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# Canons of the Diocese of East Carolina

## TITLE I. Convention of the Diocese; Diocesan Officers and Representatives.

### CANON 1 Members of Convention

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10 Section 1. Clergy. It shall be the duty of the Secretary, before the opening of the Annual Con-  
11 vention to apply to the Ecclesiastical Authority for a correct list of the Clergy entitled to seats.  
12 Such list shall be prima facie evidence of said title, and from it the Secretary shall prepare the  
13 roll for the purpose of organization.

14  
15 Section 2. Laity. The Clerk of the Vestry of each Parish and the Clerk of each Mission electing  
16 Lay Delegates to the Convention shall furnish three certificates of said election. One shall be  
17 handed to the Delegates elect, one shall be forwarded to the Secretary of the Convention, and  
18 one to the Convention Registrar, the latter two to be mailed at least six weeks before the time  
19 appointed for the opening session of the Convention. From these certificates the Secretary  
20 shall prepare a list of Lay delegates to ascertain the presence of a quorum, and shall insert no  
21 name upon the list without evidence of one of said certificates, unless specifically directed by  
22 the Convention. Defective or doubtful certificates shall be laid aside to be acted upon after the  
23 Convention shall have been organized.

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25 Section 3. Ex-Officio Members. The Trustees of the Diocese, the members of the Standing  
26 Committee, the members of the Executive Council, the Directors of the Episcopal Foundation  
27 of the Diocese of East Carolina Incorporated, the Deans of the Deanery Council, the members  
28 of committees and commissions elected by the Convention, the Secretary, Treasurer, Chancel-  
29 lor, Vice-Chancellor, and Historiographer shall be ex-officio members of the Convention, but  
30 without the right to vote unless otherwise entitled to vote in the Convention by reason of status  
31 other than that enumerated in this section.

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33 Section 4. The following committees shall constitute the Annual Committees of the Conven-  
34 tion. The term of the following Annual Committee appointments or elections shall run from  
35 the close of the Convention at which the appointment or election is made until the close of the  
36 following Convention, unless otherwise provided. If a person appointed or elected dies, re-  
37 signs or becomes incapacitated, a successor may be appointed by the Executive Council, upon  
38 nomination of the Ecclesiastical Authority, to serve the remainder of the term, unless other-  
39 wise provided. (a) The Committee on Constitution and Canons shall consist of three members  
40 of the clergy and three lay persons, nominated by the Ecclesiastical Authority and confirmed  
by the Annual Convention. The Chancellor and the Secretary of the Convention shall be ex

1 officio members of the Committee. The Committee on Constitution and Canons shall recom-  
2 mend amendments, changes, additions, deletions and rewrites of the Constitution and Canons  
3 for Convention's consideration. The Committee shall also review all changes proposed to  
4 Convention by the delegates, Departments or other committees and recommend the proper  
5 form of any Constitution or Canon changes before Convention acts. The Committee shall  
6 conduct any hearing on a proposed change during Convention and may recommend to Con-  
7 vention any revised versions arising out of the hearings as the Committee may in its discretion  
8 determine appropriate and helpful to Convention's consideration. (b) The Diocesan Conven-  
9 tion Committee shall consist of three members of the clergy and four lay persons, nominated  
10 by the Ecclesiastical Authority and confirmed by the Annual Convention. The Secretary of the  
11 Convention and the Chair of the Liturgical Commission shall be ex-officio members of the  
12 Committee. The Committee shall make recommendations with regard to the dates and places  
13 of Annual and Special Conventions, shall make proper arrangements for each meeting, shall  
14 set registration fees and other charges, shall prepare and submit annually to the Finance Com-  
15 mittee a budget for expenses of the Conven-tion and for publication of the Diocesan Journal,  
16 shall keep records of receipts, disbursements and proceedings, and shall perform such other  
17 duties as may be assigned by the Convention or by the Bishop. (c) The Committee on Resolu-  
18 tions shall consist of four clergy and four lay persons, nominated by the Ecclesiastical Author-  
19 ity and confirmed by the Annual Convention. The Ecclesiastical Authority shall appoint one  
20 of the members as Chair. The Committee shall receive and organize the resolutions for sub-  
21 mission to the Convention and shall determine the order of their presentation. The Committee  
22 shall conduct any hearing on a proposed Resolution scheduled during the Convention and may  
23 recommend to Convention any revised versions arising out of the hearings as the Committee  
24 may in its discretion determine appropriate and helpful to Convention's consideration. (d) The  
25 Finance Committee shall consist of the Treasurer and additional members, one lay person and  
26 one clergy person, representing each Deanery of the Diocese, nominated by the Ecclesiastical  
27 Authority and confirmed by the Annual Convention. The members should have expertise or  
28 experience in budgeting, financial management or accounting. The Committee shall advise  
29 the Ecclesiastical Authority, Executive Council and the Convention on the financial affairs of  
30 the Diocese. The Finance Committee shall conduct any hearings scheduled for discussion and  
31 consideration of the annual budget and shall recommend changes, amendments and revisions  
32 for Convention's consideration. (e) The Elections Committee shall consist of two clergy and  
33 two lay persons, nominated by the Ecclesiastical Authority and confirmed by the Annual Con-  
34 vention. The Committee shall receive nominations for the offices to be filled by the Conven-  
35 tion, recommend nomination and voting procedures, prepare ballots and act as tellers for all  
36 elections during the Convention. (f) The Nominations Committee shall consist of one mem-  
37 ber of the clergy and one lay person representing each deanery, elected by the Deanery no later  
38 than 60 days prior to the Annual Convention and confirmed by the Annual Convention. The  
39 Bishop shall be an ex-officio member of the committee. The Ecclesiastical Authority shall  
40 name the chair of the Nominations Committee from the elected membership. Members of the  
41 Nominations Committee may serve up to three (3) consecutive annual terms. Thereafter, no

1 member who has served on the Committee for three (3) consecutive terms shall be eligible for  
2 re-election or appointment to fill a vacancy until one year after the expiration of the members  
3 previous term of office. The Committee shall establish and publish nomination procedures,  
4 solicit and receive nominations for the offices to be elected by Convention, examine the quali-  
5 fications of nominees to assure conformity with any Constitutional or Canonical requirements  
6 for the office, present a slate equal to at least the number of vacancies to be filled which is  
7 broadly representative of this Diocese, and prepare a brief biographical profile on each nomi-  
8 nee and assure inclusion of the profiles in the information provided to the members of the An-  
9 nual Convention. These procedures shall not preclude additional nominations from the floor  
10 of the Annual Convention.

11  
12 Section 5. The following committee shall constitute Regular Committees of Convention. The  
13 members of the Regular Committees shall be appointed during the organization of the Con-  
14 vention after the Convention is called to order. The members shall serve until the adjournment  
15 of the Convention at which they were appointed. (a) The Committee on the Bishop's Address  
16 shall consist of two members of the clergy and three lay persons who are members of Conven-  
17 tion, appointed by the Bishop. The committee shall consider the Bishop's Annual Address  
18 and shall report to the Convention as the committee deems appropriate. (b) The Committee  
19 on Courtesy shall consist of three persons who are members of the Convention, appointed by  
20 the Bishop. The committee shall make such report to the Convention as the committee deems  
21 appropriate. (c) The Committee on Credentials shall consist of two members of the clergy  
22 and two lay persons who are members of the Convention, appointment by the Bishop. The  
23 committee shall verify the list of clergy and lay delegates qualified to vote in the Convention,  
24 determine the presence of a quorum, and report to the Convention.

25  
26 Section 6. Expenses of Delegates. Each clerical and lay delegate to an annual or special Dioc-  
27 esan Convention, actually attending the same, shall be entitled to have the necessary expenses  
28 incurred by such attendance paid by the parish or mission which he or she represents; pro-  
29 vided, that the amount in each case shall not exceed such limits as may be fixed by the vestry  
30 of such parish or mission.

## 31 32 CANON 2 33 34 Worship at Convention

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36 The Holy Eucharist shall be celebrated on the first day of each annual or special convention of  
37 the Diocese, and any other services of worship may be held at the discretion of the Ecclesiasti-  
38 cal Authority.

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## CANON 5

### Treasurer

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4 Section 1. The Treasurer shall have custody of all funds, monies and securities belonging to  
5 the Diocese, except trust funds vested in the Trustees of the Diocese and trust funds held by  
6 the Episcopal Foundation of the Diocese of East Carolina, Incorporated. For purposes of the  
7 preceding sentence trust funds vested in the Trustees of the Diocese shall include funds, mon-  
8 ies and securities (and reinvestments thereof) given or bequeathed to the Diocese or the Trust-  
9 ees, or transferred to the Trustees, (a) in trust on specific terms stated in an agreement or will,  
10 or (b) with restrictions or designations as to use of principal or income and under conditions  
11 which require holding the funds, monies and securities for longer than twelve months. The  
12 Treasurer underdirection of the Convention, shall receive, manage, invest, disburse and trans-  
13 fer the funds, monies and securities in his or her custody, and shall keep and return an account  
14 thereof to the Executive Council for incorporation in its report to the Convention, a reasonable  
15 time prior to each annual meeting of the Convention. Said report shall include a complete  
16 list of all securities belonging to the Diocese (other than securities vested in the Trustees of  
17 the Diocese). The Treasurer shall give bond for the faithful discharge of duties of the office  
18 in such sum as the Executive Council shall from time to time designate, such bond to be ap-  
19 proved by and deposited with the Trustees of the Diocese. The Treasurer shall be admitted to  
20 a seat in the Convention and to participation in its deliberations, without the right of voting,  
21 unless otherwise entitled to vote in the Convention by reason other than holding the office of  
22 Treasurer  
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24 Section 2. The Treasurer is authorized, with the approval of the Executive Council, to trans-  
25 fer funds and monies belonging to the Diocese to The Episcopal Foundation of The Diocese  
26 of East Carolina, Incorporated, to be held temporarily or for a specified or indefinite time, to  
27 be managed and invested by the Foundation and to be returned to the Treasurer in accordance  
28 with his instructions.  
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## CANON 6

### Chancellor

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35 Section 1. The Chancellor, who shall be a member of the legal profession, and a communicant  
36 of the Church in this Diocese, shall be elected upon nomination by the Bishop. The Chan-  
37 cellor shall be the legal advisor of the Bishop, of the Standing Committee, of the Executive  
38 Council and of the Trustees of the Diocese and counsel in all suits of law that may arise in the  
39 administration of the affairs of the Diocese, and shall be admitted to a seat in the Convention  
40 and to participation in its deliberations, without the right of voting, unless otherwise entitled to  
41 vote in the Convention by reason other than holding the office of Chancellor.



