The Convocation of Episcopal Churches in Europe

CONSTITUTION AND CANONS

The Convocation of Episcopal Churches in Europe
is a part of The Episcopal Church of the United States of America
and of the Anglican Communion.

October 2018

CERTIFICATE

This edition of the Constitution and Canons of the Convocation of Episcopal Churches in Europe is a true copy of the Constitution and Canons as adopted by the Convention of the Convocation in session in Nice, France, 23 September 1959, and amended by the Conventions of 1960, 1962, 1963, 1964, 1979, 1981, 1982, 1983, 1984, 1989, 1990, 1991, 1992, 1994, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2008, 2010, 2016 and 2018. The 1989 edition was brought in accord with the Constitution and Canons adopted by the General Convention of The Episcopal Church of 1988.

The Rev. Deacon Richard Cole

Secretary of the Convention

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THE CONSTITUTION

ARTICLE I.
OF ACCEDING TO THE GENERAL CONSTITUTION AND CANONS

The Convocation of Episcopal Churches in Europe, as a constituent part of The Episcopal Church of the United States of America, accedes to the Constitution and Canons of that Church, and acknowledges their authority, and their precedence over the Constitution and Canons of this Convocation.

ARTICLE II.
OF THE CONVENTION

SECTION 1. In accordance with Title I, Canon 15, Section 9, of the General Canons, there shall be a Convention of this Convocation, consisting of the Bishop in charge of the Convocation, and Clergy and Laity as follows.

SECTION 2. The Bishop in charge, and all Clergy canonically resident in this Convocation, shall be entitled to all the privileges of membership in this Convention.

SECTION 3. Every parish and organized mission of this Convocation shall be entitled to send to the Convention two Lay Delegates, who shall be chosen by the Vestry or Bishop's Committee, and shall remain in office until the next Annual Meeting of the Convention; provided, that no person shall be competent to serve as a Lay Delegate unless said person be baptized, and a stated worshipper in the congregation which said person represents.

SECTION 4. Those lay members of the Council of Advice who are not otherwise elected delegates to Convention of their respective Parishes or organized missions shall be considered members of the Convention and entitled to all privileges of membership.

SECTION 5. The Convention shall be the final judge of the qualifications of its members.

ARTICLE III.
OF THE ANNUAL MEETING OF THE CONVENTION

SECTION 1. There shall be an Annual Meeting of the Convention of this Convocation, at such time and in such place as shall have been determined by the Convention at its last annual meeting.

SECTION 2. For any sufficient cause, occurring after the designation of the place of meeting, the Ecclesiastical Authority may change the time and place of such meeting; provided, that the time of the meeting shall not be more than three months later or one month earlier than the stated time.

ARTICLE IV.
OF THE SPECIAL MEETINGS OF THE CONVENTION

SECTION 1. Special Meetings of the Convention may be called at the discretion of the Bishop, and shall be called whenever requested by the Council of Advice; or, in case of a vacancy in the Episcopate, or disability of the Bishop, such Special Meetings may be called by the Council of Advice.

SECTION 2. The purpose or purposes for which such meeting is called shall be duly stated in the notice thereof, which shall be sent by the Secretary to all Clergy canonically connected with the Convention, and to each delegate of every Congregation and Institution in union with the Convention, at least three weeks previous to the time appointed therefor.

SECTION 3. No business shall be transacted at such meetings other than that stated in the notice thereof, except by a vote of at least two-thirds of each Order.

ARTICLE V.
OF THE PRESIDENT OF THE CONVENTION

The Bishop in charge shall preside in the Convention; or in the Bishop's absence the President of the Council of Advice; or in the President's absence the members of the Convention shall elect a President from among the members of the Council of Advice.

ARTICLE VI.
OF THE SECRETARY OF THE CONVENTION

A Secretary shall be elected from among the members, to serve for three years, and until a successor is elected, and accepts election. The Secretary's duty shall be to take minutes of the proceedings, and to enter them, when approved, in a proper book; to preserve the records; and to deliver to his or her successor all books and papers belonging to the Convention which may be in his or her custody.

