CONSTITUTION

and

CANONS

FOR THE GOVERNMENT OF THE CHURCH

IN THE

DIOCESE OF SPRINGFIELD

STATE OF ILLINOIS

Adopted and Amended
By the Synod through October 22, 2011
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CONSTITUTION

THE DIOCESE OF SPRINGFIELD

Article I

Title and Bounds of Diocese

This Diocese shall be known and distinguished as the DIOCESE OF SPRINGFIELD; said Diocese shall contain that portion of the State of Illinois lying south of the counties of Woodford, Livingston, Ford and Iroquois, and east of the Illinois River.

Article II

Accession to the General Convention

The Church in the Diocese of Springfield accedes to the Constitution and Canons of the Episcopal Church in the United States of America, which is the One, Holy, Catholic, and Apostolic Church in this land; and recognizes the Constitutional authority of the General Convention of the same.

Article III

Ecclesiastical Authority

The Ecclesiastical Authority of the Diocese shall be the Bishop, or if there be no Bishop, then the Bishop Coadjutor; or if there be no Bishop Coadjutor, then the Suffragan Bishop, senior in Consecration; or if there be no Suffragan Bishop, then the Standing Committee.

Article IV

Regular and Special Synods

Section 1. There shall be one Regular Synod of the Church in the Diocese each year, to be held during the Month of October, the exact day and place being fixed by the Ecclesiastical Authority.

Section 2. The Ecclesiastical Authority may call Special Synods and fix the time, place, and date they shall convene.

Section 3. Notice of the time, place and date when every Synod, Regular or Special, is to convene shall be given by a letter addressed to every Clergyman, and to the Wardens of every Parish and Organized Mission in the Diocese at least thirty days before the time appointed. The notice in case of a Special Synod shall also specify the purpose for which the Special Synod is called, and no business shall be transacted at such meeting other than as stated in the notice.

Section 4. The Synod shall have power to provide for all matters not governed by the Constitution and the Canons of the General Church or by this Constitution.
Article V

Members of the Synod

Section 1.
The Synod shall be composed of Clergy and Laity.

Section 2.
The Bishop, the Bishop Coadjutor, and the Suffragan Bishop, if there be such, and every Clergyman canonically resident in this Diocese, who shall be regularly admitted and settled in some Parish, Mission, or Missions in union with the Synod, shall be entitled to a seat and vote in the Synod. Furthermore, any Clergyman canonically resident in the Diocese otherwise engaged as a teacher, chaplain, or officer of a school of learning, Chaplain of the Armed Forces of the United States, or retired, may have a seat and vote in the Synod if the Ecclesiastical Authority of the Diocese has no objection, except as otherwise provided by this Constitution.

Section 3.
Every Parish in union with the Synod of the Diocese, and every canonically organized Mission of this Diocese, having fifty or fewer communicants in good standing, as defined in the Canons of this Diocese, shall be entitled to one Lay Delegate. Each Parish or Mission having a larger number of communicants, shall be entitled to an additional Lay Delegate for each fifty communicants in good standing, as defined in the Canons of this Diocese, above the first fifty; provided that no Parish or Mission shall have more than five Lay Delegates; and provided also, that no Lay Delegates shall be seated until there has been presented to the Secretary of the Synod satisfactory evidence that the Delegate’s Parish or Mission has paid in full to the Treasurer of the Diocese all Pledges, Assessments, or other sums as fixed by the Synod and following appeal when necessary, for the years up to and including the fiscal year next preceding the Synod. Each regular Lay Delegate, elected and present at the Synod shall have one vote. All Lay Delegates must be at least eighteen years of age and communicants in good standing, as defined in the Canons of this Diocese, who have been confirmed by a Bishop of this Church, or who have been received into this Church as having been properly confirmed. Lay Delegates shall be elected at the Annual Meeting of each Parish and Mission. An equal number of Alternate Delegates shall be elected at that same meeting. Vacancies in Alternate Delegates may be filled by the Vestry or Bishop’s Committee. The Diocesan Office shall be notified immediately of the names and addresses of all Delegates and Alternates.

Section 4.
It is the duty of every Clergyman entitled to a seat to attend the meetings of the Synod, and of every Parish and Mission in union to send one or more Delegates.

Article VI

The Synod Eucharist

During every Synod there shall be a celebration of the Holy Eucharist; and if there be a sermon, the Preacher shall be appointed by the Bishop, unless the Bishop himself shall preach or deliver a charge.
Article VII

**President of the Synod**

The Bishop presides as President of the Synod, and is entitled to every privilege of membership in the body. In the absence of the Bishop, the Bishop Coadjutor, if there be one, or in his absence the Suffragan Bishop, if there be one, shall preside with like powers. If no Bishop, Bishop Coadjutor or Suffragan Bishop shall be present, the President of the Standing Committee, or in his absence any Presbyter of the Standing Committee, shall call the Synod or order and proceed to the election by the Synod of a President *pro tempore* from among the Presbyters of the Synod.

Article VIII

**Secretary of the Diocese**

At each Regular Synod, a Secretary of the Diocese shall be elected from among the Clerical members thereof, who shall continue in office until a successor be elected. His duties shall be to act as the Secretary of the Synod, to take minutes of the proceedings, and, when approved, to enter them in the Journal; to preserve the Journals and records; to attest the public acts of the body; and faithfully to deliver to his successor all books and records which may be in his possession. He shall also give the prescribed notice of the meeting of each Synod. An Assistant Secretary may also be appointed by the Secretary from among the Clerical members of the Synod, with the approval of the Synod. Whenever there shall be a vacancy in the office of the Secretary of the Synod, his duties shall be performed by the Assistant Secretary and if none by the Secretary of the Standing Committee.

Article IX

**Treasurer of the Diocese**

Section 1.
At each Regular Synod, there shall be elected a Treasurer of the Diocese, subject to the approval of the Ecclesiastical Authority, who shall take office on January 1st of the following calendar year and who shall serve until a successor is elected and qualified. The Treasurer shall receive, disburse, and annually account to the Synod for all money collected under the authority of the Synod. All accounts held by the Treasurer shall be audited annually by an independent Certified Public Accountant or otherwise as the Canons of the General Convention may direct. The Treasurer shall be entitled *ex officio* to all the rights and privileges of membership in the Synod except that of voting. The Treasurer shall be adequately bonded as required by the Canons of the General Convention, the cost of procuring such bond to be provided by the Synod.

Section 2.
In case the Treasurer die, remove from the Diocese, or be incapable of acting, the Ecclesiastical Authority shall have power to appoint a Treasurer to act until the next Synod.
Article X

Transaction of Business

Section 1.
Fifteen of the Clergy entitled to seats in the Synod, and Lay Delegates from ten of the Parishes and Missions entitled to representation, at any time duly assembled, shall constitute a quorum for the transaction of business, except that a smaller number may adjourn from time to time.

Section 2.
In all matters that shall come before the Synod, the Clergy and Laity shall deliberate as one body, and the Clerical and Lay Delegates shall vote as individuals, unless a vote by separate orders is called for by any five members of the Synod.

Section 3.
When the Synod deliberates as one body, if a quorum be present, a majority of all members present shall be necessary to a decision. But when a vote by separate orders is taken, the concurrence of a majority of the members present in each order shall be necessary to a decision.

Article XI

The Standing Committee

Section 1.
The Standing Committee of the Diocese shall consist of four Presbyters and four Laymen. At each Regular Synod there shall be elected by the concurrent vote of both orders one Presbyter and one Layman, each to serve for a term of four years. Upon the expiration of the full term of office of a member of the Standing Committee, he shall not be eligible for election to the Standing Committee until one year shall have elapsed after the expiration of his term of office.

Section 2.
The Presbyters must be of those entitled to seats and votes in the Synod and the Laymen must be communicants in good standing of the Church in this Diocese and chosen Lay Delegates to the Synod electing them.

Section 3.
The Committee, at its first meeting, shall choose a President and a Secretary from among the Clerical members. The Secretary shall record its proceedings in a book provided for that purpose; which book and all papers in its possession relative to the Church shall be subject to the examination of the Bishop and the Synod. A full report of its acts shall be made at each Regular Synod. Any five of the members, the whole having been summoned, shall be a quorum. It may make rules of procedure not inconsistent herewith and alter and repeal them from time to time. Vacancies in said Committee, occurring by death or otherwise, shall be filled by the concurrent vote of the remaining Clerical and Lay members of the Committee. Such ad interim members shall serve until the next Regular Synod which shall elect members to the Standing Committee to fill the unexpired term.

Section 4.
The Standing Committee shall be a Council of Advice to the Bishop and may be summoned by the Bishop whenever he shall require its advice.
Section 5.
In case of a vacancy in the Episcopate, the powers and duties to be performed by the Bishop in matters of discipline shall be performed by the Standing Committee; provided, that no sentence shall be pronounced upon a Clergyman or Layman, except by a Bishop; and when there is such occasion, some neighboring Bishop shall be invited to perform this office.

Article XII

Deputies to the General Convention

At the Regular Synod in the year next preceding the General Convention, four Clerical and four Lay Deputies, or such number as the General Convention may prescribe, shall be elected to represent this Diocese in the General Convention of the Episcopal Church in the United States of America. The Synod shall also elect four Clerical and four Lay Deputies as Alternate Deputies, from which number to supply any deficiency which may occur in the representation of the Diocese. In case the Regular Synod shall neglect to elect Deputies and Alternate Deputies, those acting as Deputies and Alternate Deputies for the preceding General Convention shall continue to represent the Diocese until their Successors shall be elected.

Article XIII

Admission of New Parishes and Missions

New Parishes and Organized Missions may be admitted into union with the Synod, on motion, by a majority of votes, provided they shall have laid before the Synod, through its Secretary, previous to the Regular meeting of the Synod:

1. A certificate from the Ecclesiastical Authority approving of the organization of such Parish or Mission;

2. In case of a Parish, a Constitution subscribed by the Wardens, in which the Parish expressly accedes to the Constitution of the Episcopal Church in the United States of America, and to the Constitution of the Church in the Diocese of Springfield.

3. In the case of a Parish, evidence that it is legally incorporated and organized in accordance with the Canons of this Diocese.

Article XIV

Forfeiture of Privileges

Section 1.
Any Parish or Mission may be suspended from the right of representation in the Synod, or its connection with the Diocese wholly dissolved, by a vote of two-thirds of those present in each Order, whenever the same shall be deemed necessary. Should the Bishop signify to the Synod that in his judgment action is necessary, the Synod shall proceed at once without regard to the regular order of business to the consideration of such action as the case may in its judgment require.
Section 2.
If a Parish or Mission in union with the Synod shall neglect or decline to appoint delegates, or if those appointed neglect or are prevented from attending, or if a Parish or Mission shall incur any suspension or forfeiture of privileges, owing to the neglect of the canonical assessments or otherwise, the Parish or Mission shall nevertheless be bound by all the acts of the Synod the same as if fully represented.

Article XV

Election of a Bishop

Section 1.
The election of a Bishop for this Diocese shall be made only in a Regular Synod, or in a Special Synod called for that purpose.

Section 2.
The election shall be made in the following manner:

1. The Order of the Clergy and the Order of the Laity shall vote separately by ballot, for some fit and qualified Clergyman for that office, and a concurrence of both Orders shall be necessary to a choice.

2. If two-thirds of all the Clergy entitled to vote be present, and two-thirds of all the Parishes and Missions entitled to vote be represented by Lay Delegate or Delegates, then a majority of each Order shall determine a choice.

3. Should there not be present two-thirds of the Clergy and a representation of two-thirds of the Parishes and Missions, then two-thirds of the votes of each Order shall be necessary to determine a choice.

Section 3.
In all cases of the election of a Bishop, no Clergyman shall be entitled to vote unless he shall have been for at least six months immediately preceding the election personally and canonically resident in this Diocese, and during that time entitled to a seat in the Synod.

Article XVI

Election of Officers

The election of officers provided for in this Constitution shall be by ballot, unless the same be dispensed with by the Synod; and in the event of a failure or neglect to elect at any synod, the person or persons already in office shall hold over until successors are regularly elected and qualified.
Article XVII

Assessments

The Synod shall have power to raise money, by tax or assessment, on the Parishes and Missions in union with it, by Canon or by special vote, for the work of the Church, Diocesan and General. All appropriations and proposed expenditures included in the budget adopted by the Synod shall be considered assessments under this Article. Any assessment against any Parish or Mission shall be reviewed at the request of the Parish or Mission involved as provided by Canon.

Article XVIII

Amendments

No amendment shall be made to this Constitution except in the manner following:

A proposed amendment shall be introduced in writing at a Regular Synod, and, if approved by the vote of a concurrent majority of all the Clergy and Lay Delegates entitled to seats, voting by orders, shall lie over to the next Regular Synod; and if again approved in the same manner in said Regular Synod, such amendment shall be valid and obligatory; provided that no amendment to the Constitution, or of Canons enacted under it, shall be valid without the concurrence of the Ecclesiastical Authority.