1 Section 2. If the Chancellor dies, resigns or becomes incapacitated, a successor shall be ap-  
2 pointed by the Bishop to serve until the next Annual Convention.

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4 Section 3. Upon advice of the Chancellor and nomination of the Bishop, the Convention may  
5 elect one or more Vice Chancellors for a one year term to assist the Chancellor. A Vice Chan-  
6 cellor shall have the same qualifications as the Chancellor.

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8 **CANON 7**  
9 **Historiographer**  
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11 Section 1. The duty of the Historiographer shall be to receive and safely keep all books, docu-  
12 ments and manuscripts belonging to the Diocese not required to be kept by any other persons  
13 or officer; to collect and preserve such materials as can be obtained relative to the history of  
14 the Diocese and of particular Parishes; and to catalogue and classify all books, documents and  
15 papers, so as to make their contents accessible for reference.

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17 Section 2. The Historiographer shall annually report in writing to the Convention, showing  
18 with such detail as may be expedient, the condition of the materials in the possession of the  
19 Diocese, and the additions made to them from time to time, with such suggestions as may be  
20 proper. The Historiographer shall be admitted to a seat in the Convention, and to participation  
21 in its deliberations without the right of voting, unless otherwise entitled to vote in the Conven-  
22 tion by reason other than holding the office of Historiographer.

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24 **CANON 8**  
25 **The Executive Council**  
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28 Section 1. The Executive Council, as hereinafter constituted, shall administer and carry on  
29 the missionary, educational and social work of the Church in this Diocese, of which work the  
30 Bishop shall be the executive head.

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32 Section 2. The Executive Council shall exercise all the powers of the Diocesan Convention  
33 between the adjournment of the Annual Convention and the convening of the next Annual  
34 Convention, except:

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36 (a) admission of a parish or mission to union with the Diocese according to Canon II.2;  
37 (b) dissolution or suspension of a parish or mission according to Canon II.6;  
38 (c) election of a Bishop, Bishop Coadjutor or Bishop Suffragan according to Canon III.1;  
39 (d) admendment to the Canons according to Article XV of the Constitution and Canon V.1;  
40 (e) admendment to the Constitution according to Article XVI of the Constitution.

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1 All actions of the Executive Council shall conform to the Constitution and Canons of  
2 The Episcopal Church and this Diocese.

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4 Section 3. The Executive Council shall be composed of the following members:

5 (a) the Bishop, and the Bishop Coadjutor or the Bishop Suffragan, if there be either;

6 (b) the President of the Standing Committee, the Secretary of Convention, the Treasurer, the  
7 Chancellor, and the President of The Episcopal Foundation of the Diocese of East Carolina,  
8 Inc. shall be ex officio members, with seat and voice but no right of voting;

9 (c) sixteen members, nominated and elected as follows:

10 (i) six “at large” members, three of whom shall be clergy and three of whom shall be lay  
11 persons who are confirmed communicants in good standing of any congregation in the  
12 diocese and are 16 years of age or older, nominated by any delegate to Convention un-  
13 der such guidelines as may be published by the Secretary from time to time and elected  
14 by Convention as set forth herein; and

15 (ii) 2 members representing each Deanery of the Diocese, one clergy person, and one  
16 lay person who is a confirmed communicant in good standing, nominated by the Dean-  
17 ery Council under guidelines published by the Secretary from time to time and elected  
18 by the Convention annually as set forth herein;

19 (d) the Diocesan President of Episcopal Church Women

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21 Section 4. The members of the Executive Council shall be elected by vote of Convention for  
22 three year terms. A member who has served two consecutive terms on the Executive Council  
23 shall not be eligible for re-election, or for appointment to fill a vacancy, until one year after  
24 the expiration of his or her second term. The Executive Council shall have power to fill any  
25 vacancy in the Council that may occur through death or resignation of any member, provided  
26 that the person elected to fill an unexpired term shall meet the classifications for membership  
27 of the person whose vacancy is being filled. Appointments to fill any such vacancy shall expire  
28 at the close of the next annual Convention following appointment. Any person appointed to fill  
29 a vacancy who is eligible for election but is not elected to the Executive Council at the next  
30 following Annual Convention may not be appointed to fill any subsequent vacancy for a pe-  
31 riod of one year following such Convention.

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33 Section 5. The Bishop shall chair the Executive Council. The Council may elect one of its  
34 own members, whether clerical or lay, as Vice Chair and prescribe the duties of the office.

35 The Secretary of the Convention shall be the Secretary of the Executive Council.

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37 Section 6. The Executive Council shall provide for a Department of Administration and shall  
38 have power, from time to time, to organize such other departments and committees as it may  
39 deem necessary or advisable to carry out its responsibilities, and it shall determine the scope  
40 of the work of all departments and committees. The standing departments of the Diocese shall  
41 be the following, unless changed by the Executive Council: the Department of Communica-

1 tions; the Department of Mission & Development; the Department of Christian Social Minis-  
2 tries; the Department of Christian Formation; the Department of Administration; and the De-  
3 partment of Youth and Young Adults. The Bishop shall appoint the chair and members of each  
4 department or committee of the Diocese. Each department or committee shall make a report,  
5 at least annually, to the Bishop and the Executive Council. The Executive Council may enact  
6 all necessary by-laws for its own government, and for the government of each department and  
7 committee, subject to the provisions of the Canons of the Diocese and any resolutions adopted  
8 by the Convention of the Diocese.

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10 Section 7. The Executive Council shall submit to each annual meeting of the Diocesan Con-  
11 vention a report of the work done under its supervision for the preceding year, which report  
12 shall include the annual report of the Treasurer. The Executive Council shall also at each an-  
13 nual meeting of the Diocesan Convention submit for its approval and adoption a budget for all  
14 the work committed to the Council, including the general work of the Church in the Diocese,  
15 and such other work as it has undertaken, or proposed to undertake for the ensuing year. The  
16 following, among other items, shall be included in budgeted income: pledges of Parishes and  
17 Missions for the support of the Diocese, including pledges from prior years, any budget sur-  
18 plus from the preceding year, and unrestricted income from trust funds, investments, perma-  
19 nent or unappropriated funds and reserves and unrestricted income from The Episcopal Foun-  
20 dation of The Diocese of East Carolina, Incorporated. Provision may be made in said budget  
21 for the necessary and reasonable expenses of the officers and members of the Executive Coun-  
22 cil. Such budget and estimate shall be considered by the Diocesan Convention and appropri-  
23 ate action taken. The Executive Council shall have power to make or delegate to others the  
24 making of all decisions with regard to the acceptance, receipt, use, management, investment,  
25 disbursement and transfer of unbudgeted receipts and gifts or bequests of money, securities or  
26 property received by the Diocese or any officials or agencies thereof (except gifts or bequests  
27 to the Bishop's Discretionary Fund and restricted funds of the Episcopal Foundation of The  
28 Diocese of East Carolina, Incorporated), subject, however, to the provisions of any will, agree-  
29 ment, restriction or designation governing such gifts or bequests and subject to action of the  
30 Diocesan Convention.

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32 Section 8. The Executive Council shall meet with the Bishop at such stated times as it, with  
33 the Bishop's concurrence shall appoint, at least twice a year, and at such other times as the  
34 Bishop shall convene it. Nine voting members of the Executive Council, including at least five  
35 in the Clerical Order and four in the Lay Order, with the Bishop or Vice-Chair, shall constitute  
36 a quorum; the Vice- Chair, if a voting member, shall be counted as a member in determining  
37 a quorum. A meeting shall be called by the Bishop, or if there is no Bishop in the Diocese,  
38 by the Vice-Chair, at any time upon written request of at least five members of the Executive  
39 Council. The Secretary shall give ten days notice of a called meeting.

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1 Section 9. All salaries, other than that of the Bishop, shall be fixed by the Executive Council.

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3 Section 10. With the exceptions hereinafter noted, all departments, committees, commissions  
4 and boards of the Diocese shall be responsible to and shall report annually to the Bishop and  
5 Executive Council. The exceptions are: the Standing Committee; the Committee on Canons;  
6 the Committee on Relationship to and Communications from the General Convention; the  
7 Trustees of the Diocese; the Committee on Parishes and Missions; the Church Pension Fund  
8 Committee; any committee appointed by the Bishop which is directly responsible and to re-  
9 port only to the Bishop; and any committee appointed or elected by Convention or under its  
10 authority which is directed to be responsible and report only to the Convention or to report in  
11 a manner inconsistent with this Section 10. The Executive Council shall be the sole custodians  
12 of all existing committee records and reports.

13

14 Section 11. No committee, commission or department shall be created by the Bishop or by the  
15 Executive Council or by the Convention of the Diocese without, at the time of its creation,  
16 such committee, commission or department being denominated a “standing” committee, com-  
17 mission or department of the Diocese, or if not, there being a fixed period of duration or a  
18 specified task to be performed by the committee, commission or department, at the expiration  
19 or conclusion of which the committee, commission or department shall cease to exist without  
20 further action by the Bishop, the Executive Council or the Convention of the Diocese.

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22 Section 12. The Bishop may appoint members of the clergy and lay persons of the Diocese,  
23 not exceeding eighteen in number, as members of a Consulting Committee. Members of the  
24 committee shall serve for one year. They may attend meetings of the Executive Council at the  
25 invitation of the Bishop and may participate in its deliberations but shall have no right of vot-  
26 ing unless otherwise entitled to vote on the Executive Council by reason of status other than  
27 that enumerated in this section.

