

# **THE EPISCOPAL DIOCESE OF MARYLAND**



## **CONSTITUTION AND CANONS**

Updated November 2021





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# CONSTITUTION

**Article 1.** There shall be an annual meeting of the Convention of the Protestant Episcopal Church in the Diocese of Maryland within such thirty-one day period as may be prescribed from time to time by Canon, on such date and at such place within the Diocese as may be fixed by the Bishop with the advice and consent of the Standing Committee. Notice of the time and place of each annual meeting shall be given by the Secretary of the Convention as provided in Article 8 hereof.

**Article 2.** The Convention shall be composed of Clergy and Laity. The Bishop and the Bishop Coadjutor and the Bishop Suffragan, if there be such, shall have a seat and vote in the Convention. Every member of the Clergy of this Church of whatever Order and wherever domiciled, whose canonical residence is within this Diocese and who has been recognized by the Bishop or Ecclesiastical Authority of the Diocese as a minister of some Parish or Separate Congregation within this Diocese, acknowledged as such by this Convention, or as a missionary under the direction of the Ecclesiastical Authority of this Diocese, or in another occupation approved by the Bishop, and every member of the Clergy of Churches in full communion with the Episcopal Church in the United States of America who is regularly serving a Parish or Separate Congregation of this Diocese, shall be entitled to a seat and vote in Convention, provided that no member of the Clergy having a seat in Convention shall lose the right thereto by reason of having ceased, on account of age or infirm health, to be engaged in any of the occupations aforesaid.

The Laity shall consist of communicants of the Church in good standing, from each Parish, Separate Congregation, the Cathedral Congregation, and each Organized Mission of the Diocese, hereinafter in this paragraph collectively called "Churches". Such persons shall be chosen at their congregational meeting or by their Vestry, Advisory Board or Cathedral Chapter as the case may be. Such delegates shall serve until their successors are chosen as provided above. In like manner, an alternate shall be elected who shall serve in the place of a delegate who is unable to be present at the meeting of the Convention, and such alternate shall also serve until a successor be chosen as provided above. The names of all delegates and alternates shall be filed with the Secretary of the Convention not later than three months prior to the next regularly scheduled meeting of the Convention, provided, however, that substitutions may be made in any lay delegation by written notice filed with the Secretary of the Convention at any time before the convening of any meeting of the Convention, without impairing the validity of any notice given to a previously designated lay delegate. The number of lay delegates shall be determined in accordance with the following table: (a) Churches with 400 or fewer communicants, one delegate, and (b) those with more than 400 communicants, one additional delegate for every additional 400 increment of communicants or fraction of that number. For purposes of this paragraph of this Article the number of a Church's communicants shall be that stated in its latest parochial report filed with the Bishop. "Communicants" are members of the Church who have "received Holy Communion at least three times during the preceding year and are

faithful in corporate worship, unless for good cause prevented, and in working, praying and giving for the spread of the Kingdom of God. Any Parish, Separate Congregation or Mission which fails to file its parochial report with the Secretary within the time specified by the Canons of the Diocese shall be denied the right to seat its delegates, both clerical and lay, at the next meeting of the Convention, unless excused by the Convention for substantial cause shown.

In addition to the delegates representing churches, any of the Lay Deputies and alternate Lay Deputies to the General Convention, who are not otherwise delegates to the Convention, shall be entitled to a seat in the Convention with all privileges except the right to vote.

Also, in addition to the foregoing, there shall be one youth lay delegate and one youth alternate lay delegate, to be known as Youth Delegates, from each of such geographic regions as the Convention may prescribe for purposes of organizing Parishes, Separate Congregations and Missions of the Diocese. Youth Delegates shall be between 16 and 25 years of age at the time the Convention convenes. Each such regional organization shall annually select its Youth Delegate and alternate Youth Delegate, one being under age 20 and one being age 20 or older. If such organization has a youth council, the Youth Delegates shall be nominated by the youth council. Each such Youth Delegate, or his or her alternate, shall have the right to a seat and vote at the Convention when certified by the regional organization to the Secretary of the Convention in the manner prescribed for delegates representing Churches.

**Article 3.** Twenty members of the Clerical and twenty of the Lay Order shall constitute a quorum for the transaction of business; but a smaller number may adjourn. In case the right of any member of the Clergy to a seat in Convention shall be disputed, it shall be determined by the Convention according to this Constitution.

**Article 4.** In all matters that shall come before the Convention, the Clergy and Laity shall deliberate in one body; but if, upon any question, it be required by five members, the two Orders shall vote separately, and the concurrence of a majority of each Order shall be necessary to give validity to any measure.

**Article 5.** The election of a Bishop of this Church shall be made in Convention by a concurrent vote of the Clergy and of the Laity, the two Orders voting by ballots separately; and when all the votes of both Orders shall have been deposited, the tellers of the Clerical and of the Lay vote, respectively, shall proceed to count the votes, and if among those voted for, one shall be found to have received a majority in each Order of the votes cast, that person shall be declared duly elected; provided that not less than two-thirds of the total number in each Order registered at the Convention shall be present and voting.

Provided, further, that whenever it shall be proposed to elect a Bishop Coadjutor or a Bishop Suffragan of this Diocese, notice thereof shall be given at an annual Convention, or

at a special Convention, which shall be called by the Bishop or Ecclesiastical Authority after notice has been given in writing to each Parish, Separate Congregation and Mission, stating the purpose of the Convention, and specific consent of the Convention to such election shall be required before proceeding to such election, and the election shall take place at the succeeding annual Convention, or at a special Convention called for the purpose, provided that at least thirty days shall intervene between the Convention at which notice shall be given and the Convention at which an election of a Bishop Coadjutor or a Bishop Suffragan is to be made.

**Article 6.** The Bishop of the Church in this Diocese shall be President of the Convention, in which character it shall be the Bishop's duty to give to the Convention, as often as the Bishop may deem expedient, a general view of the State of the Church; to call special conventions, at whatever times and places the Bishop may think necessary; to preserve order during the time of session; to put the question, collect the votes, and declare the decision. The Bishop may make any motion which the Bishop shall judge conducive to the good of the Church, but shall not enter into debate, and may deliver the Bishop's sentiments on any subject, after it has been discussed, before a vote thereon.

**Article 7.** In case of a vacancy in the Episcopal Office, the Convention, immediately upon their assembling, shall choose, by joint ballot, a President, from among the Order of Priests, who shall remain in office until the next election of a President. Such person shall perform all the duties and possess all the privileges above specified; but shall not call special meetings of the Convention, unless applied to for that purpose by a majority of the Standing Committee; but if at any time there shall be no President, the Standing Committee shall have power to call a special meeting of the Convention when deemed necessary. And if, while there is a Bishop in this Church, the Bishop shall not be present at any meeting of the Convention, they shall elect, in the manner aforesaid, a President pro tempore.

**Article 8.** A Secretary shall likewise be chosen, immediately upon the assembling of the annual meeting of the Convention, by a joint ballot; who shall remain in office until the next election of a Secretary. If but one is nominated, the ballot may be dispensed with. The Secretary's duty shall be: To take minutes of the proceedings of the Convention; to preserve its journals and records; to attest the public acts of the body; and faithfully to deliver into the hands of the succeeding Secretary all books and papers relative to the concerns of the Convention, which may be in the prior Secretary's possession. It shall be the Secretary's duty to give notice to each delegate to the Convention of the time and place appointed for each meeting of the Convention.

**Article 9.** At each annual meeting of the Convention, a Standing Committee shall be chosen by a majority of the votes cast in one or more joint ballots of the Clergy and Laity. The Standing Committee shall consist of eight members of whom four shall be from among the Order of Priests or Order of Deacons and four from among the Order of the Laity. The Convention may, by canon, provide for the terms of office of members of the Standing Committee, the manner of filling vacancies, and restrictions on re-election to promote

rotation in office, provided, however, that not less than one member from the Order of Priests or Order of Deacons and one from the Order of the Laity shall be elected at each annual meeting of the Convention. Unless otherwise provided by canon, all eight members of the Standing Committee shall be elected at each annual meeting of the Convention without limitation on their right of re-election. Lay members of the Standing Committee who are not delegates to the Convention shall be entitled to all the privileges of the floor except that of voting.

**Article 10.** Every Parish and Separate Congregation within this Diocese shall be entitled to the entire benefit of this Constitution as soon as it shall have signified its ratification thereof, either in writing, or by sending a Lay Delegate to the Convention; and such Parish and Separate Congregation shall thereafter be benefited and bound, equally with the other Parishes and Separate Congregations in this Diocese, by every rule or canon which shall be framed by any Convention acting under this Constitution, for the government of this Church in ecclesiastical concerns.

**Article 11.** This Constitution shall be unalterable except in the following manner: A proposition for any change shall be introduced in writing and considered in Convention; and, if approved of, the same shall be transmitted to the several Vestries of the Parishes and Separate Congregations which shall have ratified this Constitution. And, if again approved of in the next ensuing Convention, by a majority of the respective Orders, voting thereon separately, the change shall take place and the Constitution so altered shall be valid and obligatory.

(Article 2. – Amended 1999, 2004, 2010)

(Article 8. – Amended 2010)



# CANONS

## I. ORGANIZATION AND ADMINISTRATION

### A. General

#### CANON 1-100

##### Of Delegates to the Provincial Synod

Sec. 1. The delegates to the provincial synod shall be the person in the Clerical Order receiving the greatest number of votes, and the two persons from the Lay Order receiving the highest numbers of votes in the election of deputies to General Convention pursuant to Canon 1-230. Alternate delegates to provincial synod shall be those persons in the Lay Order receiving the third and fourth largest number of votes and the person in the Clerical Order receiving the second highest number of votes in said election.

Sec. 2. It shall be the duty of the Convention, through the Treasurer of the Diocese, to provide for the expenses of the delegates or alternates who attend the Provincial Synod, by an item in the Budget of the Diocese each year.

(Amended 1970, 1991, 2000)

#### CANON 1-110

##### Of Non-Parochial Organizations, Institutions, and Agencies of the Diocese

Sec. 1. Any organization, institution or agency heretofore or hereafter organized, which shall represent itself to be an organization, institution or agency of the Diocese, for the purpose of soliciting money, or for any other purpose, shall apply to the Diocesan Council to be recognized as a Diocesan agency. Any such organization, institution or agency shall comply with the following requirements:

(a) It shall be operated not for profit, and its charter, constitution or bylaws shall specify its purposes.

(b) At least a majority of the Board shall be communicants in good standing of a Parish, Separate Congregation or Mission in union with the Convention, or priests canonically resident therein; and in the case of an agency receiving funds collected under the authority of the Convention or from the Convention itself, it shall elect or appoint to its governing board at least one member of the Diocesan Council, other than the Bishop;

although the Bishop, the Coadjutor, if there be such, Suffragan and Assistant Bishops, if there be such, may also be members.

(c) It shall not sell, alienate or encumber any real property belonging to it without giving to the Diocesan Council thirty days prior notice of such intention.

(d) It shall file with the Secretary of the Diocesan Council certified copies of its charter, constitution or bylaws and all of the amendments thereto.

(e) It shall make a written report to the Council setting forth the names of its governing Board and its financial transactions and other activities during the previous year.

(f) It shall comply with the provisions of the Canon of General Convention entitled "Of Business Methods in the Church."

(g) The Bishop, or the Bishop's nominee, at the Bishop's discretion, may visit it and examine its books, minutes, records and affairs to determine whether it conforms and continues to conform to the provisions of this Canon, and whether its standards and performance of work and service warrant continued recognition. If, in the opinion of the Bishop, it shall fail to meet such requirements, the Bishop may so report to the Diocesan Council, whereupon the said Council may take such action as, in its discretion, may be deemed appropriate, either to correct undesirable conditions or to end its status as a Diocesan organization, institution or agency.

Sec. 2. The Secretary of the Diocesan Council shall annually file with the Secretary of the Convention a list of the names of all of the organizations, institutions or agencies which the Diocesan Council shall recognize as Diocesan, and such list shall be published in the Convention Journal.

(Amended 1985)

B. Convention

CANON 1-200

Of the Annual Meeting

The annual meeting of the Convention shall be held on such date of each year and at such place as may be fixed by the Bishop with the advice and consent of the Standing Committee. For good cause, the Bishop with the advice and consent of the Standing Committee may call for the annual meeting to be held virtually, rather than in person, using online meeting technologies to gather a quorum and conduct necessary business.

(Adopted 1969, amended 2009, 2021)

CANON 1-210

Of the Secretary of the Convention

Sec. 1. In addition to the duties assigned to the Secretary by the Constitution, it is hereby made the Secretary's duty to transmit annually to the Secretary of the last House of Deputies of the General Convention copies of the Journal of the Convention.

Sec. 2. The Secretary 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 by authority of the General or Diocesan Convention.

Sec. 3. The Secretary shall prepare and forward to the Executive Council of The Episcopal Church, on or before the date set by the Executive Council, such parochial and diocesan reports as may be required from time to time by the Canons of the General Convention.