Article XIX

Construction

All references in this Constitution or the Canons made in the masculine form shall be construed to include women as well as men.
CANONS

THE DIOCESE OF SPRINGFIELD

As Amended, Adopted, and Codified, to and including Amendments Adopted by the Regular Synod of 2011.
I. THE SYNOD
Canon 1

Of the Clerical Members of the Synod

Section 1.
Within one week before the meeting of every Synod of this Diocese, the Ecclesiastical Authority shall prepare or cause to be prepared a list or roll call of the Clergy of the Church canonically resident in this Diocese; annexing the names of their respective Cures; and such list shall be certified by the Ecclesiastical Authority, and shall be evidence of the regular admission of the Members of the Clergy to the rights and privileges of the Synod as provided in the Canons and Constitution of the Diocese.

Section 2.
The right of any Member of the Clergy of this Diocese to a seat in the Synod shall, if disputed or claimed, be determined according to the provisions of Article V of the Constitution, by the Synod itself; whether the name of the Member of the Clergy be inserted in the list, or omitted.

Canon 2

Of the Lay Members of the Synod

The appointment of a Lay Delegate to the Synod of this Diocese shall be certified in writing by the Rector or Minister of the Parish or Mission of which he is the representative, or in his absence, or when there is no Rector or Minister, by one of the Wardens. Every certificate of the appointment of a Lay Delegate shall show upon its face that the appointment has been made in pursuance of all the requirements of the Canons, and shall certify that the Delegate has the qualifications required by Article V of the Constitution.

Canon 3

Of the Duties of the Secretary and the Treasurer

Section 1.
In addition to the Constitutional provisions, it is hereby made the duty of the Secretary to transmit annually to the Presiding Bishop, the Custodian of the Archives of the Church, the Secretary of the House of Bishops, the Secretary of the last House of Clerical and Lay Deputies of the General Convention, the Registrar of Ordinations and other Chief Officers of the General Church a copy of the Journal of the Synod. He shall also transmit to each General Convention a certificate of the appointment of Clerical and Lay Deputies, and do such other acts as may be from time to time required of him by authority of the General Convention or the Diocesan Synod.

Section 2.
The Secretary shall, within thirty days after the Regular Synod shall have adjourned sine die, furnish to the Treasurer a certified statement of all accounts allowed by the Synod, and the Treasurer shall pay the same. He shall examine and certify to the Treasurer the bills for printing and other expenses of the Journal, and of any other official work which may be committed to him. All other claims and accounts except those ordered and allowed by the Synod, or by officers especially entrusted with the same, shall be duly allowed and certified during the recess of the Synod by the Treasurer.
Section 3.  
In addition to the Constitutional provisions, the Treasurer shall maintain proper accounting records in which shall be entered accounts and statements in detail of all moneys received and disbursed by the Treasurer. All funds received by the Treasurer shall be deposited in a bank or trust company approved by the Department of Finance, and checks or drafts against such funds shall be signed and countersigned by persons duly authorized by the Department of Finance. The Secretary’s journals and records, and the Treasurer’s books shall be at all times open to the inspection of the Bishop and the Standing Committee of the Diocese. Before the opening of each Regular Synod, the Treasurer shall prepare a list, and hand the same to the Secretary, of all Parishes and Missions delinquent in the full payment of pledges, assessments or other charges imposed by the order of the Synod. The names of the delinquent Parishes and Missions shall be read by the Secretary in the prescribed order of business of the Synod.

Section 4.  
The accounts of the Treasurer of the Diocese shall be closed as of the 31st day of December of each year. The Treasurer of the Diocese shall have a sufficient sum allowed to him for such assistance as he may require in his work. He shall also give bond for the faithful performance of his duty in such sum as the Synod shall require.

Section 5.  
It shall be the duty of the Treasurer of the Diocese, each year immediately following the Synod, but no later than October 31st, to submit to the Wardens of each Parish and each Organized Mission a statement of the assessments and other charges imposed by the Synod for the ensuing year.

Canon 4

**Of the Business of the Synod**

Section 1.  
During the Synod there shall be a celebration of the Holy Eucharist.

Section 2.  
At the opening of each Regular Synod the Bishop shall take the chair, call the Synod to order and, the existence of a constitutional quorum having been determined, declare the Synod organized for business. The order of business shall be as fixed in Section 3 below. The President of the Synod may vary the order of business but may not make substantial omissions without the consent of the Synod. The Bishop’s Address to the Synod shall be at a time fixed by the Bishop.

Section 3.  
Order of Business

1. The announcement by the President of appointments to the Continuing Committees of the Synod.

2. The election of a Secretary of the Diocese and the appointment of an Assistant Secretary.

3. Disposition of issues pertaining to the seating of delegates.

   a. A contested right, or claim to a seat as a Member of the Clergy shall be referred to the Committee on Privilege, who shall meet, review and immediately report their recommendations thereon to the Synod for resolution.
b. All certificates of lay delegates laid aside as irregular and defective by the Committee on Credentials shall be reported to the Synod and referred to the Committee on Privilege, who shall meet, review and immediately report their recommendations thereon to the Synod for resolution.

c. The names of Parishes and Missions listed by the Treasurer as delinquent in the payment of pledges, assessments or other charges imposed by the Synod shall be reported to the Synod for action on the seating of their lay delegates.

4. The appointment of Inspectors of Elections -- one Member of the Clergy and one member of the laity for the clerical votes, and one Member of the Clergy and one member of the laity for the lay votes, severally, for the election of all officers requiring a ballot.


7. Reports of Continuing and Special Committees and action thereon.

8. Elections.

9. Offering of all Resolutions, Reports, and other matters for legislative action.


11. Reports of the Departments created by Canon 33, Section 6, not having previously reported, in the order set forth in that Section.

12. Reports of the Departments created by Canon 33, Section 7, in the order set forth in that Section.


18. Miscellaneous business.

19. Adjournment.

Section 4.
Should the business of the Synod require more than one day, the order of business on the second and subsequent days after divine service shall be as follows:

a. Calling of the roll of clergy and lay delegates.
b. Receiving the certificates of lay delegates not formerly presented.

c. Completion of business under consideration at the time of adjournment on the preceding day.

d. Consideration of the order of business as set forth in Section 3 above from the point which had been arrived at before adjournment on the previous day.

Section 5.
The Continuing Committees of the Synod are the following:

a. Credentials -- consisting of one clerical and two lay members.
b. Dispatch of Business -- consisting of one clerical and one lay member.
c. Organization and Admission of Congregations -- consisting of one clerical and two lay members.
d. Privilege -- consisting of one clerical and two lay members.
e. Legislation -- consisting of at least two clerical and two lay members.
f. Church Pension Fund -- consisting of two clerical members and one lay member.
g. Resolutions -- consisting of two clerical and two lay members.

Members of the Continuing Committees shall be appointed by the Ecclesiastical Authority and shall serve until their successors are appointed and qualified. Referral of matters to the Continuing Committees may be made by the President or by resolution of the Synod.

Canon 5

Of Rules of Order

The Synod may adopt Rules of Order, general or special. General rules, once adopted, shall continue in effect until amended or repealed. Except when in conflict with the Constitution, Canons, or Rules of Order adopted pursuant to this Canon, the latest edition of Robert’s Rules of Order shall govern the procedure to be followed.
II. THE MINISTRY
Of the Definition of Titles

For the purpose of these Canons and of the Constitution, and in order to determine the ecclesiastical and legal contract contained or implied in each case within the Diocese, these respective Titles are defined as follows:

“MINISTER” shall mean in a general or liturgical sense *in executor officii* one who is duly licensed and ordained to perform sacred functions in this Church, and includes the three Orders of Bishop, Priest and Deacon.

“RECTOR” shall mean a Priest who is canonically settled in a Parish which is fully organized, whose settlement is without limitation of time, and the stipend to be held as a permanent contract.

“VICAR” shall mean a Priest or Deacon who is appointed by the Bishop to be in charge as the Bishop’s representative of an Organized Mission of the Diocese and whose settlement is determined as to time and condition by agreement with the Bishop.

“PRIEST IN CHARGE” shall mean a Priest of the Church who is appointed by the Bishop to be temporarily in charge of a Parish or Organized Mission under such circumstances as may be directed by the Canons.

“ASSISTANT MINISTER” or “CURATE” shall mean a Priest or Deacon called on the nomination of the Rector, to assist the Rector.

Of the Commission on Ministry

Section 1.
The Commission on Ministry of the Diocese shall perform the duties and discharge the responsibilities assigned to a Diocesan Commission on Ministry under Title III of the Canons of the General Convention of the Episcopal Church.

Section 2.
   a. The Commission on Ministry shall consist of fifteen persons: six Presbyters and three lay persons who shall be elected by the Synod of the Diocese, and six persons who shall be appointed by the Bishop of the Diocese, as follows:

      1. At each Regular Synod there shall be elected by the concurrent vote of both orders one Presbyter to serve for a term of six years.
      2. At each Regular Synod occurring in an even-numbered year, there shall be elected by the concurrent vote of both orders one lay person to serve for a term of six years.
      3. At each Regular Synod the Bishop shall appoint one person to serve for a term of six years.

   b. No person, having served on the Commission for more than three years, shall be eligible for re-election or re-appointment to the Commission until the lapse of one year.
Section 3.
The Commission may adopt rules not inconsistent with the Canons of the Diocese or General Convention and subject to the approval of the Bishop.

Section 4.
The Commission may appoint from time to time, with the approval of the Bishop, any persons it may need to assist in the performance of its duties. They shall serve at the pleasure of the Commission.

Canon 8

Of Qualifications for Pastoral Charge of Ministration

No person shall be eligible to the office of Rector, Minister, Curate, or Vicar, or be allowed to officiate as Minister, unless he has had Episcopal ordination and is in full standing in the Protestant Episcopal Church in the United States, and shall be certified as a qualified Minister of this Church by the Ecclesiastical Authority of this Diocese.

Canon 9

Of the Support of Ministers

It shall be the duty of the Vestry of each Parish and the Bishop’s Committee of each Mission to provide for the payment of the amount stipulated for the compensation of the Rector or Vicar, or Assistant Minister, at such intervals and on such conditions as have been agreed upon, and for the support of the Church’s Program; and it shall be the duty of every Rector or Vicar to report to the Bishop, no later than February 1st in each calendar year, the amount or amounts agreed upon for compensation of Members of the Clergy functioning within the Parish or Mission.

Canon 10

Of the Filling of Vacant Cures

Section 1.
The Ecclesiastical Authority, upon receiving notice that a Parish or Mission is to become vacant, shall notify all clergy canonically resident in the Diocese of that fact, in writing, within ten days so that any who wish to do so may then signify their desire to be considered for the position to the Wardens of a vacant Parish or to the Bishop in the case of a vacant Mission.

Section 2.
   a. The Rector shall be elected by a vote of a majority of the Vestry, given by ballot. The election of Rector must be made after open nomination at a previous meeting of the Vestry duly convened, and each nomination shall be accompanied by sufficient evidence that the person named is a qualified Minister of this church; and the notice for the meeting of the Vestry, at which such election is to be had, shall express such intention.
b. The Rector shall have the right, with the consent of the Vestry, to elect as Assistant Minister (or Curate) from year to year, any Priest whose name has been submitted to the Bishop as provided in the Canons of the General Convention, provided, however, that upon the expiration of the first year, the Rector may remove such Assistant Minister upon ninety days written notice. And it is further provided that the Rector and Vestry, with the Bishop’s approval, may at any time, for grave cause involving conduct unbecoming a Member of the Clergy, cancel the contract of any Assistant Minister and remove him or her upon thirty days written notice.

Section 3.
The call of the Rector, or Assistant Minister, elect, shall be in writing, and must distinctly express the official rank to which he or she is called, and the stipulations of stipend or other compensation, which stipend or other compensation, when the Member of the Clergy is settled, shall be held a valid legal contract,recoverable by process of law, of which contract said call shall be held as substantial evidence.

Section 4.
When a Parish or Mission becomes vacant the Church Wardens or other proper officers shall notify the Bishop. If the authorities of the Parish or Mission shall for thirty days have failed to make provision for the services, it shall be the duty of the Bishop to take such measures as he may deem expedient for the temporary maintenance of divine services therein.

Section 5.
No election of a Rector shall be had until the name of the Clergyman whom it is proposed to elect has been made known to the Bishop, or in his absence or inability to act, the Ecclesiastical Authority of the Diocese, and sufficient time, not exceeding thirty days, has been given to him to communicate with the Vestry thereon.

Section 6.
Written notice of the election, signed by the Church Wardens, shall be sent to the Ecclesiastical Authority of the Diocese.

Section 7.
A Minister is settled, for all purposes here or elsewhere mentioned in these Canons, who has been called by a Parish, or appointed by the Bishop to any Mission, permanently, according to the rules of said Diocese, provided no Assistant Minister shall be considered “settled” in the sense of having a contract of indefinite or unlimited duration.

Canon 11

**Of the Rector and Other Ministers**

Section 1.
The control of the worship and the spiritual jurisdiction of the Parish are vested in the Rector, subject to the Rubrics of the Book of Common Prayer, the Canons of the Church, and the Godly counsel of the Bishop. All other Ministers of the Parish, by whatever name they may be designated, are to be regarded as under the authority of the Rector.

Section 2.
For the purposes of his office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the Church and Parish buildings with the appurtenances of furniture thereof.
Section 3.
The Rector shall have the full direction and control of the Church Schools, and all other educational and charitable associations within the Parish or Mission. He shall call meetings of the Vestry, or officers of the Mission, and congregation (as he may deem proper) and is *ex-officio* President of the same, and of all guilds and societies formed in the Parish or Mission, and is entitled to speak and vote on all questions before these bodies.