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## CANON 9

### Deputies to General Convention

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34 Section 1. At each annual Convention held in the year preceding the year in which a regular  
35 session of the General Convention is held, there shall be elected four Clerical Deputies, who  
36 are Presbyters or Deacons canonically resident in the Diocese, and four Lay Deputies to the  
37 General Convention, who shall be confirmed communicants in good standing of this Church,  
38 having domicile in the Diocese. There shall also be elected four alternate Clerical and four  
39 alternate Lay Deputies, subject to the same qualifications as the original Deputies above men-  
40 tioned. Such election may, if the Convention so decrees by a majority vote, be made upon a  
41 majority of the votes cast, or upon a plurality, whereby the four persons receiving the four

1 highest number of votes shall be elected as Deputies, and the four next highest shall be elected  
2 as Alternates.

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4 Section 2. (a) The members of the deputation who are elected shall be recorded in the order of  
5 their election as indicated by the number of votes cast for each. In the case of the same number  
6 of votes having been cast for two or more nominees in either Order, precedence shall be given  
7 to the Clerical Deputies and Alternates in the order of date of canonical residence, and to Lay  
8 Deputies and Alternates in the order of date of confirmation or reception in The Episcopal  
9 Church. The Secretary shall insert the names of the Deputies and Alternates in this order upon  
10 the Journal. (b) The members of the deputation shall elect one of their members to serve as  
11 Chair of the deputation. (c) The deputies and first alternates so elected shall also serve as the  
12 representatives of this Diocese to the Provincial Synod of Province IV, Province of Sewanee.

13  
14 Section 3. Deputies and first alternates elected to the General Convention, finding themselves  
15 unable to attend, shall, four weeks at least before the time of meeting, give notice to the Dioc-  
16 esan Secretary, who shall at once notify the proper alternate.

17  
18 Section 4. Each Deputy and first alternate to the General Convention and the Provincial Syn-  
19 od, actually attending the same, shall be entitled to have the necessary expenses incurred by  
20 such attendance paid out of the funds of the Diocese; provided, the amount shall not exceed  
21 such limit as may from time to time be fixed by the Executive Council.

22  
23 Section 5. The elected clergy and lay deputies and alternates to General Convention shall  
24 report the actions of the General Convention and, together with the Secretary of the Annual  
25 Convention, shall assure that any necessary action in reponse to the actions of General Con-  
26 vention is taken and communicated back to the General Convention.

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## CANON 10

### Delegates to Provincial Synod

The Executive Council shall elect such number of clergy and lay delegates as it deems advis-  
able to attend the Provincial Synod. Such election shall take place at such time as shall be  
convenient to give timely notice to the Synod of such elections.

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## CANON 11

### Trustees of the Diocese

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4 Section 1. The Bishop, or when there is no Bishop, or when the Bishop requests the Standing  
5 Committee in writing to serve as the Ecclesiastical Authority pursuant to Canon III.12.4 (c) of  
6 the Canons of The Episcopal Church, the President of the Standing Committee, together with  
7 two (2) lay persons and two (2) clergy canonically resident in this Diocese, nominated by the  
8 Bishop and elected by the Convention shall constitute the Board of Trustees for the Church in  
9 this Diocese. The Trustees under the direction of the Convention, or of the Executive Council  
10 between meetings of the Convention, shall receive, hold, manage, invest, disburse and transfer  
11 trust funds vested in the Trustees, which trust funds shall include funds, monies, and securities  
12 (and reinvestments thereof) given or bequeathed to the Diocese or the Trustees, or transferred  
13 to the Trustees, (a) in trust on specific terms stated in an agreement or will, or (b) with restric-  
14 tions or designations as to the use of principal or income and under conditions that require  
15 holding the funds, monies or securities for longer than twelve months. The Trustees shall  
16 hold title to real estate vested in them as provided in this Canon. The provisions of any will  
17 or agreement controlling investment, management, use or disbursement of funds and property  
18 vested in the Trustees shall be complied with in each instance. The Trustees shall keep the Di-  
19 ocesan House in repair and the grounds in good order and are authorized to provide an allow-  
20 ance for these purposes.  
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22 Section 2. The two (2) lay members and two (2) clergy canonically resident in this Diocese  
23 of the Board of Trustees shall serve a term of two (2) years and may not serve more than two  
24 consecutive terms. The terms of these two (2) lay persons and two (2) clergy canonically  
25 resident in this Diocese shall be staggered so that two (2) trustees, one lay and one clergy, will  
26 be elected at each Annual Convention. In 2004, one clergy person shall be elected to serve a  
27 one year term and one clergy person shall be elected to serve a two year term, as designated by  
28 the Bishop upon placing the names in nomination. Thereafter, persons elected to the Board of  
29 Trustees shall serve for two (2) years or until their successors are elected. Persons eligible for  
30 election shall be eighteen (18) years of age or older, confirmed communicants in good stand-  
31 ing and residents within the Diocese.  
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33 Section 3. The Trustees of the Diocese are authorized with the approval of the Executive  
34 Council, to transfer trust funds and other investment property of the Diocese, vested in or held  
35 by the Trustees, to The Episcopal Foundation of the Diocese of East Carolina, Incorporated,  
36 to be held, managed and invested for the benefit of the Diocese, subject in every case to the  
37 provisions of any will or agreement controlling investment, management, use or disbursement  
38 of said funds and property, and subject to applicable federal and state laws and the constitution  
39 and canons of this Diocese and of The Episcopal Church. At any time, on reasonable notice,  
40 the Trustees with the approval of the Executive Council may require The Episcopal Founda-  
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1 tion of The Diocese of East Carolina, Incorporated, to return and transfer back to the Trustees  
2 any trust funds or other investment property transferred to the Foundation pursuant to this sec-  
3 tion 3.

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5 Section 4. (a) Whenever the title to real property in any Parish is vested in the Trustees of the  
6 Diocese for the use and benefit of the Parish, the Trustees shall have the power to convey the  
7 property upon the written request of the Vestry of such Parish, subject to the written consent of  
8 the Bishop and the Standing Committee, if in the opinion of Trustees it is advisable so to do;  
9 but if, in their opinion, it is not advisable to make such conveyance, they shall report the facts  
10 to the next Convention. (b) Whenever title to real property is vested in the Trustees for the  
11 use and benefit of any Mission or organization of the Diocese other than a Parish, the Trust-  
12 ees shall have the power to convey the property upon written request and written approval of  
13 the Bishop and the Standing Committee, and shall have the power to convey the property and  
14 reinvest the proceeds in other property, such reinvestment to be held in trust for the benefit of  
15 such Mission or organization. (c) The title to all real estate belonging to the Diocese in its own  
16 right is declared to be vested in the Trustees of the Diocese, and the Trustees of the Diocese  
17 are authorized to convey the property, whenever in their judgment such action is for the best  
18 interest of the Diocese, but no such action shall be taken except by unanimous consent of all  
19 the Trustees of the Diocese, and subject to the written consent of the Bishop and the Standing  
20 Committee.

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22 Section 5. Any vacancy occurring in this Board by death or otherwise may be filled by the  
23 Ecclesiastical Authority.

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## CANON 12

26

### Diocesan Commission on Ministry

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29 Section 1. There shall be a Diocesan Commission on Ministry, consisting of eight Priests  
30 canonically resident in the Diocese, two Vocational Deacons, and four lay persons, communi-  
31 cants of of this Church and residents of the Diocese. The members of the Commission shall be  
32 elected by the Convention, on nomination by the Bishop, for four-year terms. One Vocational  
33 Deacon shall be elected every two years. Two Priests and one lay person will be elected annu-  
34 ally; provided, that the number elected and the terms may be varied initially to produce such  
35 staggered terms. No member who has served on the Commission shall be eligible for re-  
36 election or appointment to fill a vacancy until one year after the expiration of the member's  
37 previous term of office. The Executive Council shall elect a person of the appropriate order, on  
38 nomination by the Bishop, to fill any vacancy that may occur on the Commission between an-  
39 nual meetings of the Convention. The Bishop shall designate a Priest from the members of the  
40 Commission to serve as chair.

41

1 Section 2. The Commission shall perform the duties and functions prescribed in Canon III.2 of  
2 the Canons of General Convention, shall conduct and evaluate the examination of persons for  
3 Holy Order; support the development, training, utilization and affirmation of the ministry of  
4 the laity in the world; and perform such other duties as may be assigned to it by the Bishop.  
5  
6

## 7 **TITLE II: Deaneries; Parishes and Missions of the Diocese.**

### 9 **CANON 1** 10 **Deaneries**

12 Section 1. Deaneries. The Diocese shall be divided into Deaneries, the number and boundar-  
13 ies of which shall be fixed from time to time by the Bishop, with the advice and consent of the  
14 Executive Council.  
15

16 Section 2. Purpose. Deaneries are established for the following purposes:

17 (a) To provide a means of communication among the Congregations, Bishop, Diocesan Staff,  
18 and other Diocesan entities as shall from time to time become appropriate.

19 (b) To provide a regional forum, which the Congregations of the Deanery may use for orga-  
20 nizing and conducting events and programs, including but not limited to shared mission, li-  
21 turgical, educational and community building opportunities, contributing to the enrichment of  
22 Congregational and Diocesan life.  
23

24  
25 Section 3. Membership. Each Deanery shall include:

26 (a) The members of the parishes or missions within the deanery.

27 (b) The clergy within the Deanery who are canonically resident or licensed to serve in the Dio-  
28 cese.  
29

30 Section 4. Deanery Council.

31 (a) The Vestry of each parish or mission within the Deanery may select two lay deanery rep-  
32 resentatives who shall be adult confirmed communicants in good standing for a term decided  
33 upon by the Vestry to serve with the clergy within the Deanery as the Deanery Council.

34 (b) The Deanery Council shall meet regularly to give leadership to the life and ministry of the  
35 Deanery.

36 (c) The Deanery Council shall conduct an annual meeting of the Deanery no later than 60 days  
37 prior to the Annual Convention at which: (i) one clergy person and one lay person who is an  
38 adult confirmed communicant in good standing shall be elected to represent the Deanery for  
39 a one year term on the Annual Convention's Nominations Committee and may subsequently  
40 be elected for a total of three consecutive terms; and (ii) when necessary to fill vacancies, one  
41



1 clergy person and one lay person who is an adult confirmed communicant in good standing  
2 shall be nominated to represent the Deanery on The Executive Council for a three year term  
3 upon election by the Annual Convention, as set forth in Title I. Canon 8; (iii) other business of  
4 the Deanery Council may be conducted.