Sec. 4. The Secretary shall give notice by mail to all members of the clergy, vestries and advisory boards of all meetings of the Convention, annual and special, and provide proper forms for the certification of lay delegates; prepare therefrom a tentative roll of delegates, and supervise the registration of all clerical and lay delegates who attend the Convention; publish on the diocesan website, and mail electronically to every clerical and lay delegate to the Convention a journal of convention reports and business, as soon after the conclusion of the Convention as possible; and perform such other duties as may be reasonably expected from the Secretary of the Convention.

The Secretary, when elected, shall nominate to the Convention, with the approval of the Bishop, one or more Assistant Secretaries for election by the Convention.

Sec. 5. The Secretary of the Convention, or an Assistant Secretary, shall sign all official documents requiring the signature of the Secretary of the Convention, and affix the Convention Seal.

(Amended 2016)

## CANON 1-220

### Of Absentees from the Convention

Sec. 1. It shall be the duty of every member of the clergy canonically resident in this Diocese to attend the sessions of the Convention unless prevented from so doing by illness or other causes beyond such member's control, in which case, timely advance notice of such absence shall be given to the Bishop.

Sec. 2. At every meeting of the Convention it shall be the duty of the Secretary to report the names of such members of the clergy, entitled to seats, as may have absented themselves from two successive Conventions without adequate advance notice and excuse as aforesaid.

## CANON 1-230

### Of the Deputies to the General Convention

Sec. 1. At the annual meeting of the Convention in the year prior to the year set for the meeting of the General Convention, there shall be elected by ballot four Clerical and four Lay Deputies and four alternate Clerical and four alternate Lay Deputies to said General Convention in accordance with the Rules of Order.

Sec. 2. It shall be the duty of the Secretary of the Convention, at least ninety days after their election, to notify each of the Deputies elected to signify to the Secretary, within thirty days after receipt of such notice, the Deputy's acceptance of the election and appointment, and of the Deputy's intention to perform the duties of such office; and in default of receiving such notice from any one or more Deputies, the Secretary of the Convention shall designate and certify from the list of persons elected as alternate Deputies, such persons as may be necessary to secure a full attendance of the Deputies of each Order from this Diocese at the next ensuing session of the General Convention.

And should a deficiency in such attendance occur in any way thereafter or during a session of the General Convention, the Secretary of the Convention, on receiving notice thereof, shall designate and certify from the list of persons elected as alternate Deputies such persons as may be necessary to secure a full attendance of the Deputies of each Order from this Diocese at the next ensuing or pending session of the General Convention.

And the persons thus designated by the Secretary of the Convention, when furnished by the Secretary of this Convention with a certificate of such designation, shall have all the power and authority of Deputies duly elected as such by the Convention of this Diocese.

Provided, however, that such designation from such list of alternate Deputies shall be made, beginning with that person of the order among whose members such deficiency may have occurred, who shall have received the highest number of votes cast for persons in that order; and designations afterwards shall be made in succession from those receiving the next higher number of votes in such order.

Sec. 3. In case of the absence or inability to act of the Secretary of the Convention, the person who acted as Assistant Secretary at the meeting of the Convention at which the election of Deputies and alternate Deputies to the General Convention was held, shall discharge the duties in this Canon assigned to the Secretary of the Convention.

Sec. 4. It shall be the duty of the Convention, through the Treasurer of the Diocese, to provide for the expenses of the Deputies or Alternates who attend General Convention by an item in the budget of the Diocese each year.

(Amended 1973)

## CANON 1-240

### Of Nominations

Sec. 1. Not less than ninety days prior to each meeting of the Convention at which offices are to be filled by election, the Secretary shall forward to all delegates to the forthcoming Convention, insofar as their identity may then be known, a list of all offices to be filled at such Convention, for which nominations may be made by the delegates thereto, together with a notice that, not later than seventy-five days before Convention, nominations in writing to any such offices may be made by any delegate and received by a Nominating Committee appointed by the Diocesan Council.

Sec. 2. The Nominating Committee shall receive such nominations and, after determining the eligibility of the persons so proposed and their agreement to serve if elected, shall make such additional nominations as it shall deem appropriate to ensure that at least two eligible candidates are nominated for each position. Upon receiving the report of the Nominating Committee, the Secretary shall forward a notice thereof to all delegates to the forthcoming Convention, insofar as their identity may then be known, not less than thirty days prior to the date of the forthcoming meeting, such notice to include a brief biographical sketch of each nominee and the nominee's record of Church service.

Sec. 3. Nothing herein contained shall preclude the right of any delegate to the Convention to make nominations for any such office from the floor of the Convention; provided, however, that any such nomination shall include the following information about the nominee: eligibility and agreement to serve if elected, parochial affiliation, brief biographical sketch and record of Church service.

(Adopted 1966, amended 1972, 1981, 1987, 1995)

## CANON 1-250

### Of the Committee on Resolutions

Sec. 1. Not later than 60 days prior to the Annual Convention, the Bishop shall appoint a Committee on Resolutions to consist of not less than two clerical and two lay delegates in addition to the Secretary of the Convention and the Chancellor, who shall be ex officio members. The Committee shall serve until the adjournment of the Convention.

Sec. 2. The Secretary of the Convention shall receive and refer to the Committee on Resolutions all proposed resolutions, petitions and memorials which do not fall within the purview of any other committee, commission or board of the Convention. Every proposed resolution, petition or memorial submitted to the Secretary shall be accompanied by an explanation thereof and shall be signed by the proponent thereof. Resolutions calling for the expenditure of funds shall be accompanied by a proposed budget or similar document indicating the source of funds, fundraising responsibilities and related matters.

Sec. 3. The Committee shall consider and evaluate proposed resolutions, petitions and memorials and shall propose revisions or amendments thereto and shall recommend to the Convention such action thereon as it deems appropriate. The Committee may offer resolutions of courtesy on its own initiative.

Sec. 4. Procedures and deadlines for the submission of proposed resolutions, petitions and memorials shall be prescribed in the Rules of Order for the Convention.

(Adopted 1975, amended 1980, 1991, 2001)

C. Officers

CANON 1-310

Of An Assistant Bishop

Sec. 1. Creation of the Office of Assistant Bishop

Pursuant to Title III, Canon 27, of the Constitution and Canons of The Episcopal Church (The "Episcopal Church Canon"), the office of Assistant Bishop is hereby created in the Diocese of Maryland.

Sec. 2. Appointment of Assistant Bishop

Whenever in the opinion of the Bishop additional episcopal services are required in the Diocese, the Bishop may, with the consent of the Standing Committee, appoint an Assistant Bishop from among those Bishops eligible for the office under Section 2 of The Episcopal Church Canon to serve under such conditions as the Bishop may determine.

Sec. 3. Assistant Bishop to Serve Under Control and Direction of the Bishop

An Assistant Bishop so appointed shall serve at the discretion of and be under the direction and control of the Bishop having jurisdiction in the Diocese.

Sec. 4. Limitation on Tenure of Assistant Bishop

No person may serve as Assistant Bishop beyond the termination of the jurisdiction of the appointing Bishop or after the Assistant Bishop has attained the age of 72.

(Adopted 1984, amended 2016)

CANON 1-320

Of the Treasurer of the Diocese

Sec. 1. At every annual meeting of the Convention there shall be elected a Treasurer of the Diocese, who shall first be nominated by the Diocesan Council. The Treasurer shall have general charge of the receipts and disbursements of the Diocese, shall collect and receive all money to be collected under the authority of the Convention, and shall disburse the same under its authority. The Treasurer shall render accounts annually to the Convention, which accounts shall have been audited.

Sec. 2. At or prior to the meeting of the Convention at which a Diocesan budget shall be adopted, it shall be the duty of the Treasurer to submit in written form to all members of the Convention (a) a list of the amounts pledged by each Parish, Separate Congregation and

Mission toward the budget for the current fiscal year; (b) the total aggregate estimated amount to be pledged by all Parishes, Separate Congregations and Missions to the budget for the next fiscal year; and (c) any other income to the Diocese from all other sources for the current fiscal year and the estimated amount thereof for the next fiscal year.

Sec. 3. In case of a vacancy in the office of Treasurer, the Bishop, with the advice and consent of the Diocesan Council, shall have power to appoint a Treasurer, such appointee to serve until a successor is elected at the next annual meeting of the Convention.

Sec. 4. The Treasurer may nominate to the Convention, with the approval of the Bishop, for its election, such Assistant Treasurers as may be necessary.

Sec. 5. (a) All accounts of the Diocese of Maryland shall be audited annually by a certified public accountant or accounting firm, the auditor to be selected by the Diocesan Convention upon nomination by the Bishop and the Diocesan Council.

(b) The independent auditor's report on the financial statements of the diocese shall be forwarded to the Bishop or ecclesiastical authority not later than September 1 each year, covering the financial reports of the previous calendar year. The independent auditor's report and the financial statements and notes thereto shall, with the concurrence of the auditor, be published in the Journal of the Convention or, if not available in time for Journal publication, shall be separately published as a supplement thereto.

(Amended 1974, 1991, 1999)

#### CANON 1-330

##### Of the Chancellor of the Diocese

Sec. 1. There shall be a Chancellor of the Diocese who shall be the legal adviser of the Bishop, and of the Standing Committee, and a member ex officio of the Diocesan Council. The Chancellor shall be appointed annually by the Bishop at the meeting of the Convention, and shall hold office until the appointment of a successor. A vacancy in the office may be filled by an appointment of the Bishop until the next annual meeting of the Convention.

Sec. 2. The Chancellor shall, ex officio, when not elected as a delegate to the Convention, be entitled to all the rights and privileges of such a member, except the right to vote.

Sec. 3. With the approval of the Bishop, the Chancellor may appoint a Deputy who shall have all the authority of the Chancellor in case of the Chancellor's absence or inability to act. The appointment of a Deputy Chancellor shall be confirmed in writing by the Chancellor to the Secretary of the Convention and to the Diocesan Council, and the Deputy shall serve at the pleasure of the Chancellor and the Bishop.

(Amended 1972)



## D. Diocesan Organization

### CANON 1-400

#### Of the Diocesan Council

Sec. 1. (a) The Diocesan Council shall consist of:

(i) As ex officio members, the Bishop, and, if there be such, the Bishop Coadjutor, Bishops Suffragan, Assistant Bishops, such members of the diocesan staff as may be selected by the Bishop, the Chancellor of the Diocese and the Treasurer of the Diocese;

(ii) Nine members, three of whom shall be elected at each annual meeting of the Convention. Of the three, two shall come from the lay order and one from the clerical order. Each elected member will serve for a term of three years.

(iii) One member elected by and from among the members of each of the Regions constituted in accordance with Canon 1-420, to serve for a term of three years beginning and ending with the annual meeting of the Convention or until a successor is elected and qualifies. The schedule being utilized for the election of members by Regions as of the effective date of this Canon shall continue in effect such that one-third of the Regions will elect delegates in each calendar year.

(iv) At each Convention, the lay nominees receiving the third and fourth most votes shall serve for a period of one year as alternates for all six laymembers; and the cleric receiving the second largest number of votes shall serve for a period of one year as alternate for all three clerical members. Each region shall elect an alternate for its elected member. Alternates shall serve, with power to vote, in the place of a member who is unable to be present at a meeting of the Diocesan Council, and in the event of a vacancy until a successor to the member is elected.

(v) If at any time Council membership shall not include at least two (2) persons between the ages of sixteen (16) and twenty-five (25) years, then and in that event, the Bishop, with the advice and consent of Council, shall appoint to Council one (1) or two (2) such persons, as the case may be, to serve until the next annual meeting of the Convention.

(b) Vacancies on the Diocesan Council shall be filled by the appointing or electing authority for the balance of the term of the person whose office is vacated; provided, however, that if the vacancy shall be among the members of the Diocesan Council elected by the Convention, the replacement shall be chosen by the remaining members of the Diocesan Council and shall be from the same order as that in which the vacancy occurred. A member of the Diocesan Council elected by a Region who fails to remain a member of the electing Region shall, by reason of such failure, be deemed to have vacated Membership on the Diocesan Council.

(c) A member of the Diocesan Council who has served a full term of three years shall, at the expiration of such term, be ineligible for re-election until one year shall have elapsed; provided, however, that prior service on the Council by reason of having filled a vacancy in an unexpired term shall not be considered a disqualification for re-election of a member of the Diocesan Council filling a vacancy among those elected by the Convention at large under

Section 1. (a) (ii) hereof, but shall be a disqualification for re-election of a member of the Diocesan Council filling a vacancy among those elected by Regions under Section 1 (a) (iii) hereof.

(d) The Bishop shall be the ex officio president of the Diocesan Council. Other officers shall include one or more vice-presidents, a treasurer, a secretary and such other officers who shall perform such duties as the Council may from time to time prescribe.

(e) The members designated in Section 1. (a) (i) above shall serve without vote, except that they shall have a tie-breaking vote on occasion when they serve as presiding officer.

Sec. 2. The Diocesan Council, under the executive leadership of the Bishop, shall have charge of the unification, development and prosecution of the missionary, educational and social work of the Diocese.

Sec. 3. The Diocesan Council shall act as a consultative body to the Bishop, shall exercise the powers conferred upon it by Canon and such further powers as may be designated by the annual Convention, shall act for the Convention between meetings thereof in such matters as are not specifically reserved for the action of the Convention, and shall perform such other work as may be committed to it by the Convention. The Diocesan Council shall initiate and develop such new work as may be necessary between the sessions of the Convention. It shall also have charge of all receipts and disbursements provided for under the budget or by resolution or authority of the Convention. It may, subject to the provision of this Canon, enact bylaws for its own government and the government of its several departments. The Council, through its own appointed agents or by other established means, shall be responsible for disseminating throughout the congregations in union with the Diocese information and knowledge of the Missionary, Educational, and Social Work of the Church in the diocese.

