member of the clergy without the request or permission of the incumbent; or in the case of his absence or incapacity, of the Bishop.

Section 4. Records. All ministers in charge of a congregation shall keep records of all Eucharists, Daily Office, and other services. Records shall also be kept of all Baptisms, Marriages, and Burials. All non-parochial ministers shall also keep records of services at which they preside or assist. These records shall be submitted as a part of the annual written report.

## **Canon 18 Special Lay Ministries**

Section 1. A confirmed adult communicant in good standing may serve as Lay Eucharistic Minister, Lay Reader, Lay Catechist, Lay Evangelist or Lay Pastor if licensed by the Bishop Guidelines for training and selection of such persons shall be established by the Bishop.

Section 2. A license shall be given only at the request, and upon the recommendations of, the Member of the Clergy in charge of the congregation in which the person will be serving. The license shall be issued for a period of time not to exceed three years and shall be revocable by the Bishop, or upon the request of the Member of the Clergy in charge of the congregation.

Section 3. Renewal of the license shall be determined on the basis of the acceptable performance of the ministry of the licensee and upon the endorsement of the Member of the Clergy in charge of the congregation in which the person is serving.

Section 4. A person licensed in this Diocese under the provision of this canon may serve in another congregation in the Diocese at the invitation of the Member of the Clergy in charge, and with the consent of the Bishop in whose jurisdiction the service will occur.

## **Part VI – Discipline**

### **Canon 19 Ecclesiastical Discipline**

Section 1. All Ecclesiastical Discipline shall be within the guidelines provided in the Canons of the Communion of Episcopal Convergence Churches.

## **Part VII – Cathedral Parish**

### **Canon 20 Crossroads Episcopal Church**

Section 1: Crossroads Episcopal Church, Sparta, Tennessee, shall be the Cathedral Church of The Diocese of St. Cuthbert. It shall be the official Seat of the Bishop of the

diocese, a center for Diocesan services and programs and shall assist the Bishop and the diocese in proclaiming the Gospel of Jesus Christ and extending the ministry of the Church.

## **Part VII – Amendments**

### **Canon 21 Review**

Section 1: The Canons of the Diocese shall be reviewed on an annual basis by the Bishop's Council who shall make recommendations for amendment or revision.

### **Canon 22 Amendment**

Section 1: Any recommendation for revision or proposed amendment to these Canons not arising from the above review shall be submitted to the Bishop's Council.

Section 2: Any proposed amendment shall be published and communicated to the Diocesan Council at least 30 days prior to the Annual Convention.

Section 3: Upon consideration by the Diocesan Convention, an amendment shall be adopted upon the affirmative vote of two-thirds majority of the voting members of the Convention.

## **Amendment 1 - Worship Communities**

### **Part 1**

### **Worship Communities**

Section 1. Structure and Government of Worship Communities of the Diocese shall comply with the provisions of the Canons of the Communion of Episcopal Convergence Churches.

Section 2. The establishment of new Worship Communities and reception of established Worship Communities within the Diocese shall comply with the provisions of the Canons of the Communion of Episcopal Convergence Churches.

Section 3. To be recognized as a Worship Communities a Congregation must be self-

sufficient, must be faithful in the paying of the tithe to the Diocese, and have a filled leadership position.

Section 4. Any parish which fails to fill a vacated leadership positions within one-year, falls in arrears in tithes for three months, or ceases to be self-sufficient shall be changed to Mission Community status.

## **Part 2**

### **Mission Communities**

Section 1. Structure and Government of Mission Communities of the Diocese shall comply with the provisions of the Canons of the Communion of Episcopal Convergence Churches.

Section 2. The establishment of new Mission Communities and reception of established Mission Communities within the Diocese shall comply with the provisions of the Canons of the Communion of Episcopal Convergence Churches.

Section 3. Any Mission Communities which fulfills the requirements for a Worship Community as stated above shall petition the Bishop and Worship Community status will be granted upon approval of the Bishop and Bishop's Council.