5 (d) The Deanery Council shall conduct an annual pre-convention meeting of the Deanery at  
6 which the delegates to the Annual Convention and other members of the Deanery congrega-  
7 tions shall be given an opportunity to review items on the proposed Convention agenda.

8  
9 Section 5. Officers.

10 (a) The Bishop shall annually appoint one or more Deans, clergy or lay, from among the con-  
11 gregations of each Deanery, who shall convene and preside over any meetings of the Deanery  
12 and the Deanery Council and who shall meet together with one another and the Bishop, when  
13 invited to do so.

14 (b) In addition the Deanery Council may elect such other officers as it deems expedient for the  
15 transaction of its business.

16  
17 Section 6. Conferences with the Bishop. The Bishop may provide for occasional conferences  
18 with clergy or lay groups within the Deaneries.

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22

## CANON 2

### Congregations of the Diocese

23  
24 Section 1. Types of Congregations. There shall be two types of congregations recognized in  
25 the Diocese: parishes and missions. There shall be no distinction between parishes and mis-  
26 sions of the Diocese with regard to representation and voting rights in conventions of the dio-  
27 cese, which rights shall be determined in conformity with Article IV of the Constitution of the  
28 Diocese, or representation and voting rights in the Deaneries of the Diocese, which rights shall  
29 be determined in conformity with Title II, Canon 1, of the Canons of the Diocese.

30  
31 Section 2. Boundaries of Congregations. Congregational boundaries shall coincide with the  
32 fixed civil political boundaries, as fixed by the laws of the state of North Carolina, of towns,  
33 cities, or counties. The boundaries of any parish or mission of the Diocese shall be the largest  
34 such political subdivision of the State of North Carolina in which there exists only one con-  
35 gregation of the Diocese. In the event that more than one congregation is located within the  
36 corporate boundaries of a town or city, the boundaries of each of the congregations so located  
37 shall be the corporate limits of such town or city, and the parochial cures of each such congre-  
38 gation shall be the same.

39  
40 Section 3. Missions. An organized mission of the Diocese is a congregation of ten or more  
41 confirmed communicants in good standing of the Episcopal Church, 16 years of age or older,

1 together with such other persons who desire to be members thereof, which has not been admit-  
2 ted into union with convention as a parish, and which has been recognized and accepted as a  
3 mission of the Diocese in accordance with this Canon. A mission may be formed by any of the  
4 following methods:

5 (a) by voluntary association of confirmed communicants of the Episcopal Church in accor-  
6 dance with Section 4 of this Canon;

7 (b) by extension of any existing parish into a mission congregation with the consent of the  
8 Bishop and under the supervision of the Department of Mission and Development; or

9 (c) by establishment of a mission by the Bishop with the advice and consent of the Executive  
10 Council of the Diocese under plans formulated by the Department of Mission and Develop-  
11 ment.

12

13 Section 4. Admission of Organized Missions. A congregation as described in Section 2 of this  
14 Canon shall be admitted into union with convention and recognized as an organized mission  
15 of the Diocese upon vote of convention after certification by the Department of Mission and  
16 Development, in consultation with the Deanery Council of the relevant Deanery of the Dio-  
17 cese, that the following requirements and conditions have been met:

18 (a) Consent of the Bishop to the organization of the congregation;

19 (b) Consent of the Rector or other clergy in charge of any congregation within the boundaries  
20 of which the petitioning congregation intends to locate its primary place of worship;

21 (c) Adoption, with the consent of the Bishop, of a name by which the congregation shall be  
22 known;

23 (d) Election of a Vestry in accordance with the Canons of the Diocese;

24 (e) Provision, both financial and otherwise, of a schedule and place of at least weekly worship,  
25 with provision for the celebration of Holy Eucharist at least one Sunday of each month;

26 (f) Adoption of a plan of development and mission which has been approved by the Depart-  
27 ment of Mission and Development under such guidelines as the Department may adopt from  
28 time to time, with provision for adequate congregational financial support and a commitment  
29 to the mission, program and financial support of the Diocese;

30 (g) Adoption of the following statement by at least ten confirmed communicants in good  
31 standing, sixteen years of age or older, who are members of the proposed mission, signi-  
32 fied by their signatures upon a copy of said statement, submitted to the Bishop prior to the  
33 consideration of convention of the request for admission: "We, the undersigned, being con-  
34 firmed communicants of the Episcopal Church, and being at least sixteen years of age, having  
35 formed ourselves into a congregation known as \_\_\_\_\_, at  
36 \_\_\_\_\_, North Carolina, do hereby certify that all requirements  
37 and conditions for admission to union with the Convention of the Diocese of East Carolina as  
38 contained in the Constitution and Canons of he Diocese have been met. We further certify that  
39 we hereby consent to be governed by the Constitution and Canons of the Episcopal Church, as  
40 established by its General Convention, and by the Constitution and Canons of the Diocese of  
41 East Carolina, and we recognize the Bishop of East Carolina as the Ecclesiastical Authority of

1 the Diocese, and as chief pastor and spiritual and ecclesiastical authority of the congregations  
 2 of the Diocese. We hereby request recognition as an organized mission of the Diocese and ad-  
 3 mission into union with the convention thereof In witness whereof, we have hereunto signed  
 4 our names, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.”

5 (h) Establishment of a relationship with a priest selected by the Bishop with the consent of the  
 6 Vestry, with provision for worship services and pastoral care for the congregation under terms  
 7 and conditions approved by the Bishop. Upon an affirmative vote of convention to any such  
 8 petition, the mission thus admitted shall immediately be seated in the convention of the dio-  
 9 cese, with full voice and vote, in accordance with the Constitution and Canons of the Diocese,  
 10 and shall thereafter comply fully with all the requirements of said Constitution and Canons,  
 11 and of the Constitution and Canons of the General Convention of the Episcopal Church and be  
 12 known as an organized mission of the Diocese of East Carolina.

13  
 14 Section 5. Parishes. A recognized congregation of the Diocese of East Carolina with at least  
 15 twenty-five confirmed communicants in good standing, 16 years of age or older, and in the  
 16 case of a new parish, which has existed as an organized mission of the diocese for at least one  
 17 year, and which has been admitted to union with the Convention of the Diocese as such, shall  
 18 be recognized as a parish. A mission of the Diocese shall be admitted to status as a parish by  
 19 vote of convention after certification by the Department of Mission and Development that the  
 20 following requirements and conditions have been met:

- 21 (a) Existence as an organized mission of the Diocese for a period of at least one year;
- 22 (b) Maintenance of a regular place of worship;
- 23 (c) Establishment of a relationship with a Rector under the Canons of the Diocese who is com-  
 24 pensated in accordance with guidelines established by the Clergy Salary Study Commission of  
 25 the Department of Administration;
- 26 (d) Full participation in the life of the Deanery in which it is located and in the life, mission  
 27 and ministry of the Diocese of East Carolina.

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## CANON 3

31

### Parish Meetings

32

33

34 Section 1. Annual Meeting. The Vestry shall call for an annual meeting of the communicants  
 35 of the parish. The annual meeting shall occur on the first Sunday of Advent unless the Vestry  
 36 designates another date. The annual meeting shall conduct Vestry elections, hear reports from  
 37 the Rector, the Wardens and each parish committee and organization, and discuss other matters  
 38 of interest to the congregation. Motions, resolutions, elections and all other matters presented  
 39 to a parish meeting for vote shall be decided by vote of the qualified members present and vot-  
 40 ing.

41

1 Section 2. Other Parish Meetings. Upon the call of the Vestry, a meeting of the communicants  
2 of the parish may be held at any stated time, upon notice of not less than one week to the Rec-  
3 tor and the communicants.

4

5 Section 3. Persons Qualified to Vote in Parish Meetings. A person who meets the qualifica-  
6 tions set forth in Article XIV of the Constitution of this Diocese may vote when present at any  
7 meeting of the parish.

8 Section 4. Bylaws. (a) A parish meeting may adopt bylaws

9 (1) for the orderly conduct of parish meetings;

10 (2) for the adoption of a rotating Vestry system as authorized by Canon 4, Section 3;

11 (3) for the election of members of the Vestry and, if so authorized by the Vestry, delegates  
12 to the Annual Convention; and

13 (4) for the orderly conduct of Vestry meetings and other business of the parish.

14 (b) Bylaws shall be consistent with the Constitution and Canons of this Church and this Dio-  
15 cese. (c) The Rector and the Senior Warden shall file a copy of the parish bylaws and any  
16 amendment thereto, certified by the Clerk of the Vestry, within thirty days after their adoption  
17 with the Ecclesiastical Authority of the Diocese for approval. The Ecclesiastical Authority  
18 may, upon the advice of the Chancellor, disapprove any bylaw which is inconsistent with the  
19 Constitution or Canons of the General Convention of the Protestant Episcopal Church in the  
20 United States of America, or with the Constitution or Canons of this Diocese. Any bylaw re-  
21 jected by the Ecclesiastical Authority shall be severable from the remainder and shall not alter  
22 the effectiveness of the remainder of the parish bylaws.

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## CANON 4 Vestries

28

29 Section 1. Vestry Declaration and Promise. Every person chosen as a member of a Vestry of  
30 a parish or mission of this Diocese shall qualify by subscribing to the following declaration  
31 and promise: "I do believe the Holy Scriptures of the Old and New Testaments to be the Word  
32 of God, and to contain all things necessary to salvation; and I do consent to be governed by  
33 the doctrine, discipline and worship of the Protestant Episcopal Church in the United States  
34 of America; and I promise that I will faithfully execute the office of member of the Vestry of  
35 \_\_\_\_\_ Parish or Mission in \_\_\_\_\_ (City or County), according to the  
36 best of my ability."

36

37 Section 2. Size and Composition. A Vestry shall have not fewer than three (3) or more than  
38 (12) members, confirmed adult communicants in good standing of the Episcopal Church as  
39 defined in Article XIV of the Constitution of this Diocese.