Section 4.
In a Missionary Cure the control and responsibility belong to the Priest who has been duly appointed to the charge thereof, subject to the authority of the Bishop.

Canon 12

**Of Parochial Instruction**

Section 1.
It shall be the duty of Ministers of this Church who have charge of Parishes or Cures to be diligent in instructing the children in the Catechism, and from time to time to examine them in the same publicly before the Congregation. They shall also, by stated catechetical lectures and instruction, inform the youth and others in the Doctrines, Polity, History, and Liturgy of the Church. They shall also instruct all persons in their Parishes and Cures concerning the missionary work of the Church at home and abroad, and give suitable opportunities for offerings to maintain the work.

Section 2.
It shall be the duty of Ministers before baptizing infants or children to prepare the sponsors, of whom at least two shall be qualified communicants of this Church, by instructing both the parents and the Godparents for the Christian training of the baptized child, and how these obligations may properly be discharged.

Section 3.
It shall be the duty of Ministers to prepare young persons and others for Confirmation; and on notice being received from the Bishop of his intention to visit any Church, which notice shall be at least three months before the intended visitation, he shall be ready to present for Confirmation such persons as he shall judge to be qualified, and shall deliver to the Bishop a list of the names of those to be confirmed.

Canon 13

**Of Parish Registers and Parochial Reports**

Section 1.
1. It shall be the duty of every Minister of this Church to record in the Parish Register all Baptisms, Confirmations, Marriages, Burials, and the names of all Communicants within his Cure.

2. The registry of every Baptism shall be signed by the officiating Minister.
3. Every Minister of this Church in charge of a congregation shall have recorded in the Parish Register a list of all persons who have received Holy Baptism; and a list of all persons who have received Confirmation. He shall indicate upon the Parish Register each year the names of those who have died in the past year or whose names have been removed by letter or transfer. He shall indicate (1) those whose domicile is unknown, and (2) those whose domicile is known but who are inactive. He shall maintain as far as practicable a list of all families and persons within his Cure, which list shall remain in the Parish for the use of his successor.

Section 2.
Every Minister of this Diocese shall prepare annually a report of his Cure for the year ending December 31 preceding upon the blank form adopted by the General Convention, which reports shall be sent not later than February 1 to the Bishop of the Diocese, or if there be no Bishop, to the Secretary of the Diocese. Said reports shall be made in conformity with the General Canons.

Section 3.
In addition to the “Parish Register” a Proper “Service Record Book”, approved by the Bishop, shall be provided in each Parish or Mission and a complete record of all services held shall be kept therein.

Section 4.
In every case where a Parish or Mission is without a Minister, the Register and Records contemplated in this Canon shall be kept by the Rector’s Warden, or if there be no Rector’s Warden, by the Parish Warden, and the reports shall be made by the Wardens of the Parish or Mission.

Canon 14

Of Alms at the Holy Eucharist

On one Sunday in each calendar month, the Alms and Contributions at the Celebration of the Holy Eucharist, not otherwise specifically designated, shall be deposited with the Member of the Clergy in charge of the Congregation, or with such Church officer as he or she shall appoint, to be applied to such pious and charitable uses as shall be thought fit by the Member of the Clergy. During a vacancy the Vestry, or Bishop’s Committee, shall appoint a responsible person to serve as Almoner. With due regard for necessary confidentiality which may be associated with their distribution, all funds made available hereunder shall be subject to audit as funds of the Parish or Mission.

Canon 15

Of Memorial Funds

Any special funds given as memorials which shall come into the hands of any Rector or Minister shall be recorded by name of the person in whose memory such donation is made in a Memorial Book maintained exclusively for such purpose; and if no specific direction for the expenditure of such funds shall be made by the donors, such funds shall be expended at the discretion of the Rector and the Vestry or the Vicar and the Bishop’s Committee. All such memorial funds shall be transferred to the Parish Treasurer and held in a special fund.
Canon 16

Of Officiating Within Other Cures

No Member of the Clergy shall officiate, either by preaching, reading prayers in public worship, administering the Sacraments, or performing any other sacred function, in a Parish or Cure within the bounds of this Diocese without the express permission of the Member of the Clergy in charge of the Parish or Cure. If, because of the absence or disability of the Member of the Clergy in charge, provision has not been made for stated or necessary services within a Parish or Cure, a Warden may give consent.

Canon 17

Of Neglect or Refusal to Officiate

If any Member of the Clergy in charge, from disability or any other cause, neglects to supply the congregation with regular services, and refuses, without good cause, consent to some other duly qualified Member of the Clergy to officiate within the Parish or Cure, the Wardens shall submit the case to the Ecclesiastical Authority; and if, after due consideration of the case, the Ecclesiastical Authority shall decide that the Congregation shall be supplied with services by some other qualified person, the Ecclesiastical Authority may send a suitable Member of the Clergy to officiate, or authorize the Wardens to make suitable provisions, subject to its approval.

Canon 18

Of Dissolution of the Pastoral Connection

Section 1.
When a Rector or Minister has been regularly settled in any Parish or Mission, he shall not resign the same, or separate himself from it by the acceptance of any other charge or duty, nor leave his congregation against their will, without the consent of the Ecclesiastical Authority of the Diocese and the Vestry of the Parish.

Section 2.
If any Rector or Minister shall resign, separate from or leave his Parish or Mission without the prior consent of the Ecclesiastical Authority of the Diocese, then said Rector or Minister shall be held as not in good standing until he shall have made such satisfaction as the Ecclesiastical Authority of the Diocese may require.

Section 3.
No Rector or Minister who has been regularly settled in a Parish or Mission shall be dismissed by said Parish or Mission. In case an attempt shall be made by the Vestry or Congregation to force a resignation by any coercive means, then, on satisfactory evidence of the employment of coercive means, being laid before the Synod, such Parish or Mission so offending shall have no right to a seat in the Synod until it has made such satisfaction as the Synod may require; and the Ecclesiastical Authority may refuse to settle a Minister in said Parish or Mission until it has made such satisfaction as the Ecclesiastical Authority may require.
Section 4.
A Rector, for good cause and with the consent of the Ecclesiastical Authority, may remove from office a Curate or Assistant Minister upon thirty days’ notice of such action and upon provision being made for payment to the Curate of at least sixty days from the date of notice given, unless other suitable employment shall be found prior thereto.

Canon 19

**Of Difference Between a Rector and His Vestry**

Section 1.
In any serious difference or protracted controversy which may arise between a Rector and his Vestry, which cannot be amicably settled by themselves, the parties or either of them, shall make application to the Ecclesiastical Authority, and lay before it in writing the matters in dispute, provided the same do not involve subject for impeachment or of canonical discipline otherwise provided for. In such appeal, the Vestry must act officially and by due convening.

Section 2.
The Ecclesiastical Authority, if it deems the matter in controversy to be serious but not to require a trial under the General Canons or these canons, shall then inquire into the matter, either personally or by commission. After such inquiry the Ecclesiastical Authority shall render its Godly judgment. Such judgment may direct a dissolution of the pastoral connections by the resignation of the Rector on such conditions as to the Ecclesiastical Authority shall seem proper.

Section 3.
Pursuant to the powers and authority contained in General Canons, in case the difference be not settled by the Godly judgment of the Ecclesiastical Authority, it shall ask the advice of the Standing Committee, and proceeding with its aid and counsel shall be the ultimate arbiter and judge. The judgment shall be either that the pastoral relation between the parties shall cease and determine at a time and upon terms therein specified, or that the said relation shall not be terminated; and such judgment shall be binding upon both parties.
III. PARISHES AND MISSIONS
Canon 20

Of the Organization and Administration of a Mission of the Diocese

Section 1.
It shall be competent for not less than 15 persons, of at least eighteen years of age, who are communicants of the Episcopal Church, and desirous of sustaining its services in any village, town, city or district, to be organized as a Mission.

The following shall be the procedure:

Application to the Bishop

RIGHT REVEREND FATHER IN GOD. We, the undersigned, residents of __________________________, County of __________________________, Diocese of Springfield, being desirous of obtaining the services of the Protestant Episcopal Church, otherwise known as the Episcopal Church, and ready, according to our several abilities to sustain these services do hereby request you to inquire into our estate and provide for us as you may deem proper and expedient.

We do hereby declare ourselves, individually and collectively, ready to do what in us lies to establish and sustain the regular worship of this Church and promote its influence in our neighborhood; and we promise conformity to its Doctrine, Discipline and Worship. We put ourselves under your charge, and will reverently obey your authority. We promise conformity to the Constitution and Canons of the General Convention, and of the Diocese of Springfield, and the rules and regulations of its Synod in accordance with these regulations and rules. We now ask the privilege of being organized as a Mission under the name of __________________________________ or such name as you may designate.

Furthermore, we hereby specially stipulate and agree to pay every year such amount as may be assigned to us from year to year as our minimum toward the stated stipend of the Vicar or Priest in Charge who may be sent to us, and also to the Treasurer of the Diocese such sums as may be assessed upon us by authority toward the support of the Diocese.

Remaining obediently yours in the Church of God ....

This application shall be signed in ink by all the adults who propose to be members of the mission, and not less than fifteen required by this Canon.

Section 2.
Of the Vicar or Priest in Charge.
The Vicar or Priest in Charge shall be appointed by the Bishop with the advice of the Department of Missions and of the Bishop’s Committee.
Section 3.
Of the Bishop’s Committee.
If the Bishop consents to the organization of a Mission, he shall appoint, on the nomination of the members of the Mission, a Bishop’s Committee for the first year, consisting of at least three and not more than twelve members, who shall be communicants in good standing of at least eighteen years of age. Thereafter the members of the Mission shall nominate members for the Bishop’s Committee at each annual meeting and the names of the nominees shall be submitted to the Bishop for his approval and appointment. The Vicar, or Priest in Charge, is an ex officio member of the Bishop’s Committee and is its presiding officer. The Bishop’s Committee shall be responsible for the management of the temporal affairs of the Mission, and shall meet at least four times annually.

Section 4.
Of the Wardens.
   a. There shall be two Wardens in each organized Mission, to be known respectively as the Bishop’s Warden and the Mission Warden who shall always be communicants in good standing.
   
   b. The Bishop’s Warden shall be nominated annually by the Vicar or Priest in Charge from among the members of the Bishop’s Committee for the Bishop’s appointment. His duties shall be to look after the personal interest of the Vicar, to see that his stipend is promptly and fully paid, that provision is made for supplying his place in case of his necessary absence, and generally to do all things that may be necessary to promote his efficiency in the discharge of his duties.
   
   c. The Mission Warden shall be nominated annually by the Bishop’s Committee from among their number for the Bishop’s appointment. He shall represent the parishioners in the temporal affairs of the Mission, report to the Bishop’s Committee needed repairs of the Church property, and in the absence or disability of the Bishop’s Warden perform his duties.
   
   d. It shall be the duty of the Wardens to procure a place to be used for public worship, to see that the same be kept clean and in good repair, and that it be provided with all things necessary for conducting the services of the Church decently and in good order: and, in case of a vacancy or the absence of the Minister, to take charge of the Sacred Vessels and other property of the Mission; to be custodian of the Registers and Records and to make entries therein, to fill out the Parochial Reports to the Bishop, and also to endeavor to arrange for the keeping up of required services subject to the approval of the Bishop. And, further, the Wardens and the Bishop’s Committee shall at all times be responsible to the Bishop for the safe keeping of all the temporalities of the Mission.
   
   e. In case there be no Vicar or Priest in Charge, or in his absence or incapability to act, the Bishop’s Warden, or in the absence of the Bishop’s Warden, the Mission Warden, shall preside at all meetings of the Bishop’s Committee, and of the Congregation. Special meetings may be called by the Vicar or Priest in Charge, or in case of a vacancy, or the incapability of the Vicar to act, by one of the Wardens, at any time; and whenever three members of the Bishop’s Committee request in writing, a special meeting shall be called by the Vicar, or if none, or if he shall fail to act within a reasonable time, by a Warden; provided that the Vicar shall be notified of such meeting and shall be entitled to be present and to preside. No meeting of a Bishop’s Committee shall be held to be valid in which there shall not be present either the Vicar or one Warden.
Section 5.
Of the Clerk and Treasurer.

a. A Clerk and Treasurer, who may or may not be members of the Bishop’s Committee shall be annually nominated for the Bishop’s appointment by the Bishop’s Committee. No Vicar, Priest in Charge, Warden, or Clerk shall also serve as Treasurer.

b. It shall be the duty of the Clerk, under the direction of the Vicar, to keep a record of events of importance to the Mission, and a list of its families and members, to keep the minutes of all meetings and generally to handle the correspondence of the Mission.

c. It shall be the duty of the Treasurer of the Mission to collect or receive all monies contributed by the Mission, the collection and disbursement of which are not otherwise provided for; and to remit and disburse them in accordance with the Constitution and Canons and the rules governing the Department of Missions.

Section 6.
Of Other Mission Personnel.
The Vicar, or Priest in Charge, on consultation with the Bishop’s Committee, shall appoint the Sexton, Organist, Choir Director, Church School Superintendent, and any other helper he may find necessary; but in case there be no Minister, the right of such appointment shall rest with the Bishop’s Committee.