Sec. 4. In any action taken under any section of this Canon, the Bishop or such other person or persons designated and authorized so to do by the Diocesan Council shall sign and execute all necessary or proper papers and documents in the corporate name and under the seal of the Convention, attested by the Secretary or Assistant Secretary of Convention.

Sec. 5. (a) It is hereby declared that the Diocesan Council is intended to be and shall be considered as the substitute for the City Committee of Missions in Baltimore referred to in the preamble to the Articles of Association of Baltimore City Protestant Episcopal

Missionary Committee and in the charter of the Church Extension Society of the Diocese of Maryland, Incorporated.

(b) Nothing in this Canon shall be construed or taken to interfere with or hinder the Baltimore City Protestant Episcopal Missionary Committee in conducting missionary or other work within the scope of its charter.

Sec. 6. The Council shall hold stated meetings at least four times in the year, provided that there shall be at least one such meeting in each calendar quarter of the year. Special meetings shall be held upon call by the Bishop at the Bishop's own initiative or upon call by the Bishop when the Bishop is requested to do so by at least three members of the Council. The notice for a special meeting shall state the principal purpose or purposes for the meeting.

Sec. 7. The Council, as soon as practicable after the close of the fiscal year, shall make and publish a full report of its work, the report to be circulated among the vestries and advisory boards of the organized congregations of the Diocese, and to be presented at the first regular meeting of the Convention after the end of the fiscal year. The report shall include a record of the work of the Council and its several departments, and shall also contain an itemized statement of all receipts and disbursements and a statement of all trust funds and property in its possession or under its control, as well as a detailed schedule of the salaries paid to all officers, agents, and principal employees.

Sec. 8. Any member of the Diocesan Council shall, ex officio, when not elected as a Delegate to the Convention, be entitled to all the rights and privileges of such a Delegate, except the right to vote.

Sec. 9. Development of the program portion of the annual budget of the Diocese shall be the responsibility of the Diocesan Council. The program committees shall develop and submit to the Diocesan Council unified, itemized budget requests. The Council Program and Budget Committee shall thereafter develop a proposed program budget for the Diocese to be submitted to the Council as set forth in Canon 5-100. The development of the episcopal portion of the budget shall be the responsibility of the Compensation and Benefits Committee, which shall transmit its budget to the Diocesan Council through the Program and Budget Committee. The Council shall consolidate the two portions of the budget and communicate it to congregations and regions. In the month of December immediately preceding the beginning of the fiscal year the Diocesan Council, after receiving responses from regions and the forecast of anticipated income reflecting congregation pledges to the Diocese, shall receive any recommendations agreed to in consultations between the Council Program and Budget Committee and the Compensation and Benefits Committee and with the participation of the Council shall adopt the final budget. With respect to funding the annual budget, the Diocesan Council shall annually approve the formula to be utilized in determining the assessment to be allocated to each congregation and shall provide congregations with guidelines for appealing an assessment.

Sec. 10. The Diocesan Council shall form a Nominating Committee to receive nominations for all positions selected by Convention. This Committee shall insure that at least two eligible candidates are nominated for each position.

(Amended 1968, 1970, 1971, 1972, 1973, 1975, 1981, 1982, 1987, 1989, 1992, 1994, 1997, 1998, 1999, 2006, 2020)

## CANON 1-410

### Of the Standing Committee

Sec. 1. The members of the Standing Committee prescribed by Article 9 of the Constitution of the Diocese shall serve for terms of four years each or until their successors are elected and qualify, to the end that the term of one member from the Order of Priests or Order of Deacons and one from the Order of the Laity shall expire each year. A member who has served for four consecutive full years shall thereafter be ineligible to continue to serve or to stand for re-election until the lapse of three years. No person shall be eligible for election who, because of previous service, would be ineligible to serve the full term or the portion of an unexpired term for which such person is nominated.

Sec. 2. A vacancy shall be filled by majority vote of the remaining members, provided that such vacancy shall be filled from the same Order as that in which the vacancy occurs. The successor so chosen shall serve until the next annual meeting of the Convention at which the vacancy for the balance, if any, of the unfilled term shall be filled by a vote of the Convention in the manner hereinbefore prescribed.

Sec. 3. As soon as convenient after each annual meeting of the Convention, the members of the Standing Committee shall meet and elect a President and Secretary who shall serve until their successors are elected and qualify and who shall perform the usual duties of such officers.

Sec. 4. Regular meetings of the Standing Committee shall be held at such times and places as it may by resolution prescribe. Special meetings may be called by the Bishop, by the President, or by any three members of the Committee on their written notice to the other members.

Sec. 5. The Secretary of the Standing Committee shall maintain a faithful record of all its proceedings. Such record, together with all other documents and material in any wise relating to the Church, which may come into the hands of the Standing Committee, shall at all times be subject to examination by the Bishop. It shall be the duty of the Standing Committee to make an annual report to the Convention of all its official acts.

Sec. 6. The Standing Committee shall have the responsibilities, rights and duties as provided in the Constitution and Canons of The Episcopal Church with respect to ecclesiastical and related matters and also as to matters as provided for in these Canons. Specifically, with respect to the sale or other disposition of real property of any Parish, Separate Congregation or Parochial Mission, and with respect to the sale of any Diocesan

real property on which is located any consecrated and dedicated Church or Chapel, the consent of the Bishop and the Standing Committee shall be required. The Standing Committee, after consulting with the Bishop, shall determine the appropriate disbursement of any proceeds belonging to the Diocese and resulting from any sale or other dispositions of any church, chapel or other property used or formerly used as a place of worship.

(Amended 1968, 1987, 1991, 1998, 2016)

## CANON 1-420

### Of the Regions

Sec. 1. All Parishes, Separate Congregations and organized, unorganized and parochial Missions in the Diocese, shall by resolution of the Convention, each be assigned to one of such number of Regions as the Convention may from time to time prescribe; provided, however, that any desiring to be assigned to a different Region may petition the Bishop, the Region from which it desires to move, the Region to which it desires to move, and either the Convention or the Diocesan Council, for such reassignment and, upon favorable action thereon by the Bishop, by the Region from which it desires to move, by the Region to which it desires to move, and by the Convention or the Diocesan Council, as the case may be, the same shall take effect.

Sec. 2. The voting members of each Region shall consist of:

(a) All members of the clergy who are canonically resident in the Diocese who are recognized by the Bishop or Ecclesiastical Authority as ministers serving one or more of the Parishes, Separate Congregations, or Missions within such Region, or are serving in a non-parochial capacity within the Diocese; and

(b) Lay representatives of each Parish, Separate Congregation, or Mission in such Region, in such number as each is permitted lay delegates to the Convention;

(c) The Youth Delegate and Alternate Youth Delegate to Convention from each such Region; and

(d) The representative to Diocesan Council from each such Region, if such person is not already a voting member under paragraph (a), (b), or (c) above.

Sec. 3. The lay delegates to Convention of each Parish, Separate Congregation, or Mission in such Region shall be non-voting members with full seat and voice, if not a voting member under any paragraph of Section 2 above.

Sec. 4. Meetings of each Region shall be open to and may be attended by wardens, vestry members, advisory board members, program leaders and other interested persons of each Parish, Separate Congregation or Mission within the Region.

Sec. 5. Each Region may elect, at its May meeting, from among its members, or from among the members in good standing of the Parishes, Separate Congregations and Missions of the Region such officers as are deemed necessary. Each Region may also adopt its own bylaws and rules of order for the government and regulation of its meetings and other affairs.

Sec. 6. During the interval between each May meeting of the Convention, the Region shall meet at least 2 times.

Sec. 7. It shall be the function of each Region to provide for regular meetings in which the mutual responsibility and interdependence of its Parishes, Separate Congregations and Missions may be recognized and acted upon. Specifically:

- (a) There will be an annual meeting of each Region with the bishops, possibly with staff members, program people, and other Diocesan leaders.
- (b) There will also be a meeting of each Region in the fall to review the budget recommendation of Diocesan Council and to communicate its consensus regarding the budget to Diocesan Council via the Council delegate.
- (c) Each Region should meet as it deems necessary to determine its structure and program and to elect its Diocesan Council delegate and alternate. In the absence of officers of the Region, such delegate, or in the absence of the delegate the alternate, will be the convenor of the Region.

(Adopted 1969, revised 1975, 1981, 1987, 1989, 1994)

#### CANON 1-450

##### Of the Organization and Operation of the Planning Commission

(Amended 1989, repealed 2016)

#### CANON 1-452

##### Of the Development Commission

Sec. 1. The Development Commission shall be appointed by the Bishop when, as and if in the Bishop's discretion there is a need for the services prescribed in this Canon. It shall consist of not less than five persons, one of whom shall be designated by the Bishop as Chair. There shall be no restriction on the reappointment of members of the Commission, but the Chair shall not serve as such for more than three successive years. Members of the Commission shall serve at the pleasure of the Bishop.

Sec. 2. The Development Commission shall be responsible for the development of ways and means of financing or refinancing Diocesan projects, and ways and means of organizing the acquisition of new capital funds required for such projects, and for organizing and operating such campaigns or procedures as are authorized by the Bishop and the Convention or the Bishop and the Diocesan Council for raising these funds.

Sec. 3. Upon authorization by the Diocesan Council, the Development Commission shall employ such competent professional personnel as may be necessary to accomplish the work assigned to it.

Sec. 4. The Development Commission shall be responsible to the Bishop, the Convention and the Diocesan Council. In such years as the Commission may be appointed, it shall report to the Bishop and the Diocesan Council from time to time upon request.

(Amended 1989)

## CANON 1-460

### Of Enactment, Amendment, and Repeal of Canons

Sec. 1. There shall be a Committee on Canons and Other Business appointed by the Bishop at each Annual Convention. The Bishop shall also determine the number of clerical and lay members of the Committee and shall designate its Chair.

Sec. 2. The Committee on Canons and Other Business shall have the primary responsibility for drafting in proper legal and canonical form all changes in and additions to the Canons of the Diocese of Maryland. No measure proposing an addition to or amendment or repeal of such Canons which has not been drafted by the Committee on Canons and Other Business shall be considered by the Convention unless the same shall have been first submitted to and approved as to legal and canonical form by such Committee. All such references to the Committee shall be made at least sixty days prior to the opening of the Convention at which the measure is first to be considered, unless a shorter period shall be approved by the Committee. On receipt of any such reference the Committee shall review the measure proposed, and shall make such changes therein as it may deem necessary to render the same in proper legal and canonical form. All such changes shall be called to the attention of the proposer of the measure, and, unless the proposer shall concur therein, an explanation thereof and the reasons therefor shall be included in the report of the Committee.

Sec. 3. No later than fifteen days prior to the opening of each Annual Convention of the Diocese the Committee on Canons and Other Business shall send to the Secretary of the Convention a Preliminary Report, a copy of which shall thereupon be forwarded by the Secretary to all persons known to the Secretary to be prospective delegates to the forthcoming Convention, both clerical and lay. Such Preliminary Report shall include a draft of such proposals for any addition to or amendment or repeal of any provisions of the

Canons of the Diocese which may have been approved by such Committee. The Final Report to be submitted to the Convention may include such further proposals and supplementary recommendations as the Committee may deem proper.

Sec. 4. Whenever a Canon which has repealed another Canon, or part thereof, shall itself be repealed, such previous Canon or part thereof shall not thereby be revived or re-enacted without direct action to that effect by the Convention.

Sec. 5. In every proposed amendment to any provision or section of any existing Canon, the following form shall be used:

“Canon \_\_\_ (or Section \_\_\_ or clause \_\_\_ of Section \_\_\_ of Canon \_\_\_) is hereby amended to read as follows: (here shall be inserted the new wording).”

If a Canon shall be repealed and re-enacted with amendments, the following form shall be used:

“Canon \_\_\_ is hereby repealed and re-enacted to read as follows:”

Sec. 6. Whenever a new Canon shall be adopted by the Convention, said new Canon shall be inserted in the current Compilation of Canons according to its title or subject matter, where appropriate; and all subsequent Canons shall be appropriately renumbered. Canons shall be numbered for purposes of identification only, and their numbers shall not be deemed a part of their text. It shall be the duty of the Committee on Canons and Other Business at the close of each annual Convention to certify to the Secretary all changes, if any, which may have been made in the Canons, including all corrected references and numerical designations in any Canon, and the Secretary shall publish the same in the Journal and in periodic amendments to the Compilation of the Constitution and Canons.

Sec. 7. The Bishop or the Convention may refer to the Committee such other business as they may deem appropriate to the function of the Committee, including any proposed addition to or amendment or repeal of any provision of the Constitution of the Diocese, and, when so requested, the Committee shall thereupon proceed to draft such measure in proper legal form and to include the same in its Annual Report.

Sec. 8. All Canons enacted by and all amendments and repeals of Canons adopted by the Convention shall become effective on the first day of the month following the adjournment of the meeting of the Convention, unless otherwise expressly ordered.