40 Section 3. Terms of Office. (a) The annual parish meeting shall elect a Vestry in accordance  
41 with one of the following alternative plans:

- 1 (1) Vestry Plan One. At each annual parish meeting all the members of the Vestry shall be  
2 elected to serve until the next annual parish meeting or until their successors are elected.
- 3 (2) Vestry Plan Two. The annual parish meeting may select, by vote of the annual parish  
4 meeting or bylaw, a rotating Vestry system with three-year terms. At the first election fol-  
5 lowing the adoption of this plan, one-third of the members shall be elected to serve one year,  
6 one-third for two years and one-third for three years. Thereafter, at the annual parish meeting,  
7 one-third of the Vestry shall be elected. Members of the Vestry shall serve until their succes-  
8 sors are elected.  
9
- 10 (3) Vestry Plan Three. The annual parish meeting may select, by vote of the annual parish  
11 meeting or bylaw, a rotating Vestry system with two-year terms. At the first election following  
12 the adoption of this plan, one-half of the Vestry shall be elected for one year and one-half shall  
13 be elected for two years. Thereafter, at each annual parish meeting, one-half of the Vestry  
14 shall be elected. Members of the Vestry shall serve until their successors are elected.
- 15 (b) A parish may provide that a retiring member of the Vestry shall not be eligible for re-  
16 election until a period of one year has elapsed between terms. No member shall serve for a  
17 period greater than three consecutive years on any Vestry until a period of at least one year has  
18 elapsed between terms, except as provided in Section 10(b) of this Canon.  
19  
20
- 21 Section 4. Wardens. (a) The Vestry shall elect annually a Senior Warden and a Junior Warden  
22 from among their own number. The Rector shall nominate the Senior Warden. If there is no  
23 Rector, the election of the Senior Warden shall proceed without such nomination.
- 24 (b) The Wardens shall: (1) provide the Elements for the Eucharist; (2) keep and disburse the  
25 alms when there is no Rector or Priest-in-Charge; (3) provide for the celebration of public  
26 worship and instruction of the congregation by clergy or a lay person licensed by the Eccle-  
27 siastical Authority; and (4) when there is no Rector or Priest-in-Charge, the Senior Warden  
28 shall preside at all meetings of the Vestry, Parish or Mission.  
29
- 30 Section 5. Clerk of the Vestry. (a) The Vestry shall annually elect a Clerk, who is not required  
31 to be a member of the Vestry. (b) The Clerk of the Vestry shall: (1) take and record the min-  
32 utes of all meetings of the Vestry; (2) attest to or certify the public acts of the Vestry; (3)  
33 preserve all records and papers of the Parish or Mission; (4) perform all other duties legally  
34 assigned to the Clerk of the Vestry; and (5) faithfully and promptly deliver all books, records,  
35 files and documents, including electronic files and storage devices, of the Parish or Mission to  
36 the succeeding Clerk.  
37
- 38 Section 6. Treasurer. (a) The Vestry shall elect a Treasurer, who is not required to be a member  
39 of the Vestry. (b) The Treasurer shall: (1) receive and disburse all monies collected under the  
40 direction of the Vestry or parish bylaw; (2) keep an accurate account of all monies received  
41 and report to the Vestry at least semi-annually or as directed (3) faithfully and promptly deliv-



1 er all books, records of account and financial documents, including electronic files and storage  
2 devices, of the Parish or Mission to the succeeding Treasurer.

3  
4 Section 7. Duties of the Vestry. (a) The Vestry shall act as the Trustees of the Parish or Mis-  
5 sion, and shall take charge of the property of the Parish or Mission. (b) The Vestry shall regu-  
6 late the temporal concerns of the Parish or Mission. (c) The Vestry shall elect and call a Rector  
7 for the Parish and provide for the Rector's maintenance. (d) The Vestry shall keep order in the  
8 Parish or Mission. (e) The Vestry shall act as helpers to the Rector or Priest-in-Charge in what-  
9 ever is appropriate to the laity for the furtherance of the Gospel.

10  
11 Section 8. Powers of the Rector. (a) The Rector or Priest-in-Charge of the Parish or Mission,  
12 or a member of the Vestry designated by the Rector, shall preside in all meetings of the Ves-  
13 try. Where there is no Rector or Priest-in-Charge, the Senior Warden shall preside at Vestry  
14 meetings as provided in Title II, Canon 4, Section 4 (b) (4). No Interim Rector shall preside at  
15 Vestry meetings unless so appointed by the Bishop.

16 (b) The Rector or Priest-in-Charge is entitled to vote only in case of a tie on any question ex-  
17 cept those in which he or she may be personally concerned.

18 (c) The Rector or Priest-in-Charge shall have the power to call special meetings of the Vestry  
19 at any time, giving reasonable notice and specifying the business for which the meeting is  
20 called.

21 Section 9. Vestry Meetings. (a) Regular meetings of the Vestry shall be held as the Vestry and  
22 Rector or Priest-in-Charge may determine, but there shall be no less than four meetings of the  
23 Vestry each year. (b) Upon request of three members of the Vestry, the Rector or Priest-in-  
24 Charge shall call a meeting of the Vestry. (c) Should the Rector or Priest-in-Charge refuse to  
25 call a meeting of the Vestry when required, the Wardens or any three Vestry members may call  
26 a meeting, provided they give reasonable notice to the Rector. (d) When the Rector or Priest-  
27 in-Charge is absent or the office is vacant, the Senior Warden or any two members of the Ves-  
28 try may call special Vestry meetings, upon giving reasonable notice.

29  
30 Section 10. Vacancies on Vestry. (a) A vacancy on the Vestry may occur by death, resignation  
31 or removal. A parish bylaw may authorize the remaining Vestry members to fill the vacancy  
32 by appointment to serve the remainder of the unexpired term or to serve until the next annual  
33 parish meeting when the meeting shall elect a person to serve the remainder of the unexpired  
34 term. (b) A parish bylaw may provide that a person who serves one year or less of an unex-  
35 pired term may be eligible immediately for election to a full term.

36  
37 Section 11. All Vestries of the Diocese of East Carolina shall be required to pay the insurances  
38 associated with the operation of their parish in accordance with Diocesan policy. These insur-  
39 ances shall include, but are not limited to the following: (a) adequate property, liability and  
40 casualty insurance, (b) workers compensation, (c) Officer and Director's Liability, (d) clergy  
41 and lay pension premiums, (e) clergy and lay medical and dental insurance.

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## CANON 5

### Duties of the Members of the Church

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3  
4 Section 1. The members of this Church shall conform to its teachings and to the Creed upon  
5 which it is founded, and shall as far as in them lies, live in the exercise of those Christian  
6 principles and duties prescribed in the Holy Scriptures and illustrated in the Book of Com-  
7 mon Prayer, and shall further instruct their families and those dependent on them in like duties  
8 and principles both by example and precept. They shall use all sober and godly conversation,  
9 shall daily exercise family worship, be charitable in act and works, and shall celebrate and  
10 keep holy the Lord's Day, giving all due attention to the Services of the Church and to pub-  
11 lic worship. Section 2. It is expected that all adult members of this Church, after appropriate  
12 instruction, will have made a mature public affirmation of their faith and commitment to the  
13 responsibilities of their Baptism, and will have been confirmed or received by a Bishop of this  
14 Church or by a Bishop of a Church in communion with this Church.  
15

## CANON 6

### Dissolution and Suspension of Parishes and Missions

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19  
20 Section 1. When, in the judgment of the Bishop of the Diocese, a parish does not give promise  
21 of such sufficient strength as will enable it to maintain its organization, whether from lack of  
22 communicants, or from any other cause, this judgment shall be reported to the Convention,  
23 which shall thereupon take such action as may seem good.  
24 Section 2. In the event of the dissolution of any Parish or Mission by the Convention, the real  
25 and personal property of the Parish or Mission shall immediately vest in the Trustees of the  
26 Diocese, in trust for the dissolved Parish or Mission. The Trustees may require an audit of the  
27 assets and liabilities of Parish or Mission, to be paid for out of the assets of the Parish or Mis-  
28 sion. The Trustees may dispose of the personal property, and shall retain the proceeds in trust  
29 for the dissolved Parish or Mission. Within six months following any dissolution of a Parish or  
30 Mission a study of the potential for mission and ministry on the site of any real property vest-  
31 ing in the Trustees as a result of the dissolution shall be conducted by a committee appointed  
32 by the Bishop and a report of that study shall be sent to the Department of Mission and Devel-  
33 opment and to the Executive Council. If the Department and the Executive Council determine  
34 together that the Parish or Mission should not be reorganized on the site of the existing real  
35 property, all property held in trust by the Trustees for the Parish or Mission shall be freed of  
36 the trust and thereafter shall be held, administered and disposed of by the Trustees as property  
37 of the Diocese in its own right as provided by Canon I.12. Section 3. Whenever the penalty  
38 of exclusion or suspension from Lay representation in the Convention shall be inflicted on a  
39 Parish or Mission, as provided in Section 5 of Article IV of the Constitution, the sentence shall  
40 specify on what terms or at what time said penalty shall cease.  
41





1 to the Secretary of Convention, who shall record it. Such record shall be sufficient evidence of  
2 the relation between the Minister and the Parish.

3  
4 Section 5. A Rector is settled, for all purposes here and elsewhere mentioned in these Canons,  
5 who has been engaged permanently by any parish, according to the rules of the Diocese, or for  
6 any term of not less than one year.