Section 7.
Of the Annual Meeting.

a. A meeting of the Mission shall be held annually, at such time and place as the Vicar, or Priest in Charge, or in a vacant Mission, the Wardens, may appoint. At this meeting the Vicar, or Priest in Charge, or in his absence, the Bishop’s Warden, or in his absence the Mission Warden, shall preside. Elections to nominate officers to the Bishop shall be held, and reports shall be read from the Vicar and other officers of matters in their charge for the calendar year past, viz: the spiritual condition of the Mission, the communion alms and other offerings and collections, and activities of Mission organizations. Any other business which shall properly come before the Meeting may be transacted to promote the welfare of the Church. Such meetings shall be opened and closed with prayers from the Book of Common Prayer, or prayers approved by the Bishop.

b. In lieu of nominating the entire Bishop’s Committee annually, any Mission at its annual meeting, by a majority of votes present, may decide, by such plan as they see fit, to divide the members of the Bishop’s Committee into classes in respect to their term of office, but no term of office shall be created for a longer period than three years; and in such case of division into classes, no member who has served a full term shall be eligible for reelection until the expiration of one year thereafter. In such case of a Bishop’s Committee divided into classes, if there shall be a vacancy in the body, the Bishop’s Committee shall fill the vacancy only until the next annual meeting, at which time a member shall be nominated to serve any remainder of the unexpired term.

c. Qualifications for voting at the Annual Meeting of a Mission shall be the same as those established for Parishes in Canon 25, Section 3. Nominees to the Bishop’s Committee shall possess the same qualifications required of Vestry members under Canon 25, Section 1(b).
Section 8.
Of Financial Relations to the Bishop and Diocese.
  a. Each Mission shall pledge a portion of its income for the work of the Diocese and National Church, in accordance with the rules and requirements of the Diocese.

  b. The Vicar, or Priest in Charge, or, if none, the Bishop’s Warden, shall prepare annually a report for the Mission for the year ending December thirty-first preceding, upon the blank form adopted by the General Convention, which report shall be sent not later than February first to the Bishop, or the Ecclesiastical Authority. This annual report shall be made in conformity with the General Canons.

c. The failure of the members of a Mission to fulfill their stipulations may warrant the Bishop, after consultation with the Standing Committee and Department of Missions, in withdrawing his Vicar, or Priest in Charge, and dissolving the organization.

Canon 21

Of the Parish and its Organization

An organized mission of the Diocese, desiring status as a parish in union with the Synod of this Diocese, shall proceed by laying before the Synod, through its Secretary, not less than sixty days previous to the Regular meeting of the Synod, the following:

  a. A certificate from the Ecclesiastical Authority approving its change in status from mission to Parish.

  b. A Constitution subscribed by the Wardens, expressly accrediting to the Constitution Canons, Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States of America, and to the Constitution and Canons of the Church in the Diocese of Springfield.

c. Proof of legal incorporation and of record, and of any other acts required by the statute.

d. Minutes, duly certified by the minister under whose direction the new parish was organized, and by the Wardens of the same, of the annual meeting next previous showing the election of not less than five, nor more than twelve, Vestrymen, and that the Parish embraces at least one hundred communicants, and fifty pledging units, and showing further the adoption of a resolution approving application to the Synod for parish status.

e. Certification by an Inspection Commission, appointed by the Ecclesiastical Authority and composed of the Dean of the Deanery including the petitioning Mission, a member of the Division of Administration and Finance and a member of the Division of Mission and Worship, that the Mission has for its use a suitable place for public worship, and that it has either suitable living accommodations for the Rector or the means of providing the same.

f. Certification that in the two years next preceding the petition for Parish status, endowment income together with the proceeds of the lower 80 percent of pledges as arranged in ascending order of amount has been sufficient to meet 60 percent of the normal annual budgets including at least the following as compulsory items:
1. Stipend for the clergy at least the current level for mission clergy;

2. Payment of clergy health insurance premiums as required by the Diocese;

3. Payments to the clergy pension fund;

4. Housing or housing allowance for the clergy;

5. Operating expenses for building and programs;

6. Retirement of indebtedness incurred as permitted by statute;

7. A Diocesan Pledge of not less than 15 percent of the Mission’s net disposable income, as defined in Canon 52.

  g. In the event that the Ecclesiastical Authority, the Committee on Admission of Parishes and Missions, or the Inspection Commission believes that one or more of the requirements of paragraph (d), (e), or (f) above are inappropriate to the consideration of an individual petition for admission, they may recommend to the Synod considering such petition that the requirement be waived, and present their justification for such recommendation; however, the waiver of one or more requirements in individual cases shall not be considered a revocation or amendment of the requirements.

Canon 22

Of the Wardens

Section 1.
There shall be two Wardens in each organized Parish, to be known respectively as the Rector’s Warden and the Parish Warden, who shall always be communicants in good standing.

Section 2.
The Rector’s Warden shall be chosen by the Rector from the Vestry within reasonable time after the annual election, and his duties shall be to look after the personal interests of the Rector, to see that his stipend is promptly and fully paid, that provision is made for supplying his place in case of his necessary absence, and generally to do all things that may be necessary to promote his efficiency in the discharge of his duties.

Section 3.
The Parish Warden shall be elected by the Vestry from among their number. He shall represent the parishioners in the temporal affairs of the Parish, report to the Vestry needed repairs of the Church property, and in the absence or disability of the Rector’s Warden perform his duties.

Section 4.
It shall be the duty of the Wardens to see that suitable books for the conduct of public service be provided; to see that suitable record books be provided by the Vestry for use as Parish Register, Service Record Book and suitable Memorial Book, and whenever there is a vacancy in the Rectorship, or suspension of the duties of the Rector or Minister by absence, the Rector’s Warden, or in case of his failure to act, the Parish Warden shall make the necessary entries in the “Parish Register” and “Service Record Book,” required by Canon 13, of these Canons, and shall be the custodian of these books.
Section 5.
The Wardens shall have a care that the Church Building and premises be kept in good repair, clean and free from all secular or other uses not authorized by the Constitution and Canons.

Section 6.
In case there be no Rector, or in his absence or inability to act, the Rector’s Warden, or in absence of the Rector’s Warden, the Parish Warden shall preside at all meetings of the Vestry, and of the Congregation. No meeting of a Vestry shall be held to be valid in which there shall not be present either the Rector or one Warden.

Section 7.
In case there shall be any Clergyman of the Church, residing within the Parish, who shall conduct himself in such a way as is contrary to the rules of the Church, and unbecoming his office, the Wardens shall, in writing, give notice thereof to the Ecclesiastical Authority.

Canon 23

Of the Corporation and Vestry

Section 1.
The Vestrymen, under the title of the “Vestry”, shall transact all the temporal business of the Parish including:

a. all things needful for the public services;

b. collect and disburse all money due for Church purposes;

c. provide that under-officers shall be suitably appointed and faithfully discharge their duties;

d. pay promptly, at the interval agreed, the stipulated stipends of the Rector and others;

e. inform themselves of the order and time of all offerings required by the Canons of the Diocese, and of assessments which may be imposed by the Synod, and take measures for the prompt payment of these obligations; and

f. before the close of each calendar year, if the treasury is deficient, collect, as far as practicable, a sum sufficient to pay all the current expenses of the Parish.

Section 2.
The Vestry shall, on or before the Annual Parish meeting, cause to be written and placed in the hands of the Rector or Minister, or, if there be none, then of the Wardens, an annual report of the previous calendar year, such report to be a full, accurate, and faithful statement of the temporal condition of the Parish as a body corporate. At the annual Parish Meeting, the Rector, or Minister, or one of the Wardens, shall, before the balloting for Wardens and Vestrymen, present and read said annual report to the parishioners there assembled, and afterwards deliver it to the new Vestry, to be by them examined and duly recorded; and the original shall be placed on file among the Parish documents. The said annual report shall declare what money, land or other property has been received during their time of office, and from what source; what money has
been expended, and for what objects; what property has been purchased, exchanged, mortgaged, or sold, or otherwise alienated or encumbered, and for what purposes.

Section 3.
The Vestry shall meet monthly, where practicable, but, in any event, not less that once in each calendar quarter. A special meeting may be called at any time by the Rector, or in the case of a vacancy, or the inability of the Rector to act, by one of the Wardens. Further, the Rector shall call a special meeting upon the request of any three members of the Vestry in writing. During a vacancy, or upon the failure of the Rector to act within a reasonable time, the requested meeting shall be called by a Warden. In the latter circumstance, the Rector shall be notified of the meeting and shall be entitled to be present and to preside. Reasonable notice must be given of every Vestry meeting to every Member of the Vestry and to the Rector. Every meeting of the Vestry shall be opened with suitable collects; the minutes of the last meeting shall be read, corrected if necessary, and approved.

Section 4.
It shall not be lawful for the Vestry of any Parish to borrow for the purpose of meeting ordinary current expenses any amount in excess of 20% of the average annual net disposable income of the Parish, as defined in Canon 52, for the three years preceding the date of the proposed borrowing.

Canon 24

Of the Officers of the Vestry

Section 1.
A Clerk and a Parish Treasurer, who may or may not be members of the Vestry, shall be elected annually by the Vestry, and shall serve until their successors in office are chosen. No Rector, Warden or Clerk shall also act as Treasurer.

Section 2.
It shall be the duty of the Clerk to attend all meetings of the Vestry; to take, preserve and attest minutes of its proceedings; to preserve its reports, journals and other records; to attest the official acts of the Vestry; and perform such other duties as may be assigned by the Vestry or by Canon of the Diocese or General Convention. The Clerk shall deliver into the hands of his or her successor all books and papers relative to the concerns of the Church which may be in the Clerk’s possession.

Section 3.
It shall be the duty of the Parish Treasurer to receive all moneys accruing to or offered to the Parish, and to disburse all moneys authorized by the Vestry, the receipt and disbursement of which is not otherwise provided for.

Section 4.
No money shall be paid out by the Treasurer, except pursuant to prior budgetary authorization or upon approval by the Vestry, recorded in the minutes. The Treasurer shall present to the Vestry, at each regular meeting, a full and accurate statement of all moneys received and paid out since the last statement. The Treasurer shall also present to the Vestry, before the annual meeting of the Parish, complete financial statements showing all receipts and disbursements for the preceding year and the assets, liabilities and fund balances of all Funds as of the end of the preceding year.
Section 5.
The Treasurer shall attend all meetings of the Vestry, be guided by its advice in all matters pertaining to the duties of the office, and be ready to answer all questions as to the state of the treasury. The Treasurer’s books and papers shall always be subject to inspection by the Rector, Wardens, or Vestry.

Canon 25

**Of Meeting of Parishioners and Annual Election**

Section 1.

a. After the meeting for primary organization, each Parish shall meet annually in January, at such time and place as the Rector may appoint, of which due notice shall be publicly given no later than three weeks prior to the date of the Annual Meeting.

b. At the Annual Meeting, in addition to the other business which may be there transacted, the parishioners who are qualified and entitled to vote for officers as defined in Section 3 of this Canon, shall elect by ballot, by a majority of votes present, a Vestry of not less than three nor more than twelve lay persons of at least eighteen years of age who are communicants in good standing as defined in Canon 43, Section 3, and who have been confirmed by a Bishop of this Church or received into this Church as having been properly confirmed. The Vestry elected shall continue to discharge the functions of its office during the year, and until its successors are elected, and may fill vacancies in its own body.

c. In lieu of electing the entire Vestry annually, any Parish at any Annual Meeting, by a majority of votes present, may decide, by such plan as they see fit, to divide the members of the Vestry into classes in respect to their term of office. In such circumstance, the term of office for members of the Vestry shall not exceed three years, and no member of the Vestry who has served a full term shall be eligible for re-election until the expiration of one year thereafter. When a vacancy occurs in a Vestry that has been divided into classes, the Vestry may fill the vacancy until the next Annual Meeting, at which time a member shall be elected to serve for any portion of the term that remains unexpired.

Section 2.
In case any Parish shall fail for the period of two years to elect a Vestry, as hereinbefore directed, the Ecclesiastical Authority may call a Parish meeting, upon ten days’ public notice given in such Parish, for the purpose of electing a Vestry to serve until the next annual Parish meeting or until its successors are elected.

Section 3.
All communicants in good standing as defined in Canon 43, Section 3, who are at least sixteen years of age and who have been duly recorded and are recognized as such, shall be qualified to vote for a Vestry and at the Annual Meeting.

Section 4.
The presiding officer at the Annual Meeting is the Rector or Priest in Charge, or, in the case of his or her absence, or of a vacancy, one of the Wardens. If no Warden is present, a parishioner chosen by the meeting shall preside. The presiding officer shall decide on the qualifications of those who offer to vote, subject to an appeal to the decision of the qualified voters present. The meeting shall elect a Secretary. Two to six tellers shall be appointed by the presiding officer, and the result of the ballots for election shall be declared by the presiding officer, and recorded by the
Secretary before the adjournment of the meeting; the poll shall be open and not closed until all qualified persons present have had the opportunity of casting their votes. Each member chosen to serve on the Vestry shall be notified by the Secretary of his or her election, and the new Vestry shall be convened for organization and business as soon as practicable after election. In the event any qualified parishioner present at the Annual Meeting challenges the validity of any Parish election, whether due to irregularity of procedure, exclusion of qualified voters or inclusion of unqualified voters, the Annual Meeting shall resolve the challenge by either affirming the challenged election or declaring the election void, in which circumstance a new election shall be held. At no time shall voting by proxy be permitted.