(Amended 1964)

## CANON 1-470

### Of the Committee on Property

Sec. 1. There shall be a Committee on Property composed of the Bishop, the Chancellor, the Treasurer, the Comptroller, the Chair of the Investment Committee, the



Chair of a committee responsible for Congregational Development, as designated by the Bishop, and such other persons as the Bishop may from time to time appoint, who shall serve at the pleasure of the Bishop. The Bishop shall designate the Chair.

Sec. 2. The Committee shall have the power to designate and appoint such committees as, in its judgment, may be necessary for the proper dispatch of the business affairs of the Diocese relating to property, with full power to such committees to act on behalf of the Committee as a whole in such matters that may be assigned to them. Reports by the committees shall be made at designated meetings to the Committee as a whole.

Sec. 3. The Committee on Property shall have the responsibility for overseeing and coordinating the business affairs of the Diocese relating to property, including, without limiting the generality of the foregoing, any contracts for the purchase or sale of real or personal property, all deeds or leases of real or personal property, all notes evidencing borrowing, and all other instruments relating to the business affairs of the Diocese relating to property.

Sec. 4. In any action taken under this Canon, the Bishop, or in the absence of the Bishop, the Bishop Coadjutor, a Suffragan or Assistant Bishop or a designee of the Bishop shall sign and execute all necessary or proper papers and documents in the corporate name and under the seal of the Convention, attested by the Secretary or Assistant Secretary of Convention.

(Adopted 1973, amended 1985, 1987, 1988, 1989, 1993, 1997)

## CANON 1-480

### Of the Diocesan Archives and Archivist

#### Sec 1. The Archives.

There shall be diocesan Archives. It shall be the duty of the Annual Convention to provide in the Archives a safe, protected, organized and accessible environment for the storage of items and records pertinent to the historical record of the mission and ministry of the Diocese of Maryland, its bishops, officers, and agents and agencies.

#### Sec. 2. The Archivist.

(a) There shall be an Archivist of the Diocese of Maryland, who shall be appointed to that post by the Bishop, subject to confirmation by the Convention.

(b) It shall be the duty of the Archivist, with the cooperation of the Bishop(s) and diocesan staff, to preserve and store publications, documents, correspondence and other items relating to the history of the Diocese's mission and ministry; appropriately label and keep a record of such items; make the collection of such items accessible and useful for

research; encourage parishes and missions to preserve historical material; encourage the development of historical writings or other media concerning the mission and ministry of the Diocese; and collect for the Archives, at a minimum, the following: all Journals of annual and special Conventions, all minutes, official records and reports of every diocesan officer, agency, board, commission or committee operating under the authority of the Diocese or of the Diocesan Council, materials such as written histories and other historically significant documents pertaining to the parishes and missions of the Diocese, documents and records necessary to preserve an accurate history of the Diocese and copies of the Maryland Church News or a successor publication.

(c) Nothing herein shall be construed to preclude the offices of Archivist and Historiographer from being held by the same person.

### Sec. 3. The Archives Advisory Committee

(a) There shall be an Archives Advisory Committee. The Bishop shall, in consultation with the Archivist, appoint members of the Archives Advisory Committee for three-year terms, subject to confirmation by the Convention.

(b) The Archives Advisory Committee shall have no fewer than three members, and no more than nine. The Archivist shall be an ex officio member, with voice and vote. The Bishop shall make every effort to appoint to the Archives Advisory Committee members with training and interest in history and in the preservation and care of archival materials.

(c) It shall be the duty of the Archives Advisory Committee to act as an advisory committee to the Bishop on matters pertaining to the Archives; give support and assistance to the Archivist; oversee the budgeting and expenditure of funds, particularly funds from endowment; with permission of the Diocesan Council, encourage gifts for the support of the Archives; report annually to the Convention about activities, acquisitions, funding (including the F. Garner Ranney Fund for the Archives) and expenditures; work with the Archivist to assist parishes and missions to know what materials to preserve and learn proper preservation techniques; and, in the case of a vacancy in the office of Archivist, act as a "search committee" which recommends candidates for that office to the Bishop.

### Sec. 4. At the Closing of a Church

Whenever a parish or mission is closed, or the congregation disbands, the charters, registers and other papers and records of such church shall be delivered to the Archives. An inventory of the parish or mission's property, real estate and contents, with special notations about memorials, shall be turned over to the Archives.

(Adopted 1995)

CANON 1-485

Of the Diocesan Historiographer

(a) There shall be an Historiographer of the Diocese of Maryland, who shall be appointed to that post by the Bishop, subject to confirmation by the Convention.

(b) It shall be the duty of the Historiographer, with the cooperation of the Bishop(s) and diocesan staff, to prepare and publish, from time to time, material concerning the history of the mission and ministry of the Diocese.

(c) Nothing herein shall be construed to preclude the offices of Historiographer and Archivist from being held by the same person.

(Adopted 1995)

E. Finance

CANON 1-500

Of the Investment Committee

Sec. 1. (a) The Investment Committee of the Diocese shall be responsible for the management of all funds committed to its care by the Convention or Diocesan Council.

(b) The Committee is responsible to the Convention, and between meetings of the Convention, to the Diocesan Council.

Sec. 2. (a) The Committee shall consist of not less than six members, who shall be elected to serve for a term of three years. Members may succeed themselves for one additional term, but after serving two terms, shall not be eligible for reelection until one year has elapsed. Should additional members be required from time to time for specific projects, they shall be appointed by the Bishop, upon nomination by the Chair, and shall serve for a fiscal year. Such members shall be eligible for reappointment.

(b) The Bishop and the Bishop Coadjutor, if there be one, and the treasurer shall be ex officio members of the Committee.

Sec. 3. The members of the Committee shall be elected by the Convention upon nomination by the Diocesan Council. The Chair of the Committee shall be appointed by the Bishop from the elected membership and shall serve not longer than three years.

Sec. 4. The Investment Committee shall have the following duties and responsibilities:

(a) The management, investment and reinvestment of all funds committed to its care by the Convention or the Diocesan Council.

(b) The contracting with trust companies or banks to act as agents for the care and custody of all cash, stocks, bonds, mortgages, ground rents and other securities or investments placed in their custody by the Committee.

(c) The reporting in complete detail of all investments under the care, supervision, and management of the Committee to the Convention and the Diocesan Council. Reports to the Diocesan Council shall be made annually, and upon request.

Sec. 5. In any action taken under this Canon, the Bishop or the Chair of the Investment Committee or the Treasurer shall sign and execute all necessary or proper papers and documents in the corporate name and under the seal of the Convention, attested by the Secretary or Assistant Secretary of the Convention.

## CANON 1-510

### Of the Middendorf Revolving Fund Of the Diocese of Maryland

#### Sec. 1. Introductory Statement

In 1980 the Middendorf Revolving Fund of the Diocese of Maryland was created with seed money contributed by the Trustees of the Middendorf Foundation (the Foundation). The Fund was later augmented by substantial moneys derived from the bicentennial fund. This Canon, formerly Canon 48, was adopted in 1980 at the request of the Foundation to define the organization of the Fund, its objectives and methods of operation. This Canon is reenacted in 1994 with amendments recommended by the Fund's Board of Managers to reflect changes deemed advisable because of the passage of time.

#### Sec. 2. Board of Managers

The Fund shall be a separate agency of the Diocese administered by a Board of Managers consisting of not less than six persons appointed annually by the Bishop subject to confirmation by the Convention. In addition to such appointees, the Comptroller shall serve as a Manager, ex officio. The appointed managers, of whom not less than half shall be lay persons, shall be selected with special regard for their business judgment and their experience in dealing with problems related to the improvement of church property. Without limiting the discretion of the Bishop in the selection of appointees, the Bishop shall consider the desirability of having on the Board an architect, contractor, or engineer, an attorney, and one or more persons with a financial or accounting background. The Bishop shall designate the Chair of the Board of Managers and the Board shall select its own Secretary who need not be a member of the Board.

#### Sec. 3. Investments

Moneys belonging to the Fund, pending their application to its objectives as hereinbelow provided, shall be invested under the supervision of the Investment Committee pursuant to Canon 1-500. The investment philosophy of the Fund shall be oriented toward liquidity to the end that its moneys shall always be committed to its objectives to the maximum practicable degree.

#### Sec. 4. Objectives

The Fund is formed for the purpose of lending money to Parishes, Separate Congregations and Missions within the Diocese of Maryland to assist them in the construction, renovation and improvement or the purchase of church property, including but not limited to church buildings, parish houses, rectories and other capital assets. The amount of loans to be made for such objects, the selection of the borrowers, and the terms of the loans shall be in the sole discretion of

the Board of Managers, provided, however, that the Board shall be satisfied that the borrower has the capability of repaying the loan within a reasonable period, generally not exceeding seven years and in no event exceeding ten years for loans of \$100,000 or less and not exceeding twenty years for loans in excess of \$100,000.

The interest rate shall be fixed from time to time by the board but in its discretion, interest need not be charged on any loan, the primary objective of the Fund not being to generate income on its loans, as would a commercial lender, but rather to put its moneys to work for the objects above stated under circumstances providing a high degree of probability that they will be repaid and may be re-used within a reasonably short period of time. All loans from the Fund shall be designated as having come from The Middendorf Revolving Fund of the Diocese of Maryland.

#### Sec. 5. Additions to the Fund

All additions to the Fund from whatever source derived shall be administered subject to the provisions of this Canon.

#### Sec. 6. Reports

The Board of Managers shall submit an annual report of its activities, including an accounting of its receipts and disbursements, in reasonable detail, to the Convention and to the Foundation. Such reports shall be filed in sufficient time to permit their inclusion in the materials distributed to the Convention in advance of the annual meeting each year.

(Adopted 1980, amended 1993, 1997)

### CANON 1-520

#### Of the Church Pension Fund

Sec. 1. It shall be the duty of the Diocese, and of the Parishes, Separate Congregations, 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 members of the clergy by said Diocese, Parishes, Separate Congregations, Missions, or other ecclesiastical organizations for services rendered, and changes in such salaries and other compensations as they occur; and to pay promptly to the Church Pension Fund the pension assessments required thereon by the Canon of the General Convention and in accordance with the rules of said Fund.

Sec. 2. 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, ordination, reception, marriage, birth of children, death, and changes in cures or salaries, 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 obligation in accordance with the intention of the General Convention in respect thereto.

Sec. 3. It shall be the duty of the Diocesan Council to provide for the annual payment to the Church Pension Fund of the premiums payable on behalf of all Bishops, Priests and Deacons paid by the Treasurer of the Diocese.

(Amended 1973)

## II. PARISHES, SEPARATE CONGREGATIONS AND MISSIONS

### CANON 2-100

#### Of a Cathedral Church

Sec. 1. There shall be a Cathedral Church of the Diocese of Maryland (the “Diocese”), known as the Cathedral Church of the Incarnation, located at the corner of St. Paul Street and University Parkway in the City of Baltimore. It shall serve as the official seat of the Bishop of Maryland and as a parish church for the local congregation (the “Congregation”). The Congregation shall have all of the rights, privileges, powers, duties and obligations of a parish or separate congregation in union with the Diocese, including representation in the Convention, except as modified by this Canon. The members of the Congregation as defined in its bylaws shall constitute the members of the corporation described in Section 2.

Sec. 2. There shall be an incorporated Cathedral Chapter (whose full corporate name is “the Cathedral Chapter of the Protestant Episcopal Church of the Diocese of Maryland”) consisting of a maximum of 18 persons, one of whom shall be a Youth Member. Thirteen Chapter members shall be elected by the Voting Members of the Cathedral Church, four each for three-year terms and the Youth Member for a one year term. A Youth Member shall be a Voting Member of the Cathedral Church, 16 years to 22 years and may be re-elected for one additional term. Up to five members shall also be nominated by the Bishop and elected by the Convention for 5-year terms. The Bishop, the Bishop Coadjutor, a Bishop Suffragan and the Assistant Bishop, if any, and the Dean, shall also be ex officio members of the Chapter, but only one of the Bishops in the order just named, or in the absence of a Bishop, the Dean of the Cathedral shall have a casting vote in the event of a tie. The members of the Chapter shall serve as directors and trustees of the corporation pursuant to the General Religious Corporation Act of the State of Maryland. The Chapter shall be responsible to the Convention for the implementation of this Canon, including the adoption of Articles of Amendment and Restatement and amended bylaws to conform herewith.

Sec. 3. The Bishop shall be the President of the Chapter and its presiding officer unless the Bishop Coadjutor, a Bishop Suffragan or Assistant Bishop, if any, shall be designated as such by the Bishop in the Bishop’s place and stead. At any meeting of the Chapter at which the President is absent, the Dean shall serve as presiding officer. There shall be a Senior and Junior Warden who are members of the Congregation and are appointed by the Dean with the consent of the Chapter. The Wardens shall serve for a term of two years and shall be eligible for re-election for one additional term. There shall be a Treasurer appointed annually by the Bishop and the Dean with the consent of the Chapter. The Treasurer may serve a maximum of eight consecutive years. The Registrar shall be appointed annually by the Bishop and the Dean with the consent of the Chapter, and there shall be no restriction on the number of years the Registrar may serve as such. The Senior Warden, Junior Warden, Treasurer and Registrar shall each be entitled to a voice and vote at meetings of the Chapter, even if they are not Chapter members. Any vacancy among the



members of the Chapter elected by the Congregation shall be filled by appointment of the Dean with the approval of the remaining members of the Chapter. Vacancies among the Chapter members elected by the Convention of the Diocese shall be filled by appointment of the Bishop. All members so appointed to fill vacancies will serve out the unexpired term of their predecessor and shall be eligible for re-election.