7  
8 Section 6. The Rector or Priest-in-Charge of a parish or mission shall have the authority to  
9 select and call an assistant, by whatever title called, with the consent of the Vestry of the par-  
10 ish or mission. Any assistant clergy shall serve under the authority and direction of the Rector  
11 or Priest-in-Charge. Before beginning the process of selection, the Rector or Priest-in-Charge  
12 shall discuss with the Bishop and the Vestry the Parish or Mission's readiness to call an assis-  
13 tant and present a draft job description. The Rector or Priest-in-Charge shall discuss a list of  
14 candidates and job description of the assistant with the Bishop before the final selection is  
15 made. Before issuing a call of any assistant the name of the Member of the Clergy proposed  
16 for selection shall be made known to the Bishop, and the Bishop shall have sufficient time,  
17 not exceeding sixty days to communicate with the Rector or Priest-in-Charge and the Vestry  
18 on the selection. Any assistant selected shall serve at the discretion of the Rector or Priest-  
19 in-Charge but may not serve beyond the period of service of the Rector or Priest-in-Charge  
20 except that, pending the call of a Rector, Priest-in-Charge, or full-time Interim Priest, the as-  
21 sistant may continue in the service of the Parish or Mission if requested to do so by the Vestry,  
22 and under such terms and conditions as the Bishop shall determine in consultation with the  
23 Vestry. No assistant may succeed directly to the position of Rector, Priest-in-Charge, or Inter-  
24 im Priest in any parish in which the assistant is currently serving in the event of the removal,  
25 resignation or death of the Rector or Priest-in-Charge.

26  
27 Section 7. When a parish is vacant, or when a mission is vacant and the Bishop has authorized  
28 the Vestry to call a priest-in-charge, a priest may be called as Interim Rector with the consent  
29 of the Bishop with all rights and responsibilities attaching to that office except tenure. The  
30 Interim Rector shall serve in accordance with the terms and conditions of a written letter of  
31 agreement mutually agreeable to the priest, the Vestry and the Bishop. An Interim Rector may  
32 or may not be eligible to become the settled Rector or Priest-in-Charge of the congregation,  
33 and such eligibility shall be determined in accordance with the wishes of the Bishop prior to  
34 entering into an agreement with the proposed Interim Rector and shall be set forth in the letter  
35 of agreement adopted by the parties.

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## CANON 4

### Registration, Reports, etc.

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4 Section 1. Private and Parish Registers. Each member of the Clergy of this Diocese shall keep  
5 a register of all baptisms, confirmations, marriages and funerals performed within his or her  
6 parish or cure, specifying the names of the persons in each instance, the parentage and date of  
7 birth of those baptized, with the names of their sponsors or witnesses and the time when each  
8 rite was performed, which register shall be transcribed at least once each month into a book  
9 provided for the purpose by the Vestry of the Parish or Mission.  
10

11 Section 2. List of Communicants, etc. It shall also be the duty of each member of the Clergy to  
12 keep a list of the communicants within the Parish or Mission, and, so far as practicable, of the  
13 families and adult persons within the same, to remain for the use of the Parish and any succes-  
14 sor called by the Parish.  
15

16 Section 3. Parochial Reports.

17 (a) It shall be the joint duty of the Rector or Priest in Charge and the lay leadership to report  
18 annually to the Bishop, through the Secretary of Convention, not later than March 1st pre-  
19 ceeding the Annual Convention, all official acts performed since the last such report to and  
20 including December 31st of the preceding year, and all information concerning the state of  
21 the Parish, Mission or other Cure, according to the form prescribed by the Executive Council  
22 of the General Convention. Each such report shall also include all official acts performed by  
23 the Rector or Priest in Charge outside the Parish, Mission or Cure. The Vestry's approval is  
24 required before filing the Parochial Report. (b) In the case of a Parish without a Rector, Priest  
25 in Charge or Interim Rector, it shall be the duty of the Vestry to make the required Parochial  
26 Report. (c) In making the Parochial Report, all communicants shall be included, except those  
27 who have been repelled by the proper authority under Canon I.17 of the Canons of the General  
28 Convention.  
29

30 Section 4. Annual Audit Report. The Vestry of each Parish or Mission shall provide for an  
31 Annual Audit of all accounts. Such audit shall conform to the requirements of Canon I.7 of the  
32 Canons of the General Convention. The Vestry shall review the Audit Report and recommen-  
33 dations and file them together with an action plan to correct any deficiencies with the Bishop  
34 or Ecclesiastical Authority not later than September 1 following the close of the Parish or Mis-  
35 sion's fiscal year.  
36

37 Section 5. Penalties. Failure to keep records or to file the reports required by this Canon or by  
38 the Canons of General Convention shall result in the imposition of those penalties set forth in  
39 Article IV, Section 5(b) of the Constitution of the Diocese.  
40  
41

1 Section 6. Transfer of Communicants. It shall be the duty of the Rector or Minister in Charge  
 2 of every Parish or Mission, learning of the removal of any communicant of the minister's Par-  
 3 ish or Mission to another cure, without having secured a letter of transfer as provided for by  
 4 General Church Canons Title I, Canon 17, Section 4, paragraph (a), with the consent of said  
 5 communicant, to transfer the communicant to the new Cure.

6  
 7 Section 7. Disclosure of Parish Register. It shall be the duty of the Rector or Minister in Charge  
 8 of a Parish or Mission to submit for the Bishop's examination at the time of the Bishop's annu-  
 9 al visitation the Parish Register. The Bishop shall determine that all entries are properly made,  
 10 all members accounted for and that the register is properly indexed.

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 13  
 14 **CANON 5**  
 15 **Clergy Liable to Missionary Duty**  
 16

17 All members of the Clergy of the diocese receiving aid from its missionary funds or from the  
 18 General Missionary funds, shall perform such missionary duties within the Diocese as may be  
 19 prescribed by the Bishop, and the amount of compensation therefore shall be fixed from time to  
 20 time by the Executive Council.

21  
 22 **CANON 6**  
 23 **Dissolution of the Relationship between Congregation and Priest**  
 24

25 Section 1. Except under mandatory resignation by reason of age, a Rector may not resign as  
 26 Rector of a congregation without the consent of its Vestry, nor may any Rector canonically or  
 27 lawfully elected and in charge of a congregation be removed therefrom by the Vestry against  
 28 the Rector's will, except as provided in this Canon.

29  
 30 Section 2. If for any urgent reason a Rector or Vestry desires a dissolution of the pastoral rela-  
 31 tionship between the priest and the congregation, and the parties cannot agree, either the priest  
 32 or the Vestry, but no other person or group, may give notice in writing to the Ecclesiastical Au-  
 33 thority of the Diocese. Whenever the Standing Committee is the Ecclesiastical Authority of the  
 34 Diocese, it shall request the Bishop of another Diocese to perform the duties of Bishop under  
 35 this Canon.

36  
 37 Section 3. Within sixty days of receipt of the written notice the Bishop as chief pastor of the  
 38 Diocese shall mediate the differences between Rector and Vestry in every informal way which  
 39 the Bishop deems proper, including the appointment of a consultant to confer in the matter,  
 40 and may appoint a committee of at least one priest and one lay person, none of whom may be  
 41 members of the congregation involved, to make a report to the Bishop.

- 1 Section 4. If differences between the parties are not resolved after completion of the mediation,  
2 the Bishop shall proceed as follows:
- 3 (a) The Bishop shall give written notice to the Rector and the Vestry that a godly judgment will  
4 be rendered in the matter after consultation with the Standing Committee and that either party  
5 has the right within ten days to request in writing an opportunity to confer with the Standing  
6 Committee before it consults with the Bishop.
- 7 (b) If a timely request is made, the President of the Standing Committee shall set a date for a  
8 conference, which will be held within thirty days.
- 9 (c) At the conference, each party shall be entitled to representation and to present its position  
10 fully.
- 11 (d) Within thirty days after the conference or after the Bishop's notice if no conference is re-  
12 quested, the Bishop shall confer with and receive the counsel of the Standing Committee, which  
13 shall not be binding upon the Bishop and which the Bishop shall consider along with such other  
14 information as the Bishop deems proper; thereafter, the Bishop, as final arbiter and judge, shall  
15 render a godly judgment.
- 16 (e) Upon the request of either party the Bishop shall explain the reasons for the judgment. If the  
17 explanation is in writing, copies shall be delivered to both parties.
- 18 (f) If the pastoral relation is to be continued, the Bishop shall require the parties to agree on  
19 definitions of responsibility and accountability for the Rector and the Vestry.
- 20 (g) If the relation is to be dissolved:
- 21 (1) The Bishop shall direct the Secretary of Convention to record the dissolution.
- 22 (2) The judgment shall include such terms and conditions including financial settlements  
23 as shall seem to the Bishop just and compassionate.
- 24
- 25 Section 5. In either event the Bishop shall offer appropriate supportive services to the Priest and  
26 the congregation.
- 27
- 28 Section 6. In the event of the failure or refusal of either party to comply with the terms of the  
29 judgment, the Bishop may impose such penalties as are consonant with the Constitution and  
30 Canons of the General Convention of the Episcopal Church, and of the Diocese of East Caro-  
31 lina, including the following:(a) In the case of a priest, suspend the priest from the exercise of  
32 the priestly office until the priest shall comply with the judgment. (b) In the case of the Vestry,  
33 invoke any available sanctions including those set forth in Article IV of the Constitution of the  
34 Diocese until it has complied with the judgment.
- 35
- 36 Section 7. For cause, the Bishop may extend the time periods specified in this Canon, provided  
37 that all be done to expedite these proceedings. All parties shall be notified in writing of the  
38 length of any extension.
- 39
- 40 Section 8. (a) Statements made during the course of proceedings under this Canon are not  
41 discoverable nor admissible in any proceedings under Title IV of the Canons of the Episcopal

1 Church, or under Title III, Canon 7 of the Canons of this Diocese, provided that this does not  
2 require the exclusion of evidence in any proceeding under the Canons which is otherwise dis-  
3 coverable or admissible.

4 (b) In the course of proceedings under this Canon, if a charge is made by the Vestry against  
5 the Rector that could give rise to a disciplinary proceeding under Title IV of the Canons of the  
6 Episcopal Church or Title III, Canon 7 of this Diocese, all proceedings under this Canon shall  
7 be suspended until the charge has been resolved or withdrawn.

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## CANON 7

### Ecclesiastical Discipline

Section 1. Purpose. Those provisions of Title IV of the Canons of The Episcopal Church which are applicable to the Diocese are hereby incorporated as part of this Title. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV of the Canons of The Episcopal Church, the provisions of Title IV of the Canons of The Episcopal Church shall govern. Any terms not defined herein are defined in Title IV of the Canons of The Episcopal Church.