Canon 26

Of the Holding of Church Property, Custody Thereof, and the Reversion Thereof

Section 1.
Every Parish of this Diocese shall become incorporated under the general law of the State of Illinois providing for the incorporation of religious societies, and thereafter all real estate and personal property given to, or purchased by, any such Parish shall vest in and be the sole property of such Parish, subject to the provisions of these Canons.

Provided, that all real estate hereafter purchased or acquired by any Mission in the Diocese or by any Parish prior to its legal incorporation, shall be conveyed to the Bishop of Springfield, his successor or successors in office, as trustee for the use and benefit of the Parish or Mission so purchasing or acquiring such property.

Section 2.
The Church building, or house of worship, belonging to any Parish or Mission, may be opened for all Services, Rites, Ceremonies, or other purposes, authorized or approved of, either by the Protestant Episcopal Church in the United States of America, or the Church of this Diocese, represented by the Ecclesiastical Authority thereof, and for none other purposes whatsoever, at such time as the Rector or Minister, or when there is no Rector or Minister, the Churchwardens, may deem proper; and no Minister in charge of a Parish or Mission, or in case of vacancy or absence, no Churchwardens or Vestry, shall permit any person to officiate therein, without sufficient evidence of his being duly licensed or ordained to Minister in this Church, and no Minister of this Church under inhibition or judicial sentence shall be permitted to officiate.

Section 3.
It shall not be lawful for any Vestry, Trustees or other body authorized by the law of this State to hold property for a Parish or Mission, to encumber or alienate any dedicated and consecrated Church or Chapel, or any Church or Chapel which has been used solely for Divine Service, belonging to the Parish or Congregation which they represent, without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee.

Further, no Vestry, Trustee, Trustees or other body, authorized by the law of this State to hold, manage or administer real property for a Parish, Mission or Congregation, shall encumber or alienate the same or any part thereof without the written consent of the Bishop acting with the advice and consent of the Standing Committee. Provided, however, that real property other than a dedicated and consecrated Church or Chapel, may be encumbered in an amount no greater than the Congregation’s average annual net disposable income, as defined in Canon 52, for the three years next preceding, without the consent otherwise required by this Section.
Section 4.
No Church or Chapel shall be removed, taken down, or otherwise disposed of, for any unhallowed, worldly or common uses, nor shall any Parish or Mission change the location of its Church or Chapel, nor erect or establish another within the same village, city, or county, without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee. When a church building shall cease to be used and is to be disposed of for purposes other than worship prescribed by this Church, a service of deconsecration shall be used.

Section 5.
In case of any disfranchisement as provided in the Constitution and Canons of this Diocese, or upon dissolution of a Parish or Mission, the property belonging to the same shall vest in the Bishop of the Diocese, and his successors in office, in trust, to be held and conveyed, subject to the disposition and direction of the Bishop and by and with the consent of the Standing Committee, and not unless that body shall direct and authorize the disposition of the said property. The proceeds of sale or disposition of any such property may be used by the Ecclesiastical Authority with the advice and consent of the Standing Committee for any religious, charitable or educational purpose in the Diocese of Springfield. Whenever the property of any Parish or Mission shall revert to the Bishop, pursuant to this Canon, the Churchwardens, Vestry, Trustees, Bishop’s Committees, or other persons having possession of any title papers or archives of such Parish or Mission, shall promptly, upon notification by the Ecclesiastical Authority, deliver peaceable possession of such property to the Ecclesiastical Authority.

Section 6.
Abstracts of title to Parish property, deeds, articles of incorporation and other legal documents may be deposited, and such title papers of Missions shall be deposited, with the Ecclesiastical Authority for safe keeping. The Ecclesiastical Authority shall provide a suitable safe depository for the title papers of all Parishes and Missions of the Diocese.

Canon 27

Of Parochial Boundaries

The boundaries of a Parish or Mission shall be the limits of any village, town, city, or county as fixed by law, or section of a county which may be recognized by the Bishop in the organization of the same. If there be but one Parish or Mission within such village, town, county, or section of county, it shall be deemed the parochial Cure of the Minister having charge thereof. If there be two or more Parishes or Missions therein, it shall be deemed the Cure of the Ministers thereof; and in the organization of a new Parish or Mission, the Bishop shall define and limit the bounds of said Parish or Mission, which boundaries shall be held to be legally fixed for all purposes of these Canons until changed or modified by the same authority.

Canon 28

Of Dormant Parishes

Section 1.
Whenever any Parish shall for three years either fail to elect a Vestry, or to make report as required by the Canons, unless the reasons for these failures are satisfactory to the Bishop, he may report the fact to the Synod, and the Synod shall deal with the matter as it deems fit.
Should a Parish be found to have less than three adult communicants it shall cease to be a Parish in union with the Synod.

Section 2.
It shall be the duty of the Bishop to take the necessary steps to preserve the property of such Parishes for the benefit of the Church.

Section 3.
A Parish failing as above, and becoming dormant, may be treated by the Bishop, with the concurrence of the Department of Missions, as an organized Mission, PROVIDED, it complies with all the conditions of organized Missions, required by these Canons, until such time as it may have recovered strength for the adequate Parochial order and administration. This resumption of Parochial organization must be with the preliminary consent of the Bishop, and restoration to union by the vote of the Synod.

Canon 29

Of Dependent Parishes

Section 1.
In order to assist any Parish facing financial or other difficulties that might impair its ability to continue to sustain its work, the Ecclesiastical Authority may designate the Parish a Dependent Parish, if requested to do so by the Vestry of that Parish or, on advice of the Standing Committee, under any of the following conditions:

a. That in the preceding year the Rector’s stipend was less that the current level for mission clergy, unless it can be shown that a part-time Rector is sufficient for the needs of a given Parish;

b. That for the two years next preceding, the pledge payment by that Parish to the Diocese was less than eleven percent of its net disposable income, as defined in Canon 52, excluding special grants or loans, for 1996, twelve percent in 1997, thirteen percent in 1998, fourteen percent in 1999, and fifteen percent in 2000 and thereafter.

Section 2.
The Parish designated as a Dependent Parish may request aid from the Diocese for an amount and purposes to be negotiated with the Council, the negotiated aid to be provided for a term of not more than three years. Extensions not to exceed three additional years may be negotiated.

Section 3.
During its term as a Dependent Parish, any such Parish shall retain its Parish status as regards holding and custody of church property and the retention of a Rector. Should the office of Rector be vacated during the term of a Dependent Parish, the Bishop shall appoint a Minister in charge until the end of the appointed term or such time as the conditions requiring Diocesan aid have been relieved.

Section 4.
If, at the end of the appointed term or negotiated extension, the conditions requiring designation as a Dependent Parish have not been relieved, said Parish shall be designated a Mission, subject to the Constitutional Articles and Canons pertaining thereto and the Vestry shall deed over to the Diocese all property at such time and in such manner as may be required by the Ecclesiastical Authority with the advice of the Chancellor.

Canon 30
Of Episcopal Visitations

Section 1.
Visitation by the Bishop is of inherent and transmitted authority, and indispensable for the exercise of the Episcopal functions within his jurisdiction. In this are included examining the state of his Church, inspecting the behavior of his Clergy, administering the Apostolic rite of Confirmation, ministering the Word and Sacraments to the people committed to his charge. On occasions of Canonical Visitation, the Bishop controls the services, to take to himself or assign to others such portions of them as he may think proper.

Section 2.
Offerings of the people not otherwise designated at such visitations are at the exclusive disposal of the Bishop for such purposes within the Diocese as he may determine.

Section 3.
He may require the Rector, Church Wardens or Vestry to give him information of the state of the congregation, and may formally propound questions relative thereto. The Bishop may exercise oversight of Church buildings, rectories, and other corporate property, and prevent their misuse, neglect, or alienation. He has advisory discretion in all matters of parochial difference and doubtful ritual or ecclesiastical order.

Section 4.
It shall be the duty of the Clergy, Lay Officers, and Parishioners to recognize the authority of Episcopal Visitation and to cooperate with the above Provisions therefor.
IV. ORGANIZATION OF THE DIOCESE
Canon 31

Of Deans and Diocesan Assistants

Section 1.
This Diocese recognizes and adopts the use of the title ‘Dean’ and hereby establishes the office and jurisdiction of each.

a. The territorial jurisdiction of a Dean, except for the Dean of the Cathedral, shall be a geographical subdivision of the Diocese as defined by the Synod of the Diocese and changed by the Synod as the needs of the Church may demand, and to be known as a Deanery. There shall be one Dean for each such Deanery such Dean to be nominated biennially from among the Priests of the Deanery.

b. The Dean of each Deanery shall be nominated by majority vote of the delegates to the Deanery Convocation and appointed by the Bishop, such meeting of the Deanery Convocation to be held in September and he shall take office upon the adjournment of the Regular Synod following his appointment. The Dean shall be eligible to succeed himself in the nomination which shall be by secret ballot. (The senior priest of the Deanery shall call and preside over the first such meeting of the Convocation.) The Dean shall take office upon the adjournment of the Regular Synod following his appointment, and shall be installed in his office at such time and in such manner as may be determined by the Ecclesiastical authority.

c. In the event of a vacancy in the office of Dean, a new Dean shall be nominated at a regular or special meeting of the Deanery Convocation called by the senior priest of the Deanery within thirty days of the occurrence of the vacancy.

Section 2.
The Dean shall assist in the administration of the Diocese within the bounds of his or her Deanery in such a manner as may be determined by the Ecclesiastical Authority.

Section 3.
The Dean, under the Ecclesiastical Authority, shall be the spiritual leader of the Deanery.

a. The Dean shall serve as the coordinator of ministerial functions within the Deanery as determined by the Deanery Convocation and as desired by the Ecclesiastical Authority.

b. Whenever an Ordination is held by the Bishop, the candidate shall be presented by the Dean from whose Deanery the candidate may come. If the said Dean be absent, then the candidate shall be presented by the Dean of the Deanery within which the Ordination is held or by a priest designated by the latter.

Section 4.
Each Dean shall call a meeting of the Deanery Convocation annually in the month of September and at such other times as the Dean shall deem necessary. Voting delegates of the Deanery Convocation shall consist of the clergy of each parish and mission within the Deanery, and one or two lay members from each parish and mission within the Deanery elected at the annual meetings thereof, at least one of whom is an elected delegate to the Synod of the Diocese next following. The Dean shall preside at such meetings. The Deanery Convocation may establish such committees as may be necessary to facilitate its work. The Deanery Convocation shall elect at its September meeting a Recording Secretary who shall take office upon the adjournment of that
meeting and who shall serve until the adjournment of the next September meeting or until a successor is elected and qualified. The Deanery’s lay representative to the Council of the Diocese shall be elected at a September meeting in accordance with Section 3(c) of Canon 33 and shall take office upon the adjournment of the Regular Synod next following.

Section 5.
The foregoing duties and responsibilities of Deans do not apply to the Dean of the Cathedral unless he is also elected to the office of Dean in the Deanery within which the Cathedral is located.

Section 6.
a. Diocesan Assistants, with additional titles specified at the time of selection, may be appointed by the Ecclesiastical Authority, with the approval of the Diocesan Council. Any Assistant so appointed shall hold office at the pleasure of the Ecclesiastical Authority and shall perform such duties as shall be assigned in writing by the Ecclesiastical Authority or set forth in the Constitution or Canons of this Diocese.

b. Compensation of a Diocesan Assistant shall be in the manner and amount agreed between the Assistant and the Ecclesiastical Authority and approved in accordance with Diocesan budgetary procedures.

Canon 32

Of Trustees of the Diocese of Springfield

Section 1.
Trustees. The elected body known as the Trustees of the Diocese is recognized as a Diocesan Corporation. The corporation may hold and administer trust funds of the Diocese and such other property, real and personal, as may from time to time be conveyed to it and may receive property in the name of the Diocese of Springfield by gift, devise or purchase and may, with the advice and consent of the Ecclesiastical Authority, make, erect, and build thereon such houses, buildings or other improvements as may be necessary for the convenience and comfort of any organization of the Diocese of Springfield. The Trustees may, in their discretion, create a common fund for the investment of such moneys or other properties which may be invested or deposited in said fund either by the Trustees or by other persons or organizations. Investments and deposits to said fund shall be evidenced by the issuance to the investors or the depositors of certificates of beneficial interest in multiples of $100.00 each. Upon the creation of such fund, the Trustees shall provide by written declaration the rules and regulations to be applied to the calculation and distribution of income; provided that said declaration shall not discriminate between or among holders of certificates of beneficial interest therein. Upon the creation of such common fund, the management thereof shall be in accordance with the provisions of this Canon.

Section 2.
Membership. The Board of Trustees of the Diocese of Springfield shall consist of five members, exclusive of the Bishop and Chancellor. At each Regular Synod one member shall be elected for a term of five years. Members of the Board of Trustees shall hold office until their successors are elected. If a member shall die or resign, the place may be filled by the remaining trustees to serve until the next Synod, at which a new member shall be elected to fill the unexpired term.
Section 3.
Officers. The Officers of this Corporation shall be a Chairman and a Secretary-Treasurer, who shall be elected at the meeting of the Board which shall be held within two weeks after the adjournment of the Regular Synod. The Chairman and Secretary-Treasurer shall be chosen from among the members of the Corporation.