ARTICLE VII.
OF THE COUNCIL OF ADVICE

The Council of Advice, elected in accordance with Title I, Canon 15, Section 9, of the General Canons, shall consist of four Presbyters canonically resident in the Convocation, and four Laity, resident in the Convocation. Initially, two Presbyters and two Laity shall be elected to serve for one year, and two members in each Order shall be elected to serve for two years. Thereafter, two members in each Order shall be elected at each Annual Convention to serve for two years. Any member who may have been elected for two consecutive terms shall be ineligible for reelection at the Annual Convention at which that term expires. The Council shall have authority to fill vacancies in its own membership. Members shall serve until their successors are elected and accept election.

ARTICLE VIII.
OF THE TRANSACTION OF BUSINESS

SECTION 1. In all matters which come before the Convention, the Clergy and Laity shall deliberate, and shall vote as one body, except when a vote by Orders shall be called for by any two Clerical members, or by the Delegates from any two Congregations, and except when such vote shall be required by the General Constitution or Canons, or those of the Convocation; in which cases the two Orders shall vote separately; and the concurrence of the majority of each Order shall be necessary to constitute a decision.

SECTION 2. The presence of a majority of clergy entitled to seats and votes in the Convention who are registered as attending, and of Delegates from one-third of the Congregations in union with the Convention, shall be necessary for the transaction of business; but a small number may adjourn from day to day.

ARTICLE IX.
OF THE ELECTION OF OFFICERS

SECTION 1. All elections shall be by ballot and shall be determined by a majority vote of the members present and voting, except when a vote by Orders shall be duly called for, in accordance with Article VIII.

SECTION 2. Members of the Council of Advice, and Deputies to the General Convention, shall be elected by ballot and by Orders.

SECTION 3. All officers shall hold office until their successors are elected and accept election.

ARTICLE X.
OF THE ADMISSION OF A CONGREGATION INTO UNION WITH THE CONVENTION

SECTION 1. Any Congregation in Europe which in accordance with Title I, Canon 15, of the General Canons comes under the jurisdiction of the General Convention of this Church, shall be in union with the Convention of this Convocation.

SECTION 2. When a Congregation shall have been duly admitted into union with the Convention, it shall not change its Articles of Association or Charter, or its Constitution, or By-Laws, until the proposed changes shall have been submitted to the Bishop in charge of the Convocation (if there be one), and to the Council of Advice, and shall have received their approval; provided, that if they fail of such approval the Congregation may appeal to the Convention, whose action in the case shall be final.

SECTION 3. Whenever in Constitutions, By-Laws, or Charters of a Congregation, there are provisions inconsistent with the General Constitution and Canons, or those of the Convocation, the General Constitution and Canons, or those of the Convocation shall always take precedence.

SECTION 4. Whenever any Congregation in union with the Convention shall neglect

(except in circumstances beyond its control) for three years in succession to make a Parochial Report, or shall neglect (except in circumstances beyond its control) during three successive years to employ a Presbyter as its Minister, such Congregation, with the consent of the Bishop and the Council of Advice, shall be regarded as having forfeited its connection with the Convention, and shall no longer be entitled to representation in the same. The Bishop shall report such Congregation to the Council of Advice and also to the Convention.

SECTION 5. Any Congregation in this Convocation which shall administer its real property in violation of Title I, Canon 7, Section 3, or of Title II, Canon 6, Section 2, of the General Canons, shall forfeit its right to representation in the Convention, until such time as it shall be reinstated by the Convention.

SECTION 6. Any Congregation presented to the Convention by the Bishop and the Council of Advice for violation of the General or Convocational Constitution or Canons may be declared contumacious by a concurrent vote of two-thirds of each Order, and thereupon forfeit its right to representation in the Convention. The Bishop shall report any such Congregation to the Convention as occasion may require.

SECTION 7. Any Congregation which has forfeited its right of representation may, upon its application, be readmitted into union with the Convention by a concurrent vote of two-thirds of each Order, such readmission to take effect from the close of the meeting of the Convention consenting thereto.

ARTICLE XI.
OF AMENDMENTS OF THE CONSTITUTION

The mode of amending this Constitution shall be as follows: The proposed amendment shall be presented in writing at the Annual Meeting of the Convention; and, if approved by a majority of each Order, it shall be acted upon at the next Annual Meeting of the Convention; when, if a majority of each Order, voting separately and by ballot, shall approve the proposed amendment, it shall become a part of the Constitution of the Convention.