Section 2. Multi Diocese Agreement. The Diocese may enter into an Agreement to develop and share a Disciplinary Board and/or other resources necessary to implement Title IV of the Canons of The Episcopal Church with one or more other dioceses as authorized by Canon IV.5.3(i) of the Canons of The Episcopal Church (an "Agreement"). An Agreement and any amendment to it must be signed by the Bishop and ratified by Convention in like manner as for an amendment to the Diocese's Canons before becoming effective. During the effectiveness of an Agreement, the provisions of this Title below shall apply except as modified by the Agreement.

Section 3. Discipline Structure.

(a) Disciplinary Board. The Board shall consist of eleven persons, six of whom are members of the Clergy and five of whom are Laity.

(b) Clergy Members. The Clergy members of the Board shall be in good standing, and canonically and geographically resident in the Diocese.

(c) Lay Members. The lay members of the Board shall be confirmed Adult Communicants in Good Standing, and geographically resident in the Diocese.

(d) Election. The members of the Board shall be elected by the annual Diocesan Convention. Each member shall be elected for a three (3) year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being

1 replaced. The terms of the members shall commence on the day immediately after the conclu-  
2 sion of the Diocesan Convention in which they are elected. The terms of office of the Board  
3 shall be staggered and arranged into three classes.

4  
5 (e) Election of First Disciplinary Board. The Bishop, with the advice and consent of the  
6 Standing Committee, shall appoint the initial members of the Disciplinary Board. The term of  
7 the initial members of the Disciplinary Board shall be from July 1, 2011 until the conclusion  
8 of the 2012 Diocesan Convention. At the 2012 Diocesan Convention, the Convention shall  
9 elect all eleven members of the Disciplinary Board. Of the six clergy members, two shall serve  
10 a one year term, two shall serve a two year term, and two shall serve a three year term. Of the  
11 five lay members of the Disciplinary Board, one shall serve a one year term, two shall serve a  
12 two year term, and two shall serve a three year term. Beginning at the 2013 Diocesan Conven-  
13 tion and each Diocesan Convention thereafter all persons elected to the Disciplinary Board  
14 shall be elected to a three year term in accordance with the terms of Section 3(d) above.

15  
16 (f) Vacancies. Vacancies on the Board shall be filled as follows:

17 (i) If a vacancy is created for any reason other than pursuant to a challenge as  
18 provided below, the term of any person selected as a replacement Board member shall be until  
19 the next Diocesan Convention. If a vacancy results from a challenge, the replacement Board  
20 member shall serve only for the proceedings for which the elected Board member is not serv-  
21 ing as a result of the challenge.

22 (ii) The Standing Committee shall appoint replacement Board members.

23 (iii) Persons appointed to fill vacancies on the Board shall meet the same eligibil-  
24 ity requirements as elected Board members.

25 (iv) When a vacancy exists, the President of the Board shall notify the President  
26 of the Standing Committee and the Bishop of the vacancy and request appointment of a re-  
27 placement member of the same order as the member to be replaced.

28  
29 (g) Preserving Impartiality. In any proceeding under this Title, if any member of any  
30 panel of the Board at any stage of the process shall become aware of a personal conflict of  
31 interest or undue bias, that member shall immediately notify the President of the Board and  
32 request a replacement member of the Panel. Respondent's Counsel and the Church Attor-  
33 ney shall have the right to challenge any member of a Panel for conflict of interest or undue  
34 bias by motion to the Panel for disqualification of the challenged member. The members of  
35 the Panel not the subject of the challenge shall promptly consider the motion and determine  
36 whether the challenged Panel member shall be disqualified from participating in that proceed-  
37 ing.

38  
39 (h) President. Within sixty (60) days following the Diocesan Convention, the Board  
40 shall convene to elect a President to serve one annual term beginning upon the day of selection  
41 until the date the following year that the next President is selected.



1 (i) Intake Officer. After consultation with the Board, the Bishop shall appoint one or  
2 more Intake Officers. The Bishop shall publish the name(s) and contact information of the  
3 Intake Officer(s) throughout the Diocese.

4  
5 (j) Investigator. After consultation with the President of the Board, the Bishop shall  
6 appoint one or more Investigator(s). The Investigator may, but need not, be a Member of the  
7 Church.

8  
9 (k) Church Attorney. Within sixty (60) days following each Diocesan Convention, the  
10 Bishop, with the advice and consent of the Standing Committee, shall appoint an attorney to  
11 serve as Church Attorney for the following calendar year. The person so selected must be a  
12 Member of the Church and a duly licensed attorney, but need not reside within the Diocese.

13  
14 (l) Pastoral Response Coordinator. The Bishop may appoint a Pastoral Response Coor-  
15 dinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral  
16 responses provided for in Title IV.8 of the Canons of General Convention. The Pastoral Re-  
17 sponse Coordinator may be the Intake Officer, but shall not be a person serving in any other  
18 appointed or elected capacity under this Title.

19 (m) Advisors. In each proceeding under this Title, the Bishop shall make available an  
20 Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors  
21 shall hold no other appointed or elected position provided for under this Title, and shall not  
22 include the Chancellor or any Vice Chancellor of this Diocese or any person likely to be called  
23 as a witness in the proceeding. No Respondent or Complainant shall be required to accept the  
24 services of any Advisor made available by the Bishop. Any Respondent or Complainant may  
25 use the services of any Advisor of his or her choice after designating that person as Advisor in  
26 writing to the Intake Officer.

27  
28 (n) Clerk. The Board shall appoint a Board Clerk to assist the Board with records man-  
29 agement and administrative support. The Clerk may be a member of the Board.

30  
31 Section 4. Costs and Expenses.

32 (a) Costs Incurred by the Church. The reasonable costs and expenses of the Board, the  
33 Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Re-  
34 sponse Coordinator shall be the obligation of the Diocese, subject to budgetary constraints.

35  
36 (b) Costs Incurred by the Respondent. In the event of a final Order dismissing the com-  
37 plaint, or by provisions of an Accord approved by the Bishop, the reasonable defense fees and  
38 costs incurred by the Respondent may be reimbursed by the Diocese, subject to budgetary  
39 constraints.

1 Section 5. Records.

2 (a) Records of Proceedings. Records of active proceedings before the Board, includ-  
3 ing the period of any pending appeal, shall be preserved and maintained in the custody of the  
4 Clerk, if there be one, otherwise by the Diocesan offices.

5 (b) Permanent Records. The Bishop shall make provision for the permanent storage of  
6 records of all proceedings under this Title at the Diocese and the Archives of The Episcopal  
7 Church, as prescribed in Title IV of the Canons of The Episcopal Church.

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9

10 **TITLE IV. Church Institutions.**

11

12 **CANON 1**

13 **The Episcopal Foundation of The**  
14 **Diocese of East Carolina, Incorporated**

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16  
17 Section 1. The Episcopal Foundation of The Diocese of East Carolina, Incorporated, herein  
18 called the Foundation, is a diocesan corporation created under the laws of the State of North  
19 Carolina for the purpose of holding, managing and investing property of the Diocese of East  
20 Carolina, either temporarily, for a specified or indefinite period of time, or permanently, and  
21 for the purpose of providing (1) funds, the income from which is to be used for the promotion  
22 of new work in the Diocese of East Carolina and for the development of the religious, educa-  
23 tional and charitable work of the Protestant Episcopal Church in the Diocese of East Carolina,  
24  
25  
26 (2) funds to be used for making loans to parishes, missions, diocesan institutions and church  
27 organizations for capital improvements, and (3) funds for capital grants to parishes, missions,  
28 diocesan institutions and church organizations for capital improvements.

29 Section 2. The Foundation is authorized to receive gifts, devises and bequests of real and  
30 personal property from individuals, contributions or donations from churches, corporations  
31 and organizations, transfers of funds from the Treasurer of the Diocese pursuant to Title I,  
32 Canon 5, and transfers of property from the Trustees of the Diocese pursuant to Title I, Canon  
33 12, Section 3. Money or property given by donors to the Foundation without restrictions on  
34 disposition or use may be placed in an income fund, a loan fund, a capital grant fund or an  
35 unrestricted fund in the discretion of the Board of Directors of the Foundation. Gifts will be  
36 accepted subject to restrictions by donors that only income from gifts may be spent, that the  
37 principal may be used only for revolving loans or for capital grants, or that the gifts or the  
38 income therefrom may be used only for designated purposes in or for the benefit of the Dio-  
39 cese of East Carolina; provided, however, that the Foundation may decline to accept any gift,  
40 bequest or devise the purpose of which does not conform to the purposes set out in Section 1  
41 of this Canon and the charter of the Foundation, or which would be burdensome or impractical  
to administer.

1 Section 3. The operation of the Foundation shall be under the control of its Board of Directors,  
2 who shall be elected by the Diocesan Convention as set out in the by-laws of the Foundation.  
3 Foundation income available for expenditure for diocesan purposes, after payment of operat-  
4 ing expenses of the Foundation, and funds available for loans and grants to churches or other  
5 recipients thereof shall be paid to the Treasurer of the Diocese for disbursement.

6  
7 Section 4. The Board of Directors of the Foundation shall annually make a report to the Dioc-  
8 esan Convention showing the names of the several funds, trusts or endowments held by it, the  
9 sources, dates and amounts thereof, the terms governing the use of principal and income, the  
10 manner in which the funds are invested, the disbursements or payments made during the year  
11 and the purposes for which said disbursements have been made. The Board of Directors of the  
12 Foundation shall make a similar report to the Executive Council as often as required by the  
13 Executive Council and not less frequently than each six months.

## 14 15 16 CANON 2 17 18 The Church Pension Fund

19  
20 Section 1. In conformity with the legislation adopted by the General Convention of 1913, pur-  
21 suant to which The Church Pension Fund was duly incorporated, and in conformity with the  
22 Canon of the General Convention, "Of the Church Pension Fund," as heretofore amended  
23 and as it may hereafter be amended, the Diocese of East Carolina hereby accepts and acknowl-  
24 edges The Church Pension Fund, a corporation created by Chapter 97 of the Laws of 1914  
25 of the State of New York as subsequently amended, as the authorized and approved pension  
26 system for the clergy of the Protestant Episcopal Church in the United States of America and  
27 for their dependents, and declares its intention of supporting said Fund in accordance with its  
28 Rules.