Section 4.
Duties of the Officers. It shall be the duty of the Chairperson to preside at all meetings of the Board and to countersign all warrants drawn upon the Treasury by order of the Board, and to see that all orders of the Board are duly executed. The Secretary-Treasurer shall keep the minutes of all meetings, for the use of the Board, and shall draw and sign warrants by order of the Board. The Secretary-Treasurer shall keep an accurate account of the receipts and disbursements of the Trust Funds and the increase therefrom administered by the Corporation and shall out of such funds make payments by order of the Board upon warrants signed by the Secretary-Treasurer and countersigned by the Chairperson of the Board of Trustees.

Section 5.
Meetings. Regular meetings of the Board of Trustees shall be held in the city of Springfield at least once in each year, exclusive of the meeting for organization, for the transaction of business, and the preparation of a report for the past year. Special meetings, for the transaction of such business as may come before the Board may be held at the call of the Chairman or Bishop upon seven days' previous notice thereof having been given to all the Trustees. At all meetings for the transaction of business and the election of Trustees to fill vacancies on the Board, the presence of a majority of the Trustees shall be necessary to constitute a quorum, but a lesser number may adjourn from time to time.

Section 6.
Investments. The Trustees may invest (where not otherwise instructed by the will, deed, decree, gift, grant or other instrument whereby assets or other funds are donated to the Diocese) in any property, real, personal or mixed, including, but not limited to, shares of capital stock or other interests in or obligations of domestic or foreign corporations, situated in or out of the State of Illinois; may sell or retain any such property as well as any property originally received for management by the Trustees and may reinvest the proceeds of any such sale or sales in the manner aforesaid. In the management of the trust investments, the Trustees may act directly or through any state or national bank or brokerage institution regulated under the laws of the United States or of the State of Illinois.

Section 7.
Seal of the Corporation. The Board of Trustees shall have and use a Corporate Seal bearing the legal title of the Corporation. The Seal shall be in the custody of the Secretary-Treasurer.

Section 8.
Chancellor of the Diocese. The Chancellor of the Diocese of Springfield shall be ex-officio the Legal Adviser of the Board of Trustees, and shall, upon request of the Board, meet with and advise the Board in the making of loans, or other investment of Trust Funds, and in the investigation of the title to real estate offered as security for the investment of Trust Funds held by the Corporation, and his legal advice shall be asked by the Corporation in all other business as need may arise therefor.
Section 9.
The Bishop of the Diocese. The Bishop of the Diocese of Springfield shall be *ex-officio* a member of the Board of Trustees and shall have access at any time to the books, records, and accounts of the Board of Trustees for inspection of the same and for such information as he shall desire to obtain; and he may call meetings of the Board of Trustees as he may deem necessary.

Section 10.
The financial records of the Board of Trustees shall be audited annually by an independent Certified Public Accountant.

Canon 33

Of The Council

Section 1.
There shall be a Council of the Diocese, whose duty it shall be to assist the Bishop in his ministry as apostle, chief priest and pastor of the Diocese, as he labors to guard the faith, unity, and discipline of the Church, to proclaim the Word of God, and to act in Christ’s Name for the reconciliation of the world and the building up of the Church.

Section 2.
The Council shall consist of members who hold their office by election, by appointment, or by virtue of the office or position they hold in the Diocese, as follows:

a. The Bishop of the Diocese.

b. The Bishop Coadjutor of the Diocese, if there be one.

c. The Suffragan Bishop of the Diocese, if there be one.

d. The President of the Standing Committee of the Diocese.

e. The Archdeacon of the Diocese, if there be one.

f. The Chairperson of the Trustees of the Diocese.

g. The Secretary of the Diocese.

h. The Treasurer of the Diocese.

i. The Chancellor of the Diocese.

j. The President of the Episcopal Church Women of the Diocese.

k. The Deans of the several Deaneries of the Diocese, however many there may be.

l. A Lay Representative from each of the Deaneries of the Diocese, elected by the Convocations of the respective Deaneries.

m. Two Priests who shall be elected at large by the Synod of the Diocese at its regular meeting.
n. Two Lay Persons who shall be elected at large by the Synod of the Diocese at its regular meeting.

o. The Director of the Division of Administration and Finance, who shall be appointed by the Bishop of the Diocese.

p. The Director of the Division of Mission and Worship, who shall be appointed by the Bishop of the Diocese.

q. The Chairperson of each of the Departments which are established as provided elsewhere in this Canon, each of whom shall be appointed by the Bishop of the Diocese.

r. The Chairperson of the Commission on Ministry of the Diocese.

s. Not more than two persons who may be appointed by the Bishop of the Diocese, if the Bishop sees need for representation of some group, special interest or interim body within the Diocese.

Section 3.
The term of Office for members of the Council shall be as follows:

a. Members of the Council who hold office by virtue of an office or position which they hold in the Diocese shall be members of the Council so long as they occupy that office or position.

b. Members of the Council who hold office by virtue of appointment by the Bishop of the diocese shall be members of the council for one year, and shall be eligible for re-appointment at the pleasure of the Bishop. Such reappointments shall be limited to 4 terms in the case of Division Directors and Department Chairman. One year shall have elapsed after the expiration of said 4 full terms before eligibility for re-appointment is again established.

c. Members of the Council who are elected by the Convocations of the Deaneries shall hold office for two years, and are eligible for re-election, not to exceed two consecutive terms. Two years shall have elapsed after the expiration of said 2 full terms before eligibility for re-election is again established.

d. Members of the Council who are elected by the Synod of the Diocese shall hold office for two years, one Clerical member and one Lay member being elected each year; and shall be eligible for re-election, not to exceed two consecutive terms. One year shall have elapsed after the expiration of said 2 full terms before eligibility for re-election is again established. In the event of a vacancy during the first year of a term of office, the Synod next following shall fill the unexpired term caused by the vacancy.

Section 4.
The work of the Council shall be directed by the following officers:

a. The Bishop of the Diocese shall be the President of the Council, and shall preside at all meetings of the Council at which he may be present, and shall exercise all the duties customarily associated with the office of President.
b. The Bishop Coadjutor of the Diocese, if there be one, or the Suffragan Bishop of the Diocese, if there be one, or the President of the Standing Committee of the Diocese, if there be no Bishop Coadjutor or Suffragan Bishop, shall be the Vice-President of the Council, and shall preside at any meetings of the Council at which the President of the Council may not be present, and shall perform the duties customarily associated with the office of Vice President.

c. No meeting of the Council may be held unless the President or Vice-President be in the Chair.

d. The Secretary of the Diocese shall be the Secretary of the Council, and shall keep an accurate Record of all business transacted by the Council, and each year shall compile from the Record a summary of the actions of the Council, which shall be submitted to the Synod of the Diocese for its information, and which shall then be printed in the Journal of the Diocese; and shall perform the duties customarily associated with the office of Secretary.

e. The Treasurer of the Diocese shall be the Treasurer of the Council, and shall, as the agent of the Council, receive, administer and disburse all funds raised within the Diocese for the work of the Church, subject to the provisions of the Constitution and Canons of this Diocese; provided that all trust funds now in possession of the Trustees of the Diocese, or that shall hereafter come into their possession, shall remain in their hands, and that the income from such funds shall be appropriated and disbursed according to the terms of the trust.

1. The Treasurer shall keep a full and accurate record of all receipts and disbursements made by him, and shall report the status of all funds under his control at each meeting of the Council, and each year shall prepare a full statement of the financial transactions of his office to be presented to the Synod, and published in the Journal of the Diocese.

2. The Treasurer shall notify the parishes and missions of the Diocese of all assessments, pledges, or other obligations due from them, and shall from time to time report to the Council as to the status of all such accounts.

3. The Treasurer shall pay regularly all stipends and salaries authorized by the Synod or by the Council of the Diocese and shall perform the duties customarily associated with the office of Treasurer.

4. The records of the Treasurer shall be open at all times to inspection by the Bishop or the Standing Committee of the Diocese.

Section 5.
The Council shall meet at least three times during the year, of which one meeting shall be held as soon as practicable following the adjournment of the Regular Synod of the Diocese.

a. A meeting of the Council may be called by the Ecclesiastical Authority of the Diocese upon two weeks written notice to the members thereof.

b. Ten members, with the President or Vice-President, shall constitute a quorum for the transaction of business.

c. Decisions of the Council shall be determined by a vote of the majority of the members present, the whole having been duly summoned and a quorum determined. In the event of a tie vote, the presiding officer may cast the deciding vote.
Section 6.
There shall be a Division of Administration and Finance, which shall work through, but not be limited to, the following Departments:

a. The Department of Finance (of which the Treasurer shall be a member *ex officio*) whose duty it shall be to plan and supervise the finances of the Diocese, subject to the approval of the Council and the Synod. It shall make recommendations to the Council annually to enable the Council to fulfill its responsibilities in preparing a Budget for the operation of the Diocese, as outlined elsewhere in this Canon; and may, from time to time, make such recommendations as it may deem necessary for the financial well-being of the Diocese. The Department shall choose and engage, on an annual basis, a Certified Public Accountant to audit the Financial Statements of the Diocese.

b. The Department of Stewardship whose duty it shall be to help the parishes and missions of the Diocese to develop effective stewardship of time, talent and money among their parishioners.

c. The Department of General Mission Strategy (of which the Archdeacon of the Diocese, if there be one, and the Deans of the respective Deaneries of the Diocese shall be members *ex officio*, with seat, voice and vote in all deliberations of the Department) whose duty it shall be to assist the Bishop in the administration of missions in the Diocese; to provide long-range planning and coordination for the expansion of the mission program of the Diocese; and to undertake such activities as may seem appropriate to further the effective growth of the Church in this Diocese.

d. The Department of Communication (of which the Editor of *The Springfield Current*, shall be a member *ex officio* with seat, voice and vote in all deliberations of the Department) to develop and manage effective means of communication in all areas of diocesan life.

Section 7.
There shall be a Division of Mission and Worship, which shall work through, but not be limited to the following Departments:

a. The Department of Christian Education, whose duty it shall be to assist the parishes and missions of the Diocese to develop effective programs for the education of persons at all levels of growth in the Christian life; and to assist the Church Schools in the Diocese with curriculum planning and teacher training; and to recommend such programs as they may deem to be helpful in the Church’s mission to bring all persons to the knowledge of God.

b. The Department of Evangelism and Spiritual Enrichment, encompassing Renewal, Prayer Life, Retreats, Conferences, Liturgy, and Music, (of which the Chairman of the Diocesan Prayer Fellowship shall be a member *ex officio*, with seat, voice and vote in all deliberations of the Department) whose duty it shall be to help the parishes and missions of the Diocese undertake effective programs of evangelism; to make such recommendations as they may see fit to promote the growth and mission of the Church; to develop a program of retreats, conferences, meetings and other activities for the enrichment of the spiritual life of the people of the Diocese; to provide assistance to the parishes and missions in their efforts to promote a better understanding of the liturgy of the Church and of its importance in the life of the Church; to develop programs to assist the parishes and missions of the Diocese in their efforts to enrich the worship of the Church through music; and to assist in the development, management, and coordination of conferences and meetings as need may arise in the Diocese.
c. The Department of Christian Social Concerns whose duty it shall be to explore opportunities and needs for Christian service in all walks of our society; and to provide leadership and to develop programs to meet these needs and opportunities.

d. The Department of Ministry in Higher Education whose duty it shall be to coordinate and facilitate the work of parishes and missions serving the faculties and students of institutions of higher learning in the Diocese; and to develop such programs as may seem helpful to the work of the Church among such institutions.

e. The Department of Ecumenical Relations whose duty it shall be to keep abreast of developments in the field of ecumenical relations in the Church; to disseminate information concerning those developments to the clergy and laity of the Diocese; and to recommend to the parishes and missions of the Diocese effective ways in which they may participate in such ecumenical activities as may be authorized by the Church. The Ecumenical Officer, appointed annually by the Bishop, shall be a member of the Department.

f. The Department of Youth Work whose duty it shall be to provide for the spiritual growth of young people in the Diocese; to provide and promote programs of cooperation and activity among the young people in the parishes and missions of the Diocese; to suggest opportunities for involvement of the young people in the life of the Diocese; and to develop and manage a program of summer camps for the young people of the Diocese.

g. The Department of National and World Mission (of which the senior Deputy to the General Convention of the Church and the senior Delegate to the Provincial Synod and the senior Delegate to the Triennial Meeting of the Women of the Church shall be members ex officio, with right to seat, voice and vote in all deliberations of the Department) whose duty it shall be to bring to the attention of the Diocese matters arising from the actions of the General Convention, the Provincial Synod, and the Triennial Meeting of the Women of the church; to suggest ways and means of implementing such actions as relate to the extra-diocesan mission of the Church; and to undertake such programs as it may see fit to keep the Diocese aware of its responsibilities to the Church’s work in the nation and throughout the world.

Section 8.
The descriptions of the areas of work open to the various Departments as given in this Canon are intended to be indicative of basic areas of Christian opportunity, and are not in any way to be construed as restrictive to the concerns of activities of the various Departments.