THE CANONS

CANON 1.
OF THE RECORD OR LIST OF CLERGY IN THE CONVOCATION

SECTION 1. The Ecclesiastical Authority shall prepare, or cause to be prepared, a list of all the Clergy entitled to seat and vote in the Convention.

SECTION 2. All Chaplains in the Armed Forces of the United States of America who are in charge of Congregations in union with this Convocation shall be listed.

SECTION 3. Such lists shall be recorded in a book by the Secretary of Convention.

SECTION 4. The Secretary of the Convention shall record in this book all canonical certificates concerning the election or institution of Ministers, provided, that the same be accompanied with the certificate of the Ecclesiastical Authority that the person so chosen to any cure in this Convocation is a qualified Minister of this Church.

SECTION 5. (1) When Letters Dimissory shall have been accepted, the Cleric received shall procure from the Ecclesiastical Authority a certificate that said Cleric has been received into the Convocation, in compliance with the Canons. The Ecclesiastical Authority shall deliver a certificate of this reception to the Secretary of the Convention, who shall record the same.

(2) The Ecclesiastical Authority shall also certify in writing to the Secretary the names of all Clerics who shall, by ordination, become canonically resident within the Convocation, to be duly recorded; and shall also certify to the Secretary the name of every Cleric deceased, transferred, deposed, or suspended; in order that such names may, in the first three cases, be stricken from the record. In the third and fourth cases a minute of the sentence shall be recorded.

(3) A copy of this record or list shall be laid before the Convention on the first day of its meeting, and shall be entered in the Journal.

(4) This record, or a transcript thereof, or of such part thereof as may relate to the matter in question, duly attested by the Secretary, shall be admitted in evidence upon all proceedings or trials under any law or Canon in force in this Convocation.

CANON 2.
OF THE CONVENTION

SECTION 1. Clerical Members, and their Right to Seats.

Within one week before every meeting of the Convention of the Convocation, the Ecclesiastical Authority shall prepare, or cause to be prepared, a list of Clergy entitled to seats and votes in the Convention. This list, or a copy thereof, authenticated by the Ecclesiastical Authority, shall be laid before the Convention on the first day of the meeting and filed with the Secretary, who shall cause it to be entered in the Journal of the Convention.

SECTION 2. Lay delegates, and their Right to Seats.

(1) The election or appointment of Lay Delegates to the Convention shall be in accordance with the provisions of such election or appointment in General Canon 15, Section 9, and in the Constitution and By-Laws of the Congregation choosing such Delegates, when said Constitution and By-Laws have been approved in accordance with Title I, Canon 15, Section 6, of the General Canons. It shall be the duty of the several Congregations, immediately after the choice of Delegates to the Convention, to report the names of such Delegates to the Secretary of the Convention, to aid the Secretary in making up a list of Lay Delegates for use in the organization of the Convention.

(2) The evidence of the appointment of a Lay Delegate shall be a certificate, signed by two members of the Vestry or other electing body, which must be laid before the Convention before the admission of said Delegate to a seat.

(3) Every certificate of the appointment of a Lay Delegate shall attest that the appointment has been made in accordance with the requirements of this section; and shall certify that the Delegate has the qualifications required by the Constitution and Canons.

(4) Parishes and mission churches shall budget adequate funds to cover the attendance at the Convention of their Lay Delegates and their Members of the Clergy who are canonically resident in the Convocation.

SECTION 3. The Call of Convention

Unless it is otherwise directed by the Convention, the mode of giving notice of the meeting of the Convention shall be by a written notice, naming the time and place thereof, signed by the Secretary, sent by mail to each Cleric canonically connected with the Convocation, and to the duly certified Lay Delegates of each Congregation in union with the Convention. The notice of the Annual Meeting of the Convention shall be sent at least three weeks before the time appointed.

SECTION 4. Organizing the Convention

(1) Every session of the Convention shall be opened with prayer.

(2) If the Bishop, or in the Bishop's absence the President of the Council of Advice, is not present at the appointed time and place for holding the Convention, the Secretary of the Convention shall call the members present to order, and shall preside until a presiding officer is elected.

(3) The Secretary shall call the names of the Clergy entitled to seats and votes, or to seats, from the list filed with him or her, as directed in Section 1 of this Canon.