29  
30 Section 2. The Bishop of this Diocese shall appoint annually during the opening of Conven-  
31 tion a Church Pension Fund Committee to consist of three presbyters and two lay persons, for  
32 a term of one year and until their successors shall have been appointed or qualified, and the  
33 Bishop may from time to time fill by appointment any vacancies in said Committee caused by  
34 resignation, death or inability to act.

35  
36 Section 3. The duties of said Committee shall be as follows:  
37 (a) To be informed of, and to inform the Clergy and the Laity of this Diocese of the pension  
38 system created by the General Convention and committed to it by the Trustees of the Church  
39 Pension Fund, in order that the ordained clergy of the Church may be assured of pension pro-  
40 tection for themselves in the event of old age or total and permanent disability and for their  
41 surviving spouse and surviving minor children, if any, in the event of death.  
(b) To receive reports from The Church Pension Fund from time to time on the status of the

1 pension assessments payable to said Fund, under its Rules and as required by Canon Law, by  
2 this Diocese and by Parishes, Missions and other ecclesiastical organizations within the Dio-  
3 cese.

4 (c) To make an annual report to the Convention of this Diocese on such matters relating to the  
5 Church Pension Fund as may be of interest to the said Convention.

6 (d) To cooperate with the Church Pension Fund in doing all things necessary or advisable in  
7 the premises to the end that the Clergy of this Diocese may be assured of the fullest pension  
8 protection by said Fund under its established Rules.

9  
10 Section 4. It shall be the duty of this Diocese and of the Parishes and Missions and other eccle-  
11 siastical organizations therein, each through its Treasurer and other proper official, to inform  
12 the Church Pension Fund of salaries and other compensation paid to members of the Clergy by  
13 said Diocese, Parishes, Missions and other ecclesiastical organizations for services rendered,  
14 currently or in the past, prior to their becoming beneficiaries of said Fund, and changes in such  
15 salaries and other compensation as they occur; and to pay promptly to The Church Pension  
16 Fund the pension assessments required thereon under the Canons of the General Convention  
17 and in accordance with the Rules of said Fund.

18  
19 Section 5. It shall be the duty of every member of the Clergy canonically resident in or serv-  
20 ing in this Diocese to inform The Church Pension Fund promptly of such facts as date of birth,  
21 ordination, reception, or marriage, birth of children, deaths and changes in cures or salaries, as  
22 may be necessary for its proper administration and to cooperate with said Fund in such other  
23 ways as may be necessary in order that said Fund may discharge its obligations in accordance  
24 with the intention of the General Convention in respect thereto.

25  
26 Section 6. It shall be the duty of this Diocese and of the Parishes and Missions and other  
27 ecclesiastical institutions and organizations therein, to participate in all medical care, hospi-  
28 talization, health, accident and life insurance plans for clergy which are made mandatory on a  
29 nation-wide basis for clergy of the Episcopal Church by action of the General Convention, or  
30 under its authority, and to pay promptly to The Church Pension Fund the premiums or assess-  
31 ments required to maintain such coverage in accordance with the Rules of the Fund. The Dioc-  
32 esan Convention, or when it is not sitting the Executive Council, shall make all decisions and  
33 take all action to carry out the provisions of this Canon.

34  
35 Section 7. Lay Pension Plans.

36 (a) All Parishes, Missions and other ecclesiastical organizations or bodies subject to the author-  
37 ity of this Diocese, and any other societies, organizations, or bodies in the Church which under  
38 the regulations of The Church Pension Fund have elected or shall elect to come into the pen-  
39 sion system, shall provide all lay employees who work a minimum of 1,000 hours annually,  
40 retirement benefits through participation in the Episcopal Church Lay Employees Retirement  
41 Plan (ECLERP) or in an equivalent plan, the provisions of which are at least equal to those of

- 1 ECLERP. Such participation shall commence no later than January 1, 1993. At its commence-  
2 ment, if the plan is a defined benefit plan, the employer contribution shall be not less than 9  
3 percent of the employee's salary; if the plan is a defined contribution plan, the employer shall  
4 contribute not less than 5 percent and agree to "match" employee contributions of up to an-  
5 other 4 percent.
- 6 (b) The employer may impose a minimum age of 21 years and a minimum employment period  
7 not to exceed one year of continuous employment before an employee would be eligible to  
8 participate.
- 9 (c) The Trustees of The Church Pension Fund shall have authority to increase or decrease the  
10 contribution percentages as required for the lay pension plan.

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14 **CANON 3**  
15 **Trinity Center**  
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17 Section 1. There shall be a Board of Managers of Trinity Center consisting of twelve persons,  
18 clergy and lay, elected by the Convention on the nomination of the Bishop, for three year  
19 terms, provided that the terms of the initial members elected by Convention on nomination  
20 of the Bishop shall be four members elected for a one year term, four members elected for a  
21 two year term, and four members elected for a three year term. The Bishop shall be ex officio  
22 Chair of the Board of Managers.

23  
24 Section 2. The function of the Board of Managers is to oversee the operation and management  
25 of Trinity Center, including, but not limited to, the employment of a Director, formulating and  
26 administering an annual budget, performing an annual audit, establishing rules and regulations  
27 for sound and efficient management and performing such other duties as may be attendant  
28 thereto or directed by Convention.

29  
30 Section 3. Any vacancy occurring on the Board of Managers may be filled by the Bishop until  
31 the next Convention when a new member shall be elected upon nomination by the Bishop for  
32 the completion of the unexpired term.

33  
34 Section 4. The Board of Managers shall make an annual report to Convention.  
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37 **CANON 4**  
38 **Commission on Planning, Design and Construction**  
39 **Reserved for future use.**  
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## CANON 5

### Trustees of the University of the South

Section 1. The Convention in the Diocese of East Carolina shall elect one presbyter and two lay communicants to serve for a term of three (3) years as Trustees of the University of the South, which terms shall be staggered.

Section 2. Trustees so elected shall meet the following criteria:

(a) Trustees shall be personally committed to the aims and purposes of the University as set forth in its Mission Statement and Constitution, Ordinances and other governing documents.

(b) Each Trustee shall demonstrate his or her personal commitment to the University by, among other things, attending the Board of Trustees annual May meeting, such other special

meetings as may be called, and one orientation session for new Trustees, which sessions are held immediately prior to each annual meeting. Trustees shall also familiarize themselves with the Trustee Handbook and the University's governing documents, including its charter, as amended, Constitution and Ordinances.

(c) Trustees shall serve as direct communicators between the University and the Diocese from with the Trustee was elected, and shall timely inform the Diocese of the actions of the Boards of Trustees and Regents and the University administration.

(d) Trustees shall provide a meaningful level of annual financial support to the University as a symbol of their commitment to its mission and financial well-being.

Section 3. In the event a Trustee becomes unwilling or unable to serve, the Bishop of this Diocese shall nominate a qualified communicant to complete the remainder of the term.

### **TITLE V. Amendment; Effective Date; Repealer.**

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## CANON 1

### Amendment of Canons

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Section 1. Amendments to the Canons shall be made in accordance with Article XV of the Constitution, and shall take effect upon their passage, unless otherwise ordered by the Convention.

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Section 2. The Chair of the Committee on Constitution and Canons, together with the Chancellor and the Secretary of Convention, or the designees of each of them, shall review all changes made to the Constitution and Canons within 120 days after the Convention adjourns. This subcommittee shall be known as the Editing Subcommittee and shall have the power to correct references made in any Canon to another, to renumber and determine the proper

1 arrangement of the Constitution and Canons, and make minor grammatical or editorial cor-  
 2 rections that do not alter or change the substantive meaning or purpose of the enacted amend-  
 3 ment, which changes shall then be certified by Executive Council. The Secretary of Conven-  
 4 tion shall publish the certified changes.

5

6 Section 3. (a) If a Canon, a Section of a Canon or Clause of a Section of a Canon is to be  
 7 amended or added, the enactment shall be in substantially one of the following forms:

8 (i) “Canon (cited as provided in Title V, Canon 4) is hereby amended by adding a Sec-  
 9 tion (or Clause) reading as follows: (here insert the text of the amendment or addition);”

10 or

11 (ii) Canon (cited as provided in Title V, Canon 4) is hereby amended by adding Section  
 12 (or Clause) reading as follows: (here insert the text of the new Section or Clause).”

13 (b) If amendments are to be made at one meeting of the Annual Convention to more than  
 14 one-half of the Canons in a single Title of the Canons, the enactment may be in the following  
 15 form: “Title (number) of the Canons is hereby amended to read as follows: (here insert the  
 16 new wording of all Canons in the Title whether or not the individual Canon is amended).”

17 (c) In the event of insertion of a new Canon, or a new Section or Clause in a Canon, or of the  
 18 repeal of an existing Canon, or of a Section or Clause, the numbering of the Canons, or of a  
 19 division of a Canon, which follows shall be changed accordingly without the necessity of en-  
 20 acting an amendment or amendments to that effect.

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## CANON 2

23

### Effective Date of Canons

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26 These canons shall become effective upon ratification by the Convention of the Diocese of  
 27 East Carolina, and all subsequent canons and amendments ratified by the Convention of the  
 28 Diocese shall take effect immediately upon adjournment unless otherwise specified in the  
 29 newly adopted canon or amendment. Additional canons enacted by the Convention of the  
 30 Diocese shall be grouped under the appropriate title, and numbered consecutively within the  
 31 separate titles of the canons.

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## CANON 3

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### Official Copies of Constitution and Canons

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36 There shall be provided by the Secretary of the Convention three official copies of the Consti-  
 37 tution, Canons and Rules of Order as they now exist, each certified by the Secretary that it is  
 38 a correct copy. One shall be delivered to the Bishop of the Diocese, one kept by the Secretary  
 39 of the Diocese, and one delivered to the Chancellor of the Diocese; and as changes are made  
 40 from time to time certified copies of said changes shall be furnished by the Secretary to each  
 41 of said officials to the end that there shall always be preserved for the use of the officials of the  
 Diocese three sets of these documents.