Sec. 4. There shall be a Dean of the Cathedral whose primary function shall be to serve as chief pastor of the Congregation. The Dean shall be appointed by the Bishop, subject to approval of the Chapter and shall serve at the pleasure of the Bishop. Unless the Dean's term of office be sooner terminated by the Bishop, the Dean's term shall coincide with that of the Bishop, but upon the death, resignation or retirement of the Bishop, the Dean shall continue in office as Acting Dean until a new Bishop be elected and successor Dean be appointed. Additional clergy to serve the Congregation may be appointed by the Bishop and the Dean, subject to the approval of the Chapter as may be considered necessary for the congregational ministry. The Bishop may also appoint adjunct clergy to assist with services, assist in diocesan services or perform such other functions as may be deemed appropriate to such ministry.

Sec. 5. The property owned by the Diocese on which the Cathedral is located may also be used as a site for the Diocesan Office when, as and if determined feasible by the Convention or the Diocesan Council.

(Repealed and reenacted 1985, amended 2006, 2014)

## CANON 2-110

### Of the Formation of New Parishes and Separate Congregations

Sec. 1. No Mission or new place of worship within the Diocese shall be established and no vicar shall be appointed to serve therein, without the prior written consent of the Bishop. No existing place of worship shall move its location, without the prior written consent of the Bishop and the approval of the Convention.

Sec. 2. No Parish shall be subdivided into one or more Parishes nor shall any Separate Congregation be organized within an existing Parish without prior approval of the Convention. As conditions of such approval the Convention shall be satisfied that such new Parish or Separate Congregation (1) shall have the use of a church edifice owned by the Convention or by an existing Parish or Separate Congregation in union with the Convention or of such other cooperative or ecumenical facility as may be approved by the Bishop and Convention; (2) shall have been self-supporting for at least two years preceding the application and shall have reasonable prospects of self-support in the future; and (3) shall agree to conform strictly with the Constitution and Canons of the General Convention and of this Diocese.

Sec. 3. Persons desiring to form a new Parish or Separate Congregation in union with the Convention shall file with the Bishop (or if there be a vacancy in the office of Bishop, then with the ecclesiastical authority of the Diocese) an application for leave to do so on Form 1 appended hereto not later than one hundred and eighty days prior to the next annual meeting of the Convention. Such application shall be referred to the appropriate Committee responsible for Congregational Development not later than one hundred fifty days prior to an annual meeting of the Convention. Such Committee shall thereupon report its recommendations to the Convention for action thereon.

Sec. 4. If the Convention shall approve the application for leave to form a new Parish or Separate Congregation, the applicants shall proceed to form a religious corporation under the General Religious Incorporation Law of the State of Maryland codified in the Corporations and Associations Article of the Maryland Code. The Articles of Incorporation shall be submitted to and approved by the Chancellor prior to their being filed with the State Department of Assessments and Taxation of the State of Maryland.

Sec. 5. Promptly upon incorporation, which must occur within 6 months of the date the Convention approved the application for leave to form the new Parish or Separate Congregation, such newly formed Parish or Separate Congregation shall file with the Bishop or ecclesiastical authority Confirmation of Corporate Status on Form 2. In the absence of any material change in the representations set forth in Form 1, the Bishop or ecclesiastical authority shall approve the same in writing and thereupon such newly formed Parish or Separate Congregation shall stand in union with the Convention subject to the Constitution and Canons of the General Convention and of this Diocese. In the event the Bishop shall decline to approve Form 2 by reason of a material change in the representations set forth in Form 1, the applicant shall have the right to appeal such action to Convention at the next annual meeting thereof.

Sec. 6. In the event the new Parish or Separate Congregation is not incorporated within months of the date the Convention approved the application for leave to form the new Parish or Separate Congregation, the approval shall lapse, and the applicants shall not proceed further with incorporation until the application has been reapproved at a subsequent annual meeting of the Convention.

Sec. 7. The forms appended to this Canon shall be construed as general guides, and no deviation therefrom, if approved by the Chancellor, shall impair the validity of any application filed hereunder.

(Amended 1969, 1970, 1973, 1975, 1980, 1988)

Appendix to Canon 2-110

THE DIOCESE OF MARYLAND

Form 1 - Application for Leave to Form a New Parish or Separate Congregation and for Union with the Convention of the Diocese of Maryland:

1. Name of Proposed Parish or Separate Congregation:

\_\_\_\_\_  
\_\_\_\_\_

2. Location (Indicate city or county and street address where applicable):

\_\_\_\_\_

3. Name the Parish within which the applicant is to be located:

Parish. \_\_\_\_\_

4. Will the applicant be a new Parish representing a subdivision of an existing Parish or a Separate Congregation within that Parish?

New Parish \_\_\_\_\_

Separate Congregation \_\_\_\_\_

(Check one)

If the applicant is to be a new Parish, a legal description thereof by metes and bounds or other legal description satisfactory in form and content to the Chancellor, must be appended hereto. No such description is required for a Separate Congregation.)

5. If the applicant proposes to become a Parish and not a Separate Congregation, has the consent of the Parish named above been secured to this application?

Yes \_\_\_\_\_

No \_\_\_\_\_

Not applicable \_\_\_\_\_

6. Name and address of the applicant's Vicar or Minister-in-Charge:

The Reverend \_\_\_\_\_

---

7. When was the applicant first established as a mission or separate place of worship?

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8. List the number of communicants enrolled on the applicant's register for the last three years according to its annual report:

Year	Number
20____	_____
20____	_____
20____	_____

9. Attach hereto a certified balance sheet for the applicant as of December 31 in the year ended prior to the date of this application and a statement of income and disbursements for the three years then ended. The income statement should show with particularity the source of all revenues.

10. By whom is the applicant's church edifice (i.e. the place of worship) now owned?

---

11. What is the seating capacity of the church edifice? \_\_\_\_\_

12. Describe any other real property available to the applicant, such as rectory, parish hall, etc.

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(Note: If the applicant will worship in a cooperative or ecumenical facility to be approved by the Bishop and the Convention, questions 13, 14 and 15 are not applicable. Otherwise these questions must be answered in full.)

13. Is the church property described above encumbered by any mortgage or other lien?

No \_\_\_ Yes \_\_\_

(If the answer is "Yes", give a full description thereof, including the name of the lender, the date of the loan, the original amount thereof, the balance now outstanding, the rate of interest and the annual charge for interest and debt service.)

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14. Have arrangements been made for the conveyance to the applicant of all church property described above?

Yes \_\_\_\_\_

No \_\_\_\_\_

15. (a) Has the Diocese of Maryland expended any Diocesan funds for the acquisition and/or improvement of real estate used by the applicant?

Yes \_\_\_\_\_

No \_\_\_\_\_

(b) If the answer to (a) is "Yes", state the aggregate amount of such expenditures as of the date of this application:

\$ \_\_\_\_\_

(c) Has the applicant paid to the Diocese any rent in accordance with Canon 2-140, Sec. 9?

Yes \_\_\_\_\_

No \_\_\_\_\_

(d) If the answer to (c) is "Yes", state the aggregate amount paid to the Diocese in the form of such rent:

\$ \_\_\_\_\_

(e) As a condition of union with the Diocese, does the applicant agree, pursuant to Canon 2-140, Sec. 9 to repay to the Diocese all or such part of Diocesan monies expended on such real estate and improvements as prescribed by Canon 2-140?

Yes \_\_\_\_\_

No \_\_\_\_\_

(Revised 1973, 1985)

#### CERTIFICATION

The undersigned, constituting not less than eight enrolled communicants of the above named applicant, together with the vicar or minister-in-charge, do hereby certify that:

(1) The answers to all questions stated above and all information appended thereto are true and correct to the best of our knowledge, information and belief.

(2) We hereby apply to the Diocese of Maryland for leave to form a new Parish or Separate Congregation in conformity with the provisions of Canon 2-110 of the Diocese of Maryland.

(3) If admitted into union with the Convention of the Diocese of Maryland, we hereby agree for ourselves and our successors that the applicant will at all times strictly conform with the Constitution and Canons of the Protestant Episcopal Church in the United States of America and of the Diocese of Maryland.

Date of Application:

\_\_\_\_\_, 20\_\_ \_\_\_\_\_

Proposed Name of Applicant Church

Vicar or Minister-in-Charge \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Revised 1973) (At least eight enrolled communicants)

Form 2 Confirmation of Corporate Status:

\_\_\_\_\_ a religious corporation of the State of Maryland, hereby certifies its corporate status and eligibility for union with the Convention of the Diocese of Maryland as a new Parish \_\_\_\_\_ Separate Congregation \_\_\_\_\_ (Check one).

The undersigned constitute the Vicar or Minister-in-Charge who will become the Rector of the applicant upon approval hereof as provided in Canon 2-110, and the members of the Vestry, the Registrar and the Churchwardens who will then take office in such capacities.

We hereby ratify and confirm all representatives set forth in our Application dated \_\_\_\_\_ on Form 1 for leave to form a new Parish or Separate Congregation and for union with the Convention of the Diocese of Maryland, except as may be set forth below:

The applicant was incorporated under the laws of Maryland under the General Religious Incorporation Act on \_\_\_\_\_, 20\_\_\_\_, and is in good standing.

In witness whereof we have hereunto affixed our names and seals this \_\_\_\_ day of \_\_\_\_\_ in the year of Our Lord 20 \_\_\_\_.

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Vicar or Minister-in-Charge (Corporate Seal)

\_\_\_\_\_  
Church wardens

Vestry Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved:  
Bishop of Maryland

\_\_\_\_\_

Date \_\_\_\_\_

(Revised 1973, 1975)

## CANON 2-120

### Of Aided Parishes and Separate Congregations Under Missionary Administration

Sec. 1. The Diocesan Council shall be authorized to make payments from Diocesan Missionary Funds to any Parish or Separate Congregation if such Parish or Separate Congregation shall have submitted, through the Rector and Vestry, an application therefor on a form required by the appropriate Committee responsible for Congregational Development; provided, however, any Parish or Separate Congregation (a) whose Rector or other clergy is not in receipt of the minimum compensation required by Resolution of the Convention, or (b) which is unable or fails to maintain adequately its property or to support the other functions and services normally expected of a place of worship, shall, by such fact, be held to have become an Aided Parish or Separate Congregation and to have subjected itself to the provisions as set forth in this Canon. Such Parish or Separate Congregation shall thereupon be entitled to receive aid from any Diocesan source, missionary or otherwise. The appropriate Committee responsible for Congregational Development shall be responsible for determining when the facts listed under (a) and (b) actually exist in any Congregation, and shall so certify to the Bishop, subject to appeal to the next annual Convention.

Sec. 2. Upon becoming an Aided Parish or Separate Congregation, and while the congregation is functioning as such, the Vestry shall not have the right to elect a Rector, and, during that period, the Bishop may call upon the Rector, if there be one, or upon the Minister-in-Charge, if the Bishop appoint one, to render such service within and/or without the Aided Parish or Separate Congregation as the Bishop may from time to time direct.

Sec. 3. The clergy in charge of the Aided Parish or Separate Congregation shall be appointed thereto by the Bishop and may at any time be removed by the Bishop and may be appointed to other work.

Sec. 4. Except as expressly provided in this Canon, an Aided Parish or Separate Congregation shall continue to possess and exercise all of its powers under its Charter or Articles of Incorporation. As a condition of its receipt of Diocesan aid, any such Aided Parish or Separate Congregation shall make such amendments to its Charter or Articles of Incorporation as the Bishop, on the advice of the Chancellor, may deem necessary to insure compliance with this Canon.

Sec. 5. Expenditures of any Capital Fund or the alienation of any property belonging to an Aided Parish or Separate Congregation shall only be made with the approval and consent of the Bishop and the Standing Committee.

Sec. 6. Subject to the approval of the Bishop, the Minister-in-Charge may appoint the Sexton, Organist, Choir Master, Church School Superintendent, and any other helpers the Minister-in-Charge may find necessary.



Sec. 7. The Minister-in-Charge and/or officers of the Aided Parish or Separate Congregation shall make such reports of their work as shall be called for by the Bishop.

Sec. 8. No Minister-in-Charge, or any other person or persons connected with an Aided Parish or Separate Congregation, shall sign any Promissory Notes, or Contracts, or in any other way obligate the Aided Parish or Separate Congregation for a total of more than \$500.00, without the consent of the Bishop.

Sec. 9. All provisions of the Constitution and Canons relating to Parishes and Separate Congregations shall apply with equal force to Aided Parishes or Separate Congregations, except where the context clearly otherwise requires.

Sec. 10. If, after a period of two years, an Aided Parish or Separate Congregation has demonstrated to the satisfaction of the Bishop and the appropriate Committee responsible for Congregational Development its ability to pay the minimum compensation, or, as the case may be, its ability adequately to maintain its property, and support all other functions and services normally expected of a place of worship, full parochial or congregational status shall be regained, and if the Minister-in-Charge is one who was Rector when the congregation became an Aided Parish or Separate Congregation, such Minister-in-Charge shall resume tenure as Rector, subject to the approval of the Bishop.