(4) The Secretary shall call the Congregations entitled to representation, and shall present the certificates of the Lay Delegates, which certificates shall be referred to a committee of three members, appointed by the presiding officer. Irregular or defective certificates, and certificates and documents referring to contested seats, shall be reported to the Convention, which shall decide on the admission of the Delegates named therein.

(5) A quorum being present (Constitution, Article VIII, Section 2), the Bishop or other presiding officer shall declare the Convention duly organized.

(6) The rules of order in force at the preceding Meeting of the Convention shall be in force until altered by the Convention; and Robert's "Rules of Order" shall prevail except as otherwise provided.

SECTION 5. Election of a Bishop

The election of a Bishop shall be made at a regular meeting of the Convention, or at a special meeting of the Convention called for that purpose. The vote shall be by ballot and by orders, with the lay and clerical members voting concurrently and separately. The concurrence of a majority of each Order shall be necessary for an election.

CANON 3.
OF THE COUNCIL OF ADVICE

SECTION 1. The Council of Advice shall function as a Standing Committee in all respects as permitted by the Canons of The Episcopal Church.

SECTION 2. The Council of Advice at its first meeting and annually thereafter shall choose a President and a Secretary from among the members, both officers to serve until their successors are elected and accept election. The Secretary shall record its proceedings in a book provided for the purpose, which book and all papers in its possession relative to the Convocation, shall be subject to the examination of the Bishop and of the Convention; and a full report of its acts shall be made at each Annual Meeting of the Convention. Five members of the Council shall be a quorum, subject to any specific provisions stated by the General Canons of The Episcopal Church.

SECTION 3. In case of a vacancy in the Episcopate, the Council of Advice shall be the Ecclesiastical Authority of the Convocation in all cases except such as are otherwise provided for by the General or Convocational Canons.

SECTION 4. The Council of Advice shall have authority to fill all vacancies that may occur during the recess of the Convention, in offices held by election, such appointments to remain in force until the next Annual Convention. Vacancies occurring in offices held by appointment shall be filled by the appointing officer.

SECTION 5. The Council of Advice will be elected at the Annual Convention of the Convocation of Episcopal Churches in Europe. It shall consist of four clerical members and four lay members. The four lay persons shall be communicants in good standing of the European Congregations whose certificates have been received and accepted by the Registrar of The Episcopal Church, USA. The four clergy will be canonically resident in the Convocation.

SECTION 6. The Council of Advice shall have authority to make Rules of Order for the conduct of its own business.

SECTION 7. The Bishop and the Council of Advice shall establish a Committee on Mission Congregations for the purpose of support and oversight of current and future missions. The Committee shall be composed of both clergy and lay members, at least one of whom shall be a member of the Council of Advice. The Committee shall report regularly to the Council of Advice.

SECTION 8. The Council of Advice shall conform to the provisions of General Canon Title I, Canon 12.

CANON 4.
OF THE COMMISSION ON THE MINISTRY OF THE BAPTIZED

There shall be a Commission on the Ministry of the Baptized to be appointed by the Bishop, composed of both clergy and lay members. This Commission shall be, in part, charged with the canonical responsibilities required of a commission on ministry by the General Canons, Title III, Canon 2.

CANON 5.
OF THE YOUTH COMMISSION

There shall be a Youth Commission to be appointed by the Bishop, composed of clergy and lay members with skill and interest in ministry with young people. This Commission shall have the responsibility for maintaining ministry with young people as a mission priority of the Convocation, including the encouragement in all congregations of the Convocation to have effective programs for young people and youth ministers to guide the same. This Commission shall also from time to time be responsible for seeing to it that appropriate events for young people regularly take place across the Convocation.

CANON 6.
OF THE EUROPEAN INSTITUTE OF CHRISTIAN STUDIES

There shall be a European Institute of Christian Studies composed of both clergy and lay members appointed by the Bishop in charge. In coordination with the Commission on Ministry of the Baptized, the Institute shall be responsible for developing and supervising the formation of lay and ordained members of the Convocation, including providing educational resources for licensing lay ministers as well as postulants and candidates for the ordained ministry.