Section 9.
With the concurrence of the Regular Synod, the Bishop shall appoint, annually, the Directors of the Division of Administration and Finance, and the Division of Mission and Worship, and the Chairmen of such Departments as are established under these Divisions. The Directors of the Divisions and the Chairmen of the Departments shall be members of the council ex officio, with seat, voice and vote in the deliberations of the Council, as provided in Section 2 of this Canon. The Bishop shall also, upon nomination of the Chairmen of each Department, appoint not more than ten members to each Department (exclusive of those who hold ex officio membership in the Departments) who shall have seats, voice and votes in their respective Departments, but not in the Council.
a. It shall be the duty of the Directors of the Divisions to coordinate the work of the Departments within their Divisions; to report regularly to the Bishop on the status of the work undertaken by each Department; and to provide such assistance as may be needed from time to time to further the effectiveness of the respective Departments. The directors shall have the right to seat and voice, but not vote, in the deliberations of each Department within the respective Divisions.

b. It shall be the duty of the Chairmen of the Departments to nominate to the Bishop suitable persons for appointment to their Departments; to call meetings of their Departments as needed, and to preside at those meetings; to see that a record is kept of the work of the Department, and from that record to compile a summary which shall be presented to the Synod of the Diocese and included in its Journal; to report to the Director of their Division in such manner as he may require, and to report in writing on the work of their Departments at each meeting of the Council; and to direct the work of the Departments in such ways as will most effectively serve the needs of the Church.

Section 10.
All appointed and elected members of the Council shall take office on the adjournment of the Regular Synod at which they are appointed or elected, and shall hold office for such terms as are stipulated in Section 3. of this Canon, or until their successors are duly selected and qualified.

Section 11.
The Bishop of the Diocese shall be a member ex officio of each Department of the Council, and shall have a right to seat, voice and vote in the deliberations of each Department.

Section 12.
The Council shall have the power to receive and administer all funds raised for the development and prosecution of such work for the Church as shall be committed to it by the Synod of the Diocese, subject to the provisions of the Constitution and Canons of this Diocese, and to the directions of the Synod; provided, that all trust funds now in the possession of the Trustees of the Diocese, or that shall hereafter come into their possession, shall remain in their hands, and that the income from such funds shall be appropriated according to the terms of the trust.

Section 13.
Between meetings of the Synod and as circumstances may require, the Council shall initiate and have power to propose amendment of the Budget adopted by the Synod and such other measures as may be necessary to meet the financial needs of the Diocese.

Section 14.
The Council shall hear and determine any request by a parish or mission for adjustment of its assessment or of any pledge made by it to the Diocese.

Section 15.
All salaries and stipends other than those fixed by the Synod shall be fixed by the Council.

Section 16.
The Council shall submit to the Diocese at the Regular Synod each year, for its approval and adoption, a Budget for all the work of the church, or for such action as the Synod may desire to take. Provision shall therein be made for the reasonable expenses of the Council.
Section 17.
If at any time it shall become apparent that any Department as established by this Canon shall no longer meet the needs of the Church in the areas in which it operates, the Bishop may, with the consent of the Council, suspend the operation of such Department indefinitely by withholding appointment of the Chairman and members of the Department. At any subsequent time the work of the suspended Department may be reactivated by the appointment of a Chairman and members as provided in this Canon.

Section 18.
The Bishop may, with the consent of the Council, at any time he sees need for such action, establish Provisional Departments under either of the Divisions provided for in this Canon. He shall set forth in writing to the Council his reasons for this action, and shall delineate the areas of concern to which the Provisional Department shall address itself. This statement shall be entered in the Record of the Council by the Secretary, and the establishment of such Provisional Departments shall be reported to the next Regular Synod for confirmation as regular Departments.

   a. The Chairmen and members of such Provisional Departments shall be appointed in the same manner as Chairmen and members of regular Departments of the Council, as provided elsewhere in this Canon.

   b. Such Provisional Departments shall function in every respect, saving vote for their Chairmen, as regularly established Departments of the Council, until and unless confirmed and established by a Regular Synod of the Diocese.

Canon 34

Of the Chancellor of the Diocese

There shall be appointed by the Bishop, subject to the approval of the Synod, an officer learned in the law and a communicant of the Church, under the title of “Chancellor of the Diocese,” whose duty it shall be, as legal counselor of the Bishop and of the Standing Committee in matters affecting the interests of the Church, to give such professional counsel as may be asked or required. As Chancellor of the Diocese he shall be *ex-officio* entitled to a seat but no vote in the Synod. The Chancellor of the Diocese shall hold his office for the term of three years. In event of a vacancy, the Bishop with the approval of the Standing Committee shall have power to appoint a Chancellor to act until the next succeeding Synod.

Canon 35

Of the Registrar and Historiographer

Section 1.
The journals, pamphlets, reports, and other documents which shall become the property of this Diocese, shall be committed to the keeping of an officer to be appointed by the Bishop, with the approval of the Synod, who shall be known as the Registrar and Historiographer of the Diocese of Springfield. Such officer shall hold his office for three years, and in case of a vacancy in the office the Ecclesiastical Authority shall appoint a successor for the unexpired term.
Section 2.
It shall be his duty to arrange, label, file, index and otherwise put in order the aforesaid journals, pamphlets, reports, papers, and other documents committed to his charge; to secure all records necessary to a complete history of the Diocese; to complete defective files of documents and journals, so far as possible, and to certify to any matter of record when requested so to do by the Ecclesiastical Authority of the Diocese.

Section 3.
It shall further be his duty to procure a suitable Record Book, and enter therein a record of the history of the Diocese, including a full record of the Consecration of the Bishop, or Bishops, thereof, giving the names of the Consecrators and Bishops assisting, to record the names of all Priests and Deacons canonically connected with the Diocese from time to time with the dates of the connection with the Diocese, together with such facts, statistics, and circumstances pertaining to the growth of the Diocese as he shall deem worth of preservation in said record. To facilitate the performance of his duties he shall have access to, and free use of, all such papers, books, and records of the Diocese, as may be in the custody of the Secretary of the Diocese, or of the Rural Deans or Archdeacons of the Diocese. Provisions shall be made by the Synod for a place for the safekeeping of all papers and books herein referred to, and, from time to time, for the expenses necessary for the purposes of this Canon. All books, papers, and documents in charge of the Registrar and Historiographer shall be open to the inspection of the Bishop and the Standing Committee, and of the Synod of the Diocese, on order from that body, and shall be transmitted to the newly appointed Registrar and Historiographer as soon as practicable by the retiring Registrar and Historiographer.

Canon 36

Of The Springfield Current

Section 1.
The Springfield Current is the official publication of the Diocese and shall be distributed to all households of the Church in the Diocese.

Section 2.
The Editor of The Springfield Current shall be appointed by the Bishop of the Diocese and shall attend meetings of the Council of the Diocese.

Section 3.
The Regular Synod shall make provision for the expense of the printing and distribution of The Springfield Current.

Canon 37

Of Lay Readers

Section 1.
A communicant in good standing of this Diocese, a competent person, ready and desirous to serve the Church in public services as a Lay Reader, must procure from the Bishop or Ecclesiastical Authority a written license. Such license shall be given for a definite period not longer than three years, but may be renewed from time to time, or revoked at any time. Such license may be given for any vacant Parish or Mission or for a Congregation without a Minister, but where a Presbyter is in charge, his request and recommendation must have been previously signified to the
Ecclesiastical Authority. A license shall not be granted for conducting the service in a Congregation without a Minister, which is able and has had reasonable opportunity to secure the services of an ordained Minister. If the Lay Reader be a student in any Theological Seminary, he or she shall also, before acting as such, obtain the permission of the presiding officer of such institution and of his own Bishop.

Section 2.
A Lay Reader shall be subject to the regulations prescribed by the Ecclesiastical Authority and shall not serve in any Diocese other than that in which he or she is licensed, unless he or she shall have received a license from the Bishop of the Diocese in which he or she desires to serve.

Section 3.
In all matters relating to the conduct of the service, and to the Sermons or Homilies to be read, he or she shall conform to the directions of the Minister in charge of the Parish, Congregation or Mission in which he or she is serving, and in all cases, to the direction of the Bishop. He or she shall read only the Morning and Evening Prayer (omitting the Absolution), the Litany, the Offices of Instruction, and the Office for the Burial of the Dead. He or she shall not deliver sermons or addresses of his or her own composition, unless, after instruction and examination, he or she be specially licensed thereto for urgent needs by the Bishop. The Lay Readers shall not wear the dress appropriate to Clergymen ministering in the Congregation.

Section 4.
Lay Readers are required to keep a record of all services held by them, of all sermons read, and of any other work done, and to report the same to the Bishop or Ecclesiastical Authority at or before the Regular Synod, or any other appointed time.

Section 5.
A Lay Reader may deliver the Cup at the Holy Communion; provided, that he or she has been specially licensed thereto by the Bishop and upon the approval of the Vestry or Bishop’s Committee of the Congregation. Such special license shall be given only at the request, and upon the recommendation, of the Clergyman in charge of the Parish, Congregation or Mission in which the Lay Reader is serving.

Section 6.
A communicant may be licensed as Lay Reader to be a Lector only, at the request and upon the recommendation of the Clergyman in charge of the Parish, Congregation or Mission in which the Lay Reader is serving.

Section 7.
The training of Lay Readers for each separate function shall be prescribed by the Bishop with the advice of the Commission on Ministry of the Diocese.

Canon 38

Of the Church Pension Fund

Section 1.
In conformity with the legislation adopted by the General Convention of 1913, pursuant to which the Church Pension Fund was duly incorporated, and in conformity with the Canon of the General Convention, “Of the Church Pension Fund”, as heretofore amended and as it may hereafter be amended, the Diocese of Springfield hereby accepts and acknowledges The Church Pension
Fund, a corporation created by Chapter 97 of the Laws of 1914 of the State of New York as subsequently amended, as the authorized and approved pension system for the clergy of the Protestant Episcopal Church in the United States of America and for their dependents, and declares its intention of supporting said Fund in accordance with its rules.

Section 2.
The Bishop of this Diocese shall appoint, annually, upon the opening of the Synod, a Committee of The Church Pension Fund to consist of two (2) presbyters and one (1) layman, for a term of one year and until their successors shall have been appointed or qualified, and the Bishop may from time to time fill by appointment any vacancies in said Committee caused by resignation, death or inability to act.

Section 3.
The duties of said Committee shall be as follows:

a. To be informed of, and to inform the Clergy and Laity of this Diocese of the pension system created by the General Convention and committed by it to the Trustees of The Church Pension Fund, in order that the ordained Clergy of the Church may be assured of pension protection for themselves in the event of old age or total and permanent disability and for their widows and minor orphan children in the event of death.

b. To receive reports from The Church Pension Fund, from time to time, on the status of the pension assessments payable to said Fund, under its Rules and as required by Canon Law, by this Diocese and by the Parishes, Missions, and other ecclesiastical organizations within this Diocese.

c. To make an annual report to the Synod of this Diocese on such matters relating to The Church Pension Fund as may be of interest to the said Synod.

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

Section 4.
It shall be the duty of this Diocese and of the Parishes, Missions, and other ecclesiastical organizations therein, each through its treasurer or other proper official, to inform The Church Pension Fund of salaries and other compensation paid to Clergymen by said Diocese, Parishes, Missions and other ecclesiastical organizations for services rendered, currently or in the past, prior to their becoming beneficiaries of said Fund, and changes in such salaries and other compensation as they occur; and to pay promptly to The Church Pension Fund the pension assessments required thereon under the Canon of the General Convention and in accordance with the Rules of said Fund.

Section 5.
It shall be the duty of every Member of the Clergy canonically resident in or serving in this Diocese to inform The Church Pension Fund promptly of such facts, as dates of birth, or ordination or reception, of marriage, births of children, deaths, and changes in Cures or stipends, as may be necessary for its proper administration and to cooperate with said Fund in such other ways as may be necessary in order that said Fund may discharge its obligations in accordance with the intention of the General Convention in respect thereto.
Canon 39

Of Canonical Offerings and of Due Notice Thereof

Section 1.
A special offering for the Endowment of the Diocese shall be taken annually, on Whitsunday, in all Congregations of the Diocese.

Section 2.
Every Member of the Clergy in charge of a Congregation, or, if there is a vacancy, the Warden or Wardens of the Congregation, shall ensure that reasonable notice of this offering is given, and that it is taken on the appointed day. The Treasurer of each Congregation shall remit the offering, without delay, to the Treasurer of the Diocese, or the proper officer appointed to receive it.