Sec. 11. If, after a period of two years, the Parish or Separate Congregation is not able to regain parochial status, then, if recommended by the appropriate Committee responsible for Congregational Development and approved by action of Convention, it shall become an Organized Mission under the provision of Canon 2-140, "Of Diocesan Missions and Missionaries," and the title to all real estate shall be conveyed to and vested in the Diocese, and all of the endowments and trust funds held by the congregation at the time of the application to become an Aided Parish or Separate Congregation or acquired while the congregation was functioning as such, shall be deposited with the Diocesan Investment Committee and administered by it, provided that such conveyance or deposits are not prohibited by law. Promptly after the action of the Convention, the Parish or Separate Congregation shall complete and return to the Bishop the form appended hereto, together with such other information as the appropriate Committee responsible for Congregational Development shall require.

Sec. 12. The Diocesan Council may authorize payments from Diocesan missionary funds to any Parish or Separate Congregation for any parochial mission, but in no case shall such payment exceed fifty percent of the contribution made annually by the Parish or Separate Congregation to the Diocese.

(Adopted 1966, amended 1973, 1982, 1988)

Appendix to Canon 2-120

Change of status from Parish/Separate Congregation to Diocesan Mission:

1. Name of Church \_\_\_\_\_
2. Location (address) \_\_\_\_\_  
\_\_\_\_\_
3. Reason for change, if other than that specified in Canon 2-120.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Description of all real property, including deed references or copies of deeds.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Description of all endowments and trusts held by the congregation, including location of certificates and name of trust administrator.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. The undersigned, the Vestry of \_\_\_\_\_ Church in \_\_\_\_\_  
acknowledges its status as an Organized Mission of the Diocese of Maryland under  
Canon 2-120 and approves the following actions:
  - 1) Transfer of title to all real property to the Diocese.
  - 2) Transfer of title to all endowments and trusts, except those prohibited by law,  
to the Diocese.

- 3) Replacement of present bylaws and other guidelines by those set forth by the Committee on Mission in the Diocesan Mission Regulations and Guides.

The Vestry has been advised by the Bishop that until further notice by the Bishop

- 1) The congregation will have continued use of all real property and income from the endowments.
- 2) When the congregation can meet the requirements of Canon 2-110 resume its status as a parish/separate congregation, title to the real property and the endowments and trusts or the reinvestments thereof will be reconveyed to the congregation, upon request.
- 3) If it becomes necessary to close Church, the assets will be used by the Diocese for missionary outreach within the Diocese.

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Vestry  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval: Committee on \_\_\_\_\_

\_\_\_\_\_  
by the Chair

Convention of the Protestant Episcopal Church  
of the Diocese of Maryland

\_\_\_\_\_  
by the Bishop

## CANON 2-130

### Of Vacant Parishes or Separate Congregations

Sec. 1. When a Parish or Separate Congregation becomes vacant, it shall be the duty of the Vestry forthwith to give notice thereof to the Bishop or, if there is no Bishop, to the President of the Standing Committee.

Sec. 2. It shall also be the duty of the Vestry to make suitable provision for the due and regular performance of Divine Services and for such ministerial acts as may be required during the vacancy. Should the Vestry fail through neglect or inability, for the space of one calendar month, to make such provision, it shall then be the duty of the Bishop or, if there be no Bishop, of the President of the Standing Committee, to take such order for the temporary supply as in each case may be practicable; and it shall be the duty of the Vestry of the Parish or Separate Congregation thus supplied to defray the reasonable expenses thus incurred.

## CANON 2-140

### Of Diocesan Missions and Missionaries

Sec. 1. All the missionary work of the Diocese of any nature shall be under the control and supervision of the Bishop, assisted by the Diocesan Council and the designated Committees responsible for Congregational Development.

Sec. 2. The clergy in charge of congregations designated as Missions shall be appointed thereto by the Bishop and may, at any time, be removed by the Bishop, or appointed to other work. The title of a member of the clergy so appointed shall be "The Vicar at \_\_\_\_\_ Church, \_\_\_\_\_."

Sec. 3. Each Vicar shall receive at least the minimum compensation fixed by the Convention. In determining the compensation received by any Vicar, account shall be taken of payments by the congregation and by any Diocesan body or organization, and of payments from any other source for the use of the Vicar's time.

Sec. 4. Any financial supplement to the congregations from the Diocese shall be paid directly to the Mission Treasurer, who shall be responsible for the payment of all operating expenses, including salary and pension of the Vicar. The congregations shall keep all property used by them in good repair.

Sec. 5. In all congregations designated as Missions, the Bishop shall appoint annually an advisory board from the members of the congregation or elsewhere. The advisory board shall fulfill such duties and responsibilities as the Bishop shall prescribe.

Sec. 6. A Mission shall be recognized as an Organized Mission, when, in the judgment of the Bishop and the appropriate Committee, such recognition is warranted.

Sec. 7. The title to all real estate hereinafter acquired to be used for any purpose by Mission congregations receiving aid from Diocesan missionary funds shall be vested in and held by the Diocese except when permission to the contrary is granted by the Bishop and the Diocesan Council. Any endowments or trust funds designated for the support of such congregations shall be deposited with the Fiscal Agent of the Diocese and administered by the Investment Committee thereof.

Sec. 8. The Committee to which such responsibility is assigned shall make a continuing evaluative study of the life and work of all congregations receiving aid from Diocesan missionary funds and report its findings to the Bishop and the Diocesan Council. On the basis of this report, the Bishop may continue, redirect, or discontinue the work of any of these congregations.

Sec. 9. Where the Diocese has expended, or shall hereafter expend, monies from Diocesan funds for the acquisition and/or improvements of real estate to be used by a Mission congregation for any of its Church purposes, such Mission congregation shall pay the Diocese an annual rent in such reasonable amount as the Bishop may prescribe. In the event that such congregation shall apply for union with the Convention as a Parish or Separate Congregation, if there be an existing balance on the investment of Diocesan funds, it shall, if the Bishop shall so direct, as a condition of such union, agree to purchase said real estate and the improvements thereon for which Diocesan monies have been expended, from the Convention on such terms as the Bishop, with the advice of the Committee on Property, may determine. In no event shall the purchase price for such property exceed the lesser of (i) its fair market value for Church purposes at the time of such application for union as determined by independent appraisal, less the aggregate amount of all rents paid by such Mission congregation to the Convention and less the aggregate amounts of all other capital funds, if any, invested in said property other than from Diocesan sources, or (ii) the existing balance, if any, on the investment of Diocesan funds less the aggregate amount of all said rents.

Sec. 10. The provisions of this Canon shall not apply to parochial missions established by any Parish or Separate Congregation.

(Adopted 1966, amended 1973, 1988, 1993, 1999)

## CANON 2-150

### Of the Committees Responsible for Congregational Development

(Adopted 1973, rewritten 1988, amended 1997, repealed 2016)

## CANON 2-160

### Of Parochial Reports

Sec. 1. In accordance with the provisions of Canons of the General Convention, a report of every Parish, Separate Congregation and Mission of the Diocese shall be prepared annually for the year ending December 31st preceding, upon a blank form adopted by General Convention and shall be sent not later than January 31st to the Secretary of the Convention. The preparation and delivery of this report shall be the joint duty of the Rector and Vestry of every Parish and Separate Congregation, and in every other congregation, the duty of the minister in charge thereof.

Sec. 2. The financial records of each Parish, Separate Congregation and Mission on which the Parochial Report is based shall be audited annually by a Certified Public Accountant or other approved agency.

(NOTE: On December 17, 1974, the Committee on Property defined "approved agency" as three or more responsible persons other than the treasurer or assistant treasurer to be appointed by the Vestry or Advisory Board, to serve as an auditing committee where there is no Certified Public Accountant available or the expense is prohibitive.)

(Note Amended 1997)

## CANON 2-165

### Of the Oath of Office of Vestry Members

Before entering upon their duties, those persons who are elected to the Vestry or are appointed as Wardens in their respective Parishes or Separate Congregations or who are appointed to the Advisory Board of a Mission shall make and sign a solemn declaration, either in the presence of the congregation, or at a regularly appointed meeting of the Vestry, as the Rector and Vestry elect, or, in the case of a Mission, as the Bishop directs.

"I, A.B., do declare my belief in the Christian Religion and do declare that I accede to the doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America, and that in obedience to the same, I shall execute the office of a Vestry member or Warden (or act as a member of the Advisory Board) without prejudice, favor or affection, according to the best of my skill and knowledge. So help me God. Amen."

Anyone refusing to make and sign the above solemn declaration shall not serve as a Vestry member, a Warden, or as a member of the Advisory Board of a Mission.

(Amended 1975)

## CANON 2-170

### Of Parish Registers

It shall be the duty of the Vestry of each Parish, Separate Congregation and Mission to provide a suitable and substantial book, which shall be the "Parish Register." It shall be kept by the Minister of the Parish or Church and left, upon the Minister's death or removal, for the use of the Minister's successor. It shall be the duty of every Minister of this Church to record in the Parish Register all Baptisms, Confirmations, Marriages, and Burials within the Minister's cure, as well as list the names of all members and communicants in the Parish, Separate Congregation, or Mission. It shall be the duty of every Minister in making the records, to specify the name and date of birth of each child baptized, with the names of the parents and sponsors; the names of the adults baptized and the witnesses; also the name of the Officiating Minister; the names of the persons confirmed, the date and the name of the Bishop who performed the rite; the names of the members and communicants in the Parish, Separate Congregation or Mission, with the incidents of removal, death or discipline; the names of the parties married, the witnesses and the name of the Officiating Minister; the names and ages of the persons buried, and the time and place of each rite.

All persons baptized in a Christian Church and whose Baptisms have been duly recorded in this Church are members thereof. Members age 16 and over are adult members. Members who have received Holy Communion in this Church at least three times in the previous year are considered communicants of this Church. All communicants who are faithful in their corporate worship, unless for good cause, and have been faithful in, working, praying and giving for the spread of the Kingdom of God, are communicants in good standing.

All families or adult persons now on the Parish Register, but domiciled without the Minister's cure, who shall not report that they have made their communions in accordance with the preceding paragraph, or who shall make no financial contribution to the Parish Church where their membership is recorded, for a period of one year, or whose addresses shall be lost, shall be deemed to be dormant or inactive members and shall not be reported as communicant members. No name shall, under any circumstances, be erased or canceled on said Parish Register.

The Minister shall enter upon the Parish Register the names of all persons who shall be confirmed in said Church, and all those who present to the Minister a Letter of Transfer from another congregation, and of those who desire to be enrolled but for any cause satisfactory to the Minister do not produce a Letter of Transfer. But before entering such names in the Parish Register, the Minister shall notify in writing the Minister of the Church in which said person was confirmed, or of that at which said person was last an attendant, that the Minister intends to place such name on the Parish Register; but no person shall be enrolled without said person's knowledge and consent.

Every Minister receiving such notice shall enter the same upon the Parish Register of that Minister's Church, and the person named shall be held to be transferred as though a Letter of Transfer had been given such person.

(Amended 1986)

## CANON 2-180

### Of the Alienation or Encumbrance of Church Property

Sec. 1. In conformity with the Canons of the General Convention, application must be made to the Bishop and Standing Committee for leave to alienate or encumber any church property. The applicant shall furnish with the application sufficient data to enable the Bishop and Standing Committee to determine that:

(a) The proposed alienation or encumbrance will not render the applicant insolvent or unable to pay its debts as they mature; and

(b) The proposed transaction is not likely to result in any foreclosure or other loss of church assets or to impair the ability of the applicant to continue to meet the other obligations of its Christian mission.

Sec. 2. Whenever an application to encumber or alienate unconsecrated church property is denied by the Bishop and Standing Committee, the applicant shall have the right to appeal to the Convention, whose decision shall be final.

Committee Note: The phrase "church property" in the foregoing Canon means real estate and does not include personal property.

(Adopted 1969)

## CANON 2-190

### Of At-Risk and Imperiled Congregations

Sec. 1. A Parish or Separate Congregation (herein a "congregation") is considered to be at-risk of imperilment) when any two or more of the following conditions exists:

a) The congregation does not assemble and elect a full Vestry, as provided in these canons or in the congregation's by-laws;

b) The congregation is not represented due to absence or ineligibility at any annual Convention of this Diocese;



c) The congregation does not search for and elect a rector or priest-in-charge after twenty four (24) months;

d) The congregation does not comply with the provisions of The Episcopal Church Canon I.7 Of Business Methods in Church Affairs or have engaged in improper or unethical business practices;

e) Financial reports reveal an invasion of investment funds or other practices that are evidence of existing or probable future financial instability sufficient, in the judgment of the Bishop and Standing Committee, to warrant action under this canon;

f) The congregation's Average Sunday Attendance (ASA) drops more than fifty percent (50%) in a ten-year period;

g) The congregation's buildings and grounds expenses exceed fifty percent (50%) of the annual budget for more than one year; excluding cemetery and mandated historical site costs.