CANON 7.
OF THE DEPUTIES TO THE GENERAL CONVENTION

SECTION 1. At the Annual Convention held at least twelve months before a stated meeting of the General Convention, four Clergy and four Laity shall be elected by the concurrent vote of the Clerical and Lay members, to represent this Convocation in General Convention, who shall continue in office until the meeting of the Convention of this Convocation held at least twelve months before the meeting of the next General

Convention, or until their successors are elected. The Clerical Deputies shall be Presbyters or Deacons, canonically resident in the Convocation, and the Lay Deputies shall be communicants of the Church and residents of the Convocation. The Convention shall also in like manner elect four Clergy and four Laity, with the same qualifications as the other Deputies, as Alternate Deputies.

SECTION 2. Any vacancy occurring among the Deputies or Alternate Deputies shall be filled at any meeting of the Convention during which, or prior to which, such vacancy shall occur, or if there is no such meeting prior to General Convention, it shall be filled by the Ecclesiastical Authority.

CANON 8.
OF DEPUTIES TO PROVINCIAL SYNOD

At the Annual Convention, the Bishop shall appoint no more than four Presbyters or Deacons, canonically resident in the Convocation, and no more than four Lay Persons who are communicants in good standing of The Episcopal Church, to represent the Convocation in the Provincial Synod. The Deputies shall serve until reappointment by the Bishop.

CANON 9.
OF DELEGATES TO THE CHURCH OF ENGLAND'S DIOCESE IN EUROPE SYNOD

At the Annual Convention, one clerical delegate who is canonically resident in the Convocation, and one lay person who is a communicant in good standing of The Episcopal Church and resident in the Convocation, shall be elected to represent this Convocation at the Church of England's Diocese in Europe annual Synod to serve for three years.

CANON 10.
OF THE CONVOCATION FUND

SECTION 1. The Convocation Fund shall be established for the purposes of the Convocation, and for the program and budget of the National Church.

SECTION 2. This fund shall be in the custody of a Treasurer to be elected by the Convention, to serve for three years and until his/her successor is elected and qualified. An Assistant Treasurer shall also be elected at the same time to serve for three years, who shall perform such duties as may be assigned by the Treasurer. The Treasurer shall report in writing to the Annual Meeting of the Convocation the receipts and expenditures of the Fund.

SECTION 3. The Council of Advice shall propose to the Convention a budget for adoption for the succeeding year. The Convocation Fund shall be administered by the Bishop and Council of Advice. To assist the Bishop and Council of Advice in carrying out these responsibilities, there shall be a Finance Committee whose members shall include but not be limited to the Bishop, the Treasurer, and at least one member of the Council of

Advice to be appointed by the Council.

SECTION 4. It shall be the duty of each Congregation to contribute within each calendar year to the Convocation Fund. The amount to be contributed by each Congregation shall be established by resolution of the Convention, and shall be based upon the average of that Congregation's Net Disposable Income as reported in the Parochial Report for the three previous years.

SECTION 5. The Convocation Fund shall be audited annually by an independent Certified Public Accountant (Title I, Canon 7, Section 1 of the General Canons).

CANON 11.
OF THE ECCLESIASTICAL TRIAL COURT AND ECCLESIASTICAL DISCIPLINE

SECTION 1. Title IV of General Canons. Those provisions of Title IV of the General Canons which are applicable to the Convocation 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.

SECTION 2. Discipline Structure.

(1) Disciplinary Board. The Board shall consist of seven persons, four of whom are members of the Clergy and three of whom are Laity.

(2) Clergy Members. The Clergy members of the Board must be canonically resident within the Convocation.

(3) Lay Members. The lay members of the Board shall be Adult Communicants in Good Standing of a parish or mission church of the Convocation.

(4) 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 (1st) day of the year following election. The terms of office of the Board shall be staggered and arranged into three classes.

(5) 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 in charge 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 in consultation with the Council of Advice. (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.

(6) Preserving Impartiality. In any proceeding under this Title, if any member of a Con-

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

(7) President. Within sixty (60) days following the annual Convention, the Board shall convene to elect a President to serve for the following calendar year.

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

(9) Investigator. The Bishop shall appoint an Investigator in consultation with the President of the Board.

(10) Church Attorney. Within sixty (60) days following each annual Convention, the Bishop in consultation with the Disciplinary Board shall appoint an attorney to serve as Church Attorney to serve for the following calendar year. The person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the Convocation.

(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 the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.

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

(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.

SECTION 3. Costs and Expenses.

(1) Costs Incurred by the Church. The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Response Coordinator shall be the obligation of the Convocation, subject to budgetary constraints as may be established by the Convention of the Convocation.