Section 3.
The Treasurer of the Diocese shall provide annual notice of the offering required by this Canon.
V. DISCIPLINE
Canon 40

Of the Trial and Discipline of a Member of the Clergy Not Being a Bishop

Section 1.
Those provisions of Title IV of the Canons of the General Convention of the Domestic and Foreign Missionary Society (“the Episcopal Church”) which are applicable to the Diocese are hereby incorporated as part of this Canon. To the extent that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

Section 2.
   a. Disciplinary Board. The Board shall consist of seven persons, four of whom shall be members of the Clergy and three of whom shall be Laity. Members of the Standing Committee are not eligible for service on the Disciplinary Board.

   b. Clergy Members. The Clergy members of the Board must be canonically resident within the Diocese.

   c. Lay Members. The Lay members of the Board shall be adult Communicants in good standing of a congregation within the Diocese of Springfield.

   d. Election. The members of the Board shall be elected by the regular Synod. 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 replaced. The term of the member shall commence upon the election of that member to the Board. The terms of office of the Board shall be staggered and arranged into three classes.

   e. Implementation. In order to implement Section 2, subsection d, above, and Title IV of the Canons of the General Convention, the following procedure shall be employed: Immediately upon adoption of these canons by the Synod, all persons serving terms on the Ecclesiastical Trial Court at the time of said adoption shall become members of the Disciplinary Board. The term of service for each new member of the Disciplinary Board shall be concurrent with the term on the Ecclesiastical Trial Court which that member was serving at the time of the adoption of this Canon. The Ecclesiastical Trial Court shall be dissolved immediately upon adoption of this Canon, with no further action required by the Synod to effectuate that dissolution.

   f. Vacancies. Vacancies on the Board shall be filled as follows:

      1. Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.
2. The Bishop shall appoint a replacement Board member with the advice and consent of the Diocesan Council.

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

4. With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next regular Synod. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.

g. Preserving Impartiality. In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent’s Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.

h. President. Following each regular Synod, the Board shall convene as early as practicable to elect a President to serve for the following calendar year.

i. Intake Officer. The Intake Officer shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.

j. Investigator. The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator may, but need not, be a Member of the Church.

k. Church Attorney. Following each regular Synod, the Bishop shall, as soon as practicable and in consultation with the Standing Committee, appoint an attorney to serve as Church Attorney to serve for the following calendar year. The person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the Diocese.

l. Pastoral Response Coordinator. The Bishop may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the Canons of the General Convention, and of this Canon. The Pastoral Response Coordinator
may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Canon.

m. Advisors. In each proceeding under this Canon, the Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Canon, and shall not include chancellors or vice chancellors of this Diocese, or any person likely to be called as a witness in the proceeding.

n. Clerk. The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.

Section 3
The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by the Synod and Diocesan Council. In the event of a final Order dismissing the complaint, or by provisions of a Covenant approved by the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the Diocese, subject to budgetary constraints as may be established by the Synod and the Diocesan Council.

Section 4.
  a. Records of Proceedings. Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Diocesan offices, under the direction of the Historiographer.

  b. Permanent Records. The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the Diocesan office, under the direction of the Historiographer, and the Archives of the Episcopal Church, as prescribed in Title IV of the Canons of the General Convention.

Section 5.
All proceedings convened under this Canon, or in accordance with Title IV of the Canons of the General Convention, shall proceed within the geographic area of the Diocese, and at a place convenient to the residence of all interested parties.

Section 6.
No hearing convened under this Canon, or in accordance with Title IV of the Canons of the General Convention, shall proceed with less than thirty days’ written notice to the Respondent, the Respondent’s Attorney, and all Complainants and Complainant’s Attorneys. Notice shall be considered to be effective upon any of the following: personal delivery; delivery to a person’s residence or regular place of business; or the mailing of such notice via U.S. Postal Service, or any commercial courier service to a person’s
residence and/or regular business address. Notice by U.S. Postal Service or commercial courier service shall be considered to be effective four days after mailing.

Section 7.
To the extent not inconsistent with provisions of Title IV of the Canons of General Convention of the Episcopal Church, all proceedings of the Hearing Board shall be governed by the Illinois Supreme Court Rules and the Illinois Code of Civil Procedure. All public hearings of the Hearing Board shall be recorded by a method to be selected by the Disciplinary Board.

Section 8.
This Canon shall become effective upon adoption by the Synod.

Canon 41

Of Contempts

Section 1.
If any Minister or communicant of this Church, who shall be subpoenaed to attend as a witness before the Board of Inquiry, provided for in Canons of this Diocese, or before a Court constituted under said Canons, shall, without sufficient excuse, neglect to obey the subpoena, or being present shall refuse to testify, or to be sworn or affirmed, such person may be declared guilty of contempt, and of violation of godly discipline.

Section 2.
If any advocate or proctor engaged in any proceedings before a Court of this Diocese shall be guilty of contempt of Court, he shall no longer be allowed to appear before such tribunal, except at the option of the Court.

Section 3.
The Bishop, or President of any Court, organized under the Canons of this Diocese, shall be the judge of any contempt committed against the same, and may administer punishment therefor, or may institute proceedings looking to such punishment, at the option of the Court.

Canon 42

Of the Due Celebration of the Lord’s Day

It is the duty of all persons within the Church to hallow and keep the Lord’s Day, commonly called Sunday, by regular participation in the public worship of the Church, by receiving the Holy Communion, by hearing the Word of God read and taught, by private and public prayer, by other exercises of devotion, and by works of charity, using all godly and sober conversation, and abstaining as much as possible from common secular business and employments.
Canon 43

Of Members of the Church

Section 1.
All persons who have received the sacrament of Holy Baptism with water, in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptisms have been duly recorded in this Church, are members thereof.

Section 2.
All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

Section 3.
All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

Section 4.
Communicants sixteen years of age or older are to be considered adult communicants.

Canon 44

Of Offenses for Which Communicants are Liable

Every communicant of this Church shall be liable to discipline for the following offenses.

a. Open and notorious evil living.

b. Crime and immorality.

c. Any wickedness of life by which their brethren are offended.

d. Doing wrongs to neighbors by word or deed so that the congregation be thereby offended.

e. Living in habitual disuse of Public Worship, or of the Holy Eucharist, according to the offices of this Church.

f. Contempt of godly discipline.
Of the Transfer of Members

Section 1.
A communicant or baptized member of this Church, changing, by removal or otherwise, his or her parochial connection, shall present a certificate from the minister of the Parish or Mission of his or her last residence, or if there be no Minister, from one of the Wardens, stating that he or she is a communicant or baptized member in good standing; and the Minister of the Parish or Mission into which such person removes shall not record his or her name on the Parish or Mission list until such letter of commendation shall be delivered or a satisfactory reason be given why the same cannot be obtained.

Section 2.
It is made the duty of every communicant or baptized member by the Canon of the General Convention, to apply, on removal, for a certificate of his or her standing. This certificate may be given the form following, or in such form as may indicate the true standing and character:

“I hereby certify that A. B., who has signified to me his or her desire to be transferred to the Parish of ________________ is a member of the Protestant Episcopal Church in the United States, and has been a communicant or baptized member in good standing for _______ years last past in the Parish (or Mission) of ________________ and as such is affectionately commended to the charge of ________________ as his or her Pastor in the Church of God.

This certificate, if not presented within six months from date, may be held to be void, and it is not to be used as a general testimonial

Signed,
Rector or Minister or Warden—if there be no Rector or Minister

Dated ________________

Of Communicants Who Neglect the Holy Communion

Section 1.
If the Minister of the Parish or Mission shall observe any communicant of the same to be irregular or negligent in coming to the Holy Communion, it shall be his duty to visit the person and premonish him of his bounden duty. If, after such premonishing, a communicant shall continue for a space of one year to neglect or refuse to partake of his Sacrament, then the Minister shall cease to count him as a communicant in good standing.

Section 2.
If any communicant shall neglect to receive the Holy Communion for the space of two years consecutively without reasons known and satisfactory to his Minister, then his name shall be removed from the list of active communicants of the Parish or Mission, and he may not receive a Letter Commendatory until satisfactory explanation is made.
Canon 47

Of Complaint on Repulsion

Section 1.
   a. When a person to whom the Sacraments of the Church have been refused, or who has been repelled from the Holy Communion under the Rubrics, shall lodge a complaint with the Bishop, it shall be the duty of the Bishop, unless he sees fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by the Minister, to institute such an inquiry as follows:

   b. The Bishop shall appoint a Commission, composed of the Rural Dean and two Clergymen of the Deanery in which the Parish or Mission of the Complainant is situate, and the Chancellor of the Diocese, who shall examine the case, and make a report of the facts in writing to the Bishop, with its opinion thereon, who shall then pronounce his decision.

Section 2.
In case of great heinousness of offense in the party repelled, the Commission may recommend excommunication, and the Bishop, if he sees fit, may declare sentence accordingly. The remission of such sentence must be pronounced by the Bishop. PROVIDED, the Sacrament shall not be refused in any case to a penitent person at the point of death.

Section 3.
When excommunication or suspension from the Holy Communion has been confirmed by the Bishop, the Repulsion shall be binding on all Ministers of the Diocese, and the party thus repelled is guilty of sacrilege in coming to the Holy Table until officially restored.

Section 4.
In case the party injured by an offending communicant be the Rector or Minister of the Parish or Mission himself, then shall said Minister defer all disciplinary action until he shall have submitted the case to the Bishop for his judgment.
VI. MISCELLANEOUS
Canon 48

Of Elections

Elections by ballot when required by the Canons, can only be dispensed with by a vote of the Synod; and when an election is by ballot, a majority of the votes in each Order shall be necessary to a valid election, unless a two-thirds vote be specially required.

Canon 49

Of the Requisites of a Quorum

In all cases in which a Canon of this Diocese directs a duty to be performed, or a power to be exercised by any body consisting of several members, a majority of said members, the whole having been duly called to meet, shall be a quorum, and a majority of the quorum so convened shall be competent to act, unless otherwise expressly required by the Constitution or a Canon. The Chairman or President of any such body shall not abate nor be excluded from his full privilege as a member, by reason of his being in the chair, but may exercise the same entirely as another member, and may, in addition, when he has not otherwise voted, give a casting vote in the case of a tie.

Canon 50

Of Preparing a Report on the State of the Church

In order to carry into effect the recommendations of the General Convention for securing an accurate view of the State of the Church, it shall be the duty of the Secretary of the Synod of this Diocese, before every stated meeting of the General Convention, to draft, with the advice and approbation of the Bishop, a report of the State of the Church in this Diocese, to be presented to the General Convention.

Canon 51

Of Business Methods in Parochial and Diocesan Affairs

In every Parish, Mission and Institution connected with this Diocese, the following business methods shall be observed:

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

This paragraph shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of the persons or corporations properly responsible for them. This paragraph shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.
2. Records shall be made and kept of all trust and permanent funds showing at least the following:
   a. Source and date.
   b. Terms governing the use of principal and income.
   c. To whom and how often reports of condition are to be made.
   d. How the funds are invested.

3. Treasurers and custodians, other than banking institutions, shall be adequately bonded; except Treasurers of funds that do not exceed five hundred dollars at any one time during the fiscal year.

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

5. All accounts of Parishes, Missions or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Department of Finance, or other appropriate Diocesan authority. All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in any event, not later than September 1 of each year, covering the financial reports of the previous calendar year. Audits of funds collected and distributed pursuant to Canon 14, and any other discretionary funds, shall be conducted and reported with due regard for necessary confidentiality which may be associated with the distribution of such funds.

6. All buildings and their contents shall be kept adequately insured.

7. The Department of Finance of the Diocese may require copies of any or all records described in this Canon to be filed with it and shall report annually to the Synod of the Diocese upon its administration of this Canon.

Canon 52

Of Definitions

The term “net disposable income”, as applied to a Parish or Mission, is defined to include the aggregate of all plate offerings, pledge payments received from members of the Congregation, unrestricted contributions received from organizations within the Congregation, operating investment income, assistance from the Diocese, unrestricted testamentary and non-testamentary gifts except to the extent that such gifts are designated by the Vestry or Bishop’s Committee to be used for endowment or capital improvement purposes, and all other operating income.
Canon 53

Of the Committee on Constitution and Canons

There shall be a Committee on Constitution and Canons appointed annually by the Ecclesiastical Authority. The Chancellor shall be a member of this Committee.

The Committee shall submit annually to the Synod a report stating what amendments, if any, to either the Diocesan Constitution or Canons the Committee believes are required or desirable because of changes either in the Constitution and Canons of the Episcopal Church or in the structure or practice of governance of the Diocese.

Canon 54

Of Enactment, Amendment, and Repeal of Canons

Section 1.
These Canons may be amended at the Regular Synods of the Diocese by resolution adopted by the concurrence of a two-thirds majority of both Orders present, provided that the proposed Canon or change shall have been submitted to the Secretary of the Diocese in writing, by at least two delegates to the Synod, or by the Committee on Constitution and Canons, at least sixty days prior to the Synod. The Secretary shall transmit a copy of the proposal to the Parishes and Missions at least thirty days before the meeting of the Synod. The proposed Canon or change, before final adoption in accordance with this section, may itself be amended by the Regular Synod by resolution adopted by a majority of delegates present. Any such amendments must be germane to the substance of the proposed Canon or proposed amendment to an existing Canon, germaneness to be determined by the Ecclesiastical President of the Regular Synod.

Section 2.
The resolution, if by way of amendment of an existing provision, shall be in substantially the following form: “Resolved, that Canon ... (or Section ... or Clause ... of Section ... of Canon ...) be, and is hereby amended to read as follows: (here insert the new reading).” In the case of a new canon, or of a new section, or clause, in a canon, or of the repeal of an existing canon, or of a section or clause, the numbering of the canons, or of divisions of a canon, which follow shall be changed accordingly.

Section 3.
All canons and all amendments and repeals of canons, unless otherwise expressly stated in the enacting resolution, shall take effect on the first day of January following the adjournment of the Synod at which they were enacted or made.