Sec. 2 Action under this canon may be initiated by any of the following:

a) The rector, priest-in-charge, or vestry of any such congregation; or

b) The Bishop; or

c) The Standing Committee upon the affirmative vote of a majority of its members.

Sec. 3. The bishop may appoint a team of three (3) persons who are not members of the congregation to investigate and advise as to how to ameliorate the conditions or recommend moving in a different direction, and to give a report to the bishop thereon. The bishop shall have the further right to have the financial records of the congregation audited.

Sec. 4. In the event that the conditions specified shall persist, the Bishop, with the consent of a majority of the members of the Standing Committee, may declare the congregation to be an Imperiled Congregation and may require the application of one or more of the following:

a) Appointment by the Bishop of five or more adults to govern the affairs of the congregation as the vestry, during the pendency of these conditions.

b) Designation of the rector of the congregation as vicar, during the pendency of these conditions.

c) Conveyance of title of all real property to the Diocese, which shall hold the same in trust during the pendency of these conditions.

d) Such other measures, during the pendency of these conditions, as may be

necessary measures to restore health to the congregation.

Sec. 5. It shall be the duty of all parties to labor to restore the congregation to a greater degree of health or discern and implement other alternatives that further the mission of the congregation, setting forth issues to be addressed in an open, honest manner and working toward the resolution of such issues in a climate of respect and charity, and for the greater good of the Church's witness to its Lord.

Sec. 6. When the Bishop, in consultation with the Standing Committee, determines that restoration or revitalization is no longer viable or feasible, the Bishop, with majority support of the Standing Committee, shall have the authority to close the congregation permanently and take the necessary steps to disperse the assets and provide pastoral provision for transfer of membership of parishioners to other congregations as requested.

(Adopted 1999, amended 2014, 2016, 2019)

### III. WORSHIP

#### CANON 3-100

##### Of Communicants Having Family Worship

It shall be the duty of every Communicant in this Church, who is the head of a family, to live in the daily exercise of family worship.

#### CANON 3-110

##### Of the Members of this Church Instructing their Families in the Principles of Religion

The members of this Church shall instruct their families, as far as they are able, in the principles of the Christian Religion and shall cause their children to attend the catechetical instructions of their Rector, and the Church School of their Parish; and as soon as they are sufficiently informed and impressed with the importance and sacredness of their baptismal vow, they shall present them to the Rector as candidates for Confirmation, who shall examine them, and if satisfied of their fitness, recommend them to the Bishop for Confirmation.

## IV. CLERGY

### A. General

#### CANON 4-100

##### Of the Commission on Ministry

Sec. 1. (a) At each annual meeting of the Convention, the Bishop shall nominate, subject to confirmation by the Convention, a Commission on Ministry (“Commission”), to consist of not fewer than fifteen persons, divided among Priests, Deacons and Lay Persons. Terms of office shall be three years, with terms expiring (insofar as is practicable) in a staggered fashion to ensure that the terms of approximately 1/3 of the Commission's membership expire in any given year.

Sec. 1. (b) At the discretion of the Bishop, the Commission may join with like committees or commissions of other dioceses in performing the duties hereinafter described.

Sec. 2. The Commission shall advise and assist the Bishop: (a) in the implementation of Title III of the Canons of the General Convention (“Ministry”) then in effect; (b) in the determination of present and future opportunities and needs for the ministry of all baptized persons; (c) in the design and oversight of the ongoing process for recruitment, discernment, formation for ministry, and assessment of readiness there for; and (d) in such other matters relating to the ministry of all baptized persons as the Bishop shall direct or request.

Sec. 3. The Commission may adopt rules or policies for its work, subject to the approval of the Bishop; Provided that they are not inconsistent with the Constitution and Canons of the Episcopal Church in the United States of America and the Diocese of Maryland.

Sec. 4. The Commission may establish committees consisting of members and other persons to report to the Commission or to act on its behalf.

Sec. 5. The Bishop and Commission shall ensure that the members of the Commission and its Committees receive ongoing education and training for their work.

(Adopted 1971, amended 1975, 1978, 1987, 2008, 2016)

## CANON 4-101

### Of Canonical Residence

A member of the clergy shall be regarded as canonically resident within this Diocese when ordained to the diaconate or priesthood upon the recommendation of the Standing Committee thereof, or when, upon proper ordination in or for another diocese or missionary district, such member has been transferred by letters dimissory in accordance with the canons of the General Convention. And a member of the clergy having acquired a canonical residence in this Diocese shall retain the same until duly transferred by letters dimissory in accordance with such canons.

## CANON 4-110

### Of the Rector as a Member of the Vestry

The Rector of a Parish or Separate Congregation shall be a member of the vestry thereof, when present shall preside at the meetings of the vestry, and shall have such voting rights as may be provided by the charter of the Parish or Separate Congregation.

(Adopted 1985)

## CANON 4-120

### Of the Dissolution of the Pastoral Relation

Sec. 1. If in any situation not provided for in Canons 4-200 through 4-230, a Rector, or the body authorized to elect a Rector in the Parish committed to the Rector's charge (referred to in this Canon as a "Vestry"), shall desire a separation and dissolution of the pastoral relation, and the parties be not agreed respecting a separation and dissolution, notice in writing may be given by either party to the Ecclesiastical Authority of the Diocese.

Sec. 2. Within sixty days of receipt of the written notice from either a Rector, or a Vestry, requesting dissolution, the Bishop, as chief pastor of the Diocese, shall mediate the differences between Rector and Vestry in every informal way which the Bishop deems proper. The Bishop may appoint one Presbyter and one Lay Person, neither of whom is a member of the Parish involved, to make a report to the Bishop.

Sec. 3. If the differences between the parties are not resolved after completion of the mediation, the Bishop shall give notice to the Rector and the Vestry that a godly and binding judgment will be rendered in the matter with the advice and consent of the Standing Committee, and that either party has the right within ten days to request in writing a hearing before the Standing Committee.

(a) If a timely request for a hearing is made, the Bishop shall set a date for the hearing, to be held within thirty days, at which each party shall be entitled to representation and may call and examine witnesses.

(b) Within thirty days after the hearing, or after the Bishop's notice if no hearing is requested, the Bishop shall render a godly judgment with the advice and consent of the Standing Committee. Such judgment shall include such terms and conditions, including financial settlements, as seem just and compassionate to the Bishop and Standing Committee.

Sec. 4. (a) If the pastoral relation is to be continued, the Bishop shall require the parties to agree on the definitions or responsibility and accountability for Rector, Vestry and Congregation, and if needed to reach agreement the parties shall be guided by the Bishop's godly counsel.

(b) If the relation is to be dissolved:

- i. The Bishop shall direct the Secretary of the Convention to record the dissolution.
- ii. Upon the request of either party the Bishop shall explain the reasons for the dissolution. If the explanation is in writing, copies shall be delivered to both parties.

(c) In either event the Bishop shall offer appropriate supportive services to the Rector and the Parish.

Sec. 5. In the event of the failure or refusal of either party to comply with the terms of such judgment, the Bishop may inflict such penalties as may be provided by The Episcopal Church or Diocesan Constitutions and Canons; and may also invoke any other available sanctions.

Sec. 6. For cause, the Bishop may extend the time periods specified in this Canon, provided that all be done to expedite these proceedings. All parties shall be notified in writing of the length of any time extension that may be provided.

Sec. 7. Statements made during the course of proceedings under Section 2 of this Canon are not discoverable nor admissible in any proceedings under Canons 4-200 through 4-230.

(Adopted 1987, amended 1996, 2016)

## CANON 4-130

### Of Part-Time Cures

Sec. 1. When the financial resources of a Parish, Separate Congregation or Mission do not permit the calling of a Rector, Vicar, or Priest-in-charge on a full-time basis, it may obtain the services of clergy on less than a full-time basis, upon approval of the Bishop with the advice of the appropriate committee responsible for Congregational Development. Such clergy shall be known as Rectors, Vicars or Priests-in-charge holding part-time cures, as the case may be.

Sec. 2. In every case a letter of agreement setting forth the duties, responsibilities, hours and compensation shall be executed upon approval of the Bishop with the advice of the appropriate committee responsible for Congregational Vitality.

Sec. 3. The Rector, Vicar, or Priest-in-charge holding a part-time cure shall have the following duties, together with any others mutually agreed upon:

(a) Celebrate the Eucharist and preach the Gospel with a frequency commensurate with the time allocated to the position,

(b) Take the Sacrament to the sick and shut-ins with a frequency commensurate with the time allocated to the position,

(c) Provide for Christian Education and other instruction required by Canons, including Confirmation, Baptism and Marriage Instruction,

(d) Preside at Vestry or Advisory Board and Congregational meetings,

(e) Provide for active lay leadership in all other necessary parochial and diocesan functions.

Sec. 4. All Rectors, Vicars, and Priests-in-charge holding part-time cures and the congregations served by them shall report annually to the Bishop in such form as the Bishop may prescribe.

Sec. 5. This Canon shall not impair the power of the Bishop under Canon 2-140 entitled "of Diocesan Missions and Missionaries."

(Adopted 1978, amended 1988, 2019)

## CANON 4-140

### Of Compensation and Benefits Committees

Sec. 1. There shall be a Compensation and Benefits Committee composed of six (6) elected members (three ordained persons and three lay persons), each elected for a three-year term; terms shall be staggered such that one ordained person and one lay person are elected at each Annual Convention. Further, between three (3) and five (5) additional members shall be appointed annually by the Bishop at Convention, without regard to the order (lay or clergy) to which such persons shall belong.

Sec. 2. The Compensation and Benefits Committee shall meet regularly as needed to respond, on a timely basis, to compensation and benefit needs within the Diocese, defined as follows:

- a. Provide recommendations to the Diocesan Council as to projected Diocesan salary and benefit budgets.
- b. Provide recommendations to the Bishop as to personnel policies and practices applicable to the Diocesan clergy and lay staff.
- c. Develop periodic reviews of competitive salary and benefit practices applicable to the Diocesan clergy and lay staff.
- d. Provide recommendations to the Bishop as to competitive salary ranges and compensation practices applicable to the Diocesan clergy and lay staff.
- e. Develop periodic reviews of competitive salary and benefit practices as may applicable to all parochial clergy and key lay positions. Such reviews would be available as a resource to any congregation within the Diocese.
- f. Provide recommendations to the Diocesan Council with respect to benefit plans and policies as applicable to all parochial clergy and full-time lay staff.
- g. Provide recommendations to the Annual Convention with respect to the following items:
  - i. Minimum annual compensation payable to all parochial clergy
  - ii. Cost-of-living increase for congregational lay staff
  - iii. Minimum annual "living wage" for congregational lay staff
  - iv. Minimum annual compensation payable to key congregational lay positions such as Director of Music, Director of Christian Education, Director of Youth Programs

Sec. 3. The Vestry of every parish or separate congregation and the advisory board of every mission shall appoint a committee of not fewer than three persons to be known as the "Compensation Review Committee," and it shall be the duty of such Committee to review annually with their respective Rector or Vicar the compensation to be paid all clergy and lay employees of their respective parish, congregation, or mission in the ensuing year. This review is for the purpose that all clergy and all lay employees shall receive fair and equitable compensation. "Compensation," as used in this Canon, shall include not only salary but also allowances for housing, utilities, travel, insurance and any other customary allowances or agreements.



Sec. 4. At the time of filing the parochial report required by Canon 2-160, the Rector and Treasurer of every Parish or Separate Congregation and the Vicar and Treasurer of every Mission shall append to such report a certificate that the mandatory annual review of compensation has taken place.

(Adopted 1970, amended 1972, 1973, 1978, 1987, 1989, repealed and reenacted 1998, 2003)

## B. Judicial Proceedings

### CANON 4-200 Of Ecclesiastical Discipline

Sec. 1. Title IV of General Canons of the Episcopal Church. Those provisions of Title IV of the General Canons of the Episcopal Church (“Title IV”), which are applicable to the Diocese are hereby incorporated as part of this canon. To the extent, if any, that any of the provisions of this canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

#### Sec. 2 Discipline Structure.

2.01 Disciplinary Board. The Board shall consist of not fewer than nine persons, five of whom are members of the Clergy and four of whom are Laity.

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

2.03 Lay Members. The lay members of the Board shall be Adult Communicants in Good Standing in the Diocese.

2.04 Election. The members of the Board shall be elected by the Convention. Each member shall be elected for a three (3)-year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The term of the member shall commence on the first (1<sup>st</sup>) day of the month following election. The terms of office of the Board shall be staggered and arranged into three classes.

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

- (a) 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.
- (b) The Bishop shall appoint a replacement Board member, and, unless the vacancy results from a challenge, the appointment shall also be with the advice

- and consent of the Standing Committee.
- (c) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.
  - (d) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.

2.06 Preserving Impartiality. In any proceeding under Title IV, 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 Board not subject to the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.

2.07 President. Within sixty (60) days after the first day of the month following election, the Board shall convene to elect a President to serve until the President's successor is elected. In the event the President is unwilling or unable for any reason to act in a particular proceeding, the Bishop shall appoint, from among the remaining members of the Disciplinary Board, and Acting President to serve with respect to that particular proceeding.

2.08 Intake Officers. Three Intake Officers shall be appointed from time to time by the Bishop after consultation with the Board. At any given time, no more than two Intake Officers may be employees of the Diocese. The Bishop shall publish the names and contact information of the Intake Officers throughout the Diocese. Actions taken pursuant to General Canon IV.6 shall be considered by not fewer than three Intake Officers and require the concurrence of a majority of them. They shall designate one of their number to serve on the Reference Panel if any such referral is made.

2.09 Investigator. The Bishop shall appoint one or more Investigators in consultation with the President of the Board. An Investigator may, but need not, be a Member of the Church.

2.10 Church Attorney. Within sixty (60) days after the first day of the month following each annual Convention, the Bishop in consultation with the Disciplinary Board shall appoint one or more attorneys to serve as Church Attorney to serve at the pleasure of the Bishop. A person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the Diocese.

2.11 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 General Canons and this Title. The Pastoral Response Coordinator may be an Intake Officer, but shall not be a person serving in any other appointed or elected capacity under Title IV.

2.12 Advisors. At the commencement of each proceeding under Title IV, 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 Title IV, and shall not include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

2.13 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.

Sec. 3. Costs and Expenses. Costs and expenses shall be governed by Title IV.,19.23 of the General Canons.

Sec. 4. Records.

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

4.02 Permanent Records. The Bishop shall make provision for the permanent storage of records of all proceedings under Title IV at the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.

Sec. 5. Effective Date and Transition. This Canon shall become effective on July 1, 2011, and those persons serving on the Ecclesiastical Court provided for in the existing Canon 4-200 on July 1, 2011 shall constitute the initial members of the Disciplinary Board and shall serve out the balance of their respective terms as such members.

(Adopted 2010, amended 2013)

## CANON 4-210

### Attendance at Hearing Panel Proceedings

Except as the Disciplinary Board may otherwise direct, proceedings of the Hearing Panel shall be open to all ordained persons canonically resident in this Diocese and communicants in good standing of all Parishes, Separate Congregations and Missions in this Diocese.

(Adopted 1999, amended 2016)

## CANON 4-230

### Of Provisions Relative to Discipline, During a Vacancy in the Episcopal Office

In case of a vacancy in the Episcopal Office, the President of the Convention, for the time being, shall have and exercise all the powers relating to discipline, given to the Bishop by the Canons, except such as belong exclusively to the Episcopal Order.

If the President of the Convention shall be the person accused, any two members of the Standing Committee may apply to any Bishop of the Protestant Episcopal Church in the United States, to exercise the powers of the Bishop of Maryland in the particular case, and the Standing Committee shall take the Canonical steps for the trial of the accused under the direction of such Bishop.

## V. PROGRAM

### CANON 5-100

#### Of the Program and Budget

Sec. 1. The sums of money required each year for the expenses of the Diocese and the General Church shall be determined, budgeted and raised in the manner hereinafter provided:

(a) Each year the Bishop, with the approval of the Diocesan Council, shall appoint a Program and Budget Committee whose duty it shall be to prepare a Program and Budget for the following calendar year, based upon estimates of the plans and needs of the various departments, Parishes, Separate Congregations, Missions and all other agencies and individuals receiving Diocesan support, other than the budgetary needs of the Episcopate, which shall be developed by the Compensation and Benefits Committee. The Program and Budget Committee, and the Compensation and Benefits Committee, shall each present their respective proposed budgets to the Diocesan Council for consideration and for its approval after such changes as the Council shall deem appropriate. Upon its approval by the Council, a copy of the combined budget shall be distributed to the several regions for review, comment and recommendation to the Council.

(b) The Diocesan Council shall thereupon, at its December meeting, proceed to consider the proposed combined budget for the ensuing fiscal year, together with the comments and recommendations of the several regions, and any revisions agreed to by the Council Program and Budget Committee, and the Compensation and Benefits Committee, and shall approve and adopt a Budget for the Diocese.

(c) Notice of annual assessments established by formula approved by the Diocesan Council will be provided to Parishes, Separate Congregations and Missions by September 1 of each year. Appeal of assessments must be filed no later than December 1. By December 31 of each year, all Parishes, Separate Congregations and Missions shall report their acceptance of their respective final assessments and shall strive to make additional pledges in support of the Program and Budget of the Diocese.

(d) Any given year's assessment shall be paid in full by December 31 of that year. The lay order of delegates to Diocesan Convention of congregations not paying their final assessments in any given year will lose their rights to vote in the subsequent meeting of Convention, unless excused by the Convention for substantial cause shown, based on the recommendation of an Appeals Committee appointed by the Bishop.

Sec. 2. The Diocesan Council shall have the authority to make revisions in the Budget when it deems revision necessary, but it shall not increase the Budget in any manner unless or until additional income, sufficient to meet such expense, shall be definitely assured, or in hand.

The Council shall not reduce the items in the Budget which cover the salary, housing, expenses and pension premiums of the Bishop, the Bishop Coadjutor, the Suffragan Bishops, Assistant Bishops, or the Canon to the Ordinary, if there be such; expenses of the annual Convention, the Assessments of the General Convention, the Provincial Synod, or the expenses of the Deputies, Delegates or Alternates thereto.

(Amended 1965, 1972, 1974, 1985, 1988, 1991, 1997, 1998, 2000)

#### CANON 5-110

Of Integrace, Inc.

(Adopted 1975, rewritten 1990, 1999, amended 1978, 1982, 1983, 1985, 1999, 2016, repealed 2019)

## RULES OF ORDER

1. The daily sessions of the Convention shall be opened with Divine Service, or appointed prayers at such hours as may be appointed by the Bishop and the Committee on Arrangements for each Convention.

2. The Convention, upon its first assembling, shall be called to order by the Bishop, or if there be no Bishop, or if the Bishop be absent, by the President of the Standing Committee or by some member of that body appointed by those of its members who may be present.

3. When the President takes the chair every member shall be seated and remain uncovered until the members shall have left the Convention.

4. Each member of the clergy entitled to a seat in the Convention shall register at the Secretary's desk by delivering to the prescribed registration blank duly executed, which shall be checked against a roll furnished by the Bishop or other Ecclesiastical Authority of the Diocese, which roll shall be evidence of the right of the members of the clergy to seats until the Convention shall have formally acted on the question.

Each Lay delegate shall also register at the Secretary's desk by delivery to the Secretary the prescribed registration blank duly executed, which shall be checked against a roll prepared from the certificates received from vestries. The Lay delegates whose certificates have not yet been forwarded to the Secretary shall then lay their certificates upon the table, with the declaration subscribed by the Constitution, and with them the prescribed registration blanks duly executed. If by means of such registration; a quorum of both Orders appear, the Presiding Officer shall announce the fact, and declare the Convention is organized and ready for business:

Provided that whenever it is necessary to call the roll of the Clergy and Lay delegates the surname only shall be called except where may be two or more of the same name, in which case they shall be designated by the addition of their Christian names.

5. In case of the absence of the Bishop, or of a vacancy in the Episcopate, the person who called the Convention to order shall announce that there is a quorum present. The Convention shall then proceed to elect a President according to the Seventh Article of the Constitution; who shall, so soon as the election is completed, take the chair and declare that the Convention is organized and ready for business.

6. The first business after the declaration is made, either by the Bishop or the President, shall be the election of a Secretary and an Assistant Secretary. The Chair shall then appoint the Committees mentioned in the Order of Business. The Chair shall also appoint all other Committees for the appointment of which no other provision is made, unless otherwise ordered by the Convention.

7. When any member is about to speak or deliver any matter to the Convention, the member shall arise, and with due respect, address the President.

8. If two or more members shall arise at the same time to speak, the President shall decide who shall speak.

9. No member shall speak more than twice in the same debate, nor longer than five minutes at one time, without leave of the Convention.

At the conclusion of any speech, the President alone, or any member of the Convention, if the member's motion is supported by at least four seconds, may call for a vote without debate on a proposal for a recess of Convention so that the members may informally confer and discuss the issues of the debate. If passed by a two-thirds (2/3) majority of those present and voting, the members of the Convention will form small groups for ten minutes at the end of which debate will resume.

10. No motion shall be debated until the same be seconded, and, if desired by any member, reduced to writing and read by the Secretary.

11. When a motion is made and seconded, no other motion shall be received, except to adjourn, to lay on the table, to postpone to a certain time, to postpone indefinitely, to commit or to amend; and motions for any of these purposes shall have precedence in the order herein named. If a motion to lay on the table an amendment be carried, the matter before the Convention shall be proceeded with as if no such amendment had been offered. The motions to lay on the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order, if the mover has the floor.

12. When a proposed amendment is under consideration, a motion to amend the same may be made. No after amendments shall be in order, but a substitute for both amendments may be received, which, if adopted, shall operate as an amendment to the original proposition. No proposition on a subject different from the one under consideration shall be received under color of an amendment or substitute.

13. If a question contains several distinct propositions, the same shall be divided at the request of any member, and a vote taken separately, except that a motion to strike out and insert shall be indivisible.

14. All questions of order shall be decided by the President, without debate; but any member may appeal from such decisions, and on such appeal no member shall speak more than once, without express leave of the Convention.

15. When any member rises to a point of order, the member who has the floor shall be seated until the point of order is decided by the Chair.

16. A question being once determined, shall stand as the judgment of the Convention, and shall not be again drawn into debate during the session, except with the



consent of two-thirds of the Convention, upon a motion to reconsider made by a member who voted with the majority and seconded by a member who also voted with the majority.

17. No questions shall be taken on any report unless upon a motion to print or recommit it; but reports shall, as of course, lie upon the table. If a Committee deem any action of the Convention desirable, it shall be its duty to present in writing such Resolutions, Acts, or Canons, as it may think it should adopt which only shall be subject to the action of the Convention. Every act which divides a Parish, or in any way affects Parish boundaries, shall distinctly set out the new boundaries which it is intended to establish. The Convention will not act upon any proposed Resolution, Act, or Canon which does not conform to the provisions of this rule.

18. All elections shall be by ballot unless otherwise ordered; the votes of the Clergy and Laity shall be counted separately, but the vote shall be regarded as a joint one, and the election shall be decided by a majority of the whole number of votes taken together, except where a vote by orders shall be required under the provisions of the Constitution. Nominations from the floor by a member of the Convention shall conform with the requirements of Canon 1-240, Of Nominations. After opportunity according to the Order of Business has been given to nomination for any election, if there shall be no greater number of nominees than there are places to be filled in the election, on motion unanimously adopted, the Secretary or some other person designated in the motion may be instructed to cast the ballot of the Convention for the person or persons so nominated, and such person or persons on a ballot so cast shall be duly elected.

If after nominations are made, an election by ballot of the members of the Convention is required to determine a choice, the election shall be postponed, unless otherwise ordered, until such hour as may be appointed for the election in the Order of Business, and the Secretary shall, before the hour appointed for such election, have prepared and printed for the use of the members in voting official ballots containing names of nominees followed by the name of the Parish or Mission from which each nominee comes.

19. The President shall appoint a Chief Teller and such additional tellers as are required from the Clerical Order or from communicants in good standing as defined in Canon 2-170, and neither the Chief Teller nor such additional tellers need be delegates to the Convention. After the clerical and lay votes shall have been counted by the respective tellers, the teller first named by the Chair shall combine them in one joint ballot, which the teller shall present to the Convention, out the names of the persons voted for, the number of clerical and lay votes for each separately, and the sum total of votes received by each person. The Chair shall then state to the Convention the result of the joint ballot. After the first ballot and before the next ballot is taken, the tellers eliminate from the official ballot such nominees in each order, beginning with the nominee in each order who received the least number of votes on the first ballot, as may be necessary to reduce the number of nominees in each order to twice the number of vacancies to be filled from that order. If after the second ballot all vacancies have not been filled, by the consent of a majority of those present a motion may, then or after any succeeding ballot, be entertained for the

unanimous election to the vacancy or vacancies still existing in each order the nominee or nominees of that order who have received the highest number of votes, but less than a majority, on the preceding ballot and the same shall be declared duly elected. If alternates are necessary, then by the consent of a majority of those present, a motion may then be entertained for the unanimous election as alternates in each order such number of those nominees in each order having the next highest number of votes on the last full ballot and the same shall thereupon be declared duly elected.

20. The Bishop's Annual Address shall be given at such time as may be designated by the Bishop, the Committee on Arrangements, and the Dispatcher of Business.

21. In order to be considered on the floor of Convention, every resolution, petition, or memorial, required to be referred to the Committee on Resolutions, other than a courtesy resolution, shall be submitted to the Committee on Resolutions at least sixty (60) days prior to the first day of Convention. In cases where Convention is not held on consecutive days and sessions of Convention are separated by sixty (60) days or more, such pre filing period shall be shortened to (30) days prior to each continued session.

22. A majority of two-thirds of the members present shall be required to suspend any Rule of Order or shall make any change in the Order of Business; but "Orders of the Day" may be intercalated in the Order of Business by a majority vote.

23. "Robert's Rules of Order" shall be the parliamentary guides in all cases not provided for in the foregoing rules.

24. The foregoing Rules of Order shall be deemed the Rules of Order for all future Conventions until altered or rescinded, and the same shall be published in the Journal of each Convention. The Order of Business as annexed shall be generally followed but may be altered from time to time upon recommendation of the Dispatcher of Business.

(Amended 1973, 1974, 1975, 1982, 1986, 1992)

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