(2) Costs Incurred by the Respondent. In the event of a final Order dismissing the complaint, or by provisions of a Covenant approved by the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the Convoca-

tion, subject to budgetary constraints as may be established by the Convention of the Convocation.

SECTION 4. Records.

(1) Records of Proceedings. Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Convocation office. Diocese].

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

CANON 12.
OF DIFFERENCES BETWEEN MINISTER AND CONGREGATION

When a difference arises between a Minister and his or her Congregation in this Convocation, the Bishop and the Council of Advice shall proceed in accordance with the Canons of The Episcopal Church.

CANON 13.
OF PAROCHIAL LIMITS

If there is a Congregation within the limits of any city in this Convocation, no new Congregation shall be established in that city, except with the consent of the Bishop in charge and the Council of Advice (General Canons, Title I, Canon 15 and Title III, Canon 21 of the Canons of The Episcopal Church).

CANON 14.
OF PARISH REGISTERS AND ANNUAL REPORTS

Every Minister of this Convocation shall maintain records in accordance with Title III, Canon 14, Section 3 of the General Canons, and shall submit an annual report in accordance with Title I, Canon 6, Section 1, of the General Canons.

CANON 15.
OF BUSINESS METHODS IN CHURCH AFFAIRS

The business affairs of each Congregation in this Convocation shall be conducted in accordance with Title I, Canon 7, of the General Canons.

CANON 16.
OF REPORTS ON THE STATE OF THE CHURCH IN THIS CONVOCATION

SECTION 1. It shall be the duty of the Ecclesiastical Authority to transmit the blank form of Parochial Report (General Canons, Title I, Canon 6, Section 1) to every Cleric

in charge of a Congregation, or the Wardens where there is no Cleric in charge, and to every Cleric without a cure a blank form for his or her Personal Report, with a request in each case the Report be filled in and presented to the Bishop by a date certain.

SECTION 2. The Ecclesiastical Authority shall also transmit to the Secretary of the General Convention such information as is required by General Canon Title I, Canon 6, Section 2.

SECTION 3. It shall be the duty of the Member of the Clergy or Lay Pastoral Leader in charge of each congregation, immediately following the congregation's annual meeting, to send to the Ecclesiastical Authority the names and contact information for all members of the Vestry or Bishop's Committee, the Wardens, Treasurer, and Clerk or Secretary, as well as for such other persons in leadership positions as the Ecclesiastical Authority may request.

CANON 17.
OF VACANT PARISHES AND THE ELECTION OF RECTORS AND ASSISTANT MINISTERS

SECTION 1. Whenever a cure becomes vacant, it shall be the duty of the Vestry or Committee to give immediate notice thereof to the Ecclesiastical Authority.

SECTION 2. No election of a Rector, or Minister in charge, or election or appointment of an Assistant Minister, shall be held until the name of the Cleric whom it is proposed to elect or appoint has been made known to the Ecclesiastical Authority of the Convocation, and sufficient time, not exceeding thirty days, has been given to the Ecclesiastical Authority to communicate with the Vestry or Committee thereon.

CANON 18.
OF THE CHURCH PENSION FUND

In conformity with the legislation enacted by the General Convention of 1913, this Convocation adopts and enters into the system of the Church Pension Fund.

CANON 19.
OF THE CATHEDRAL

The Church of the Holy Trinity, Paris, France, is the Cathedral of this Convocation, having the same rights, privileges and obligations as other Congregations in union with this Convocation, and shall be the repository of the records of the Convocation.

CANON 20.
OF THE TIME WHEN THESE CANONS TAKE EFFECT

These Canons take effect immediately on the adoption of the Constitution.

CANON 21.
OF AMENDMENTS OF THE CANONS

SECTION 1. The Canons may be amended, or new Canons may be added, at the Annual Meeting of the Convention, by vote of a majority of each Order. But no existing Canon shall be changed, and no new Canon shall be enacted, on the day on which the change or enactment may be proposed, unless such change or enactment shall have been reported upon by the Council of Advice.

SECTION 2. The Secretary shall at the close of each Convention certify the changes made in the Canons, and enter the same in the Journal.

CANON 22.

OF BY-LAWS OF CONGREGATIONS IN THE CONVOCATION OF EPISCOPAL CHURCHES IN EUROPE

SECTION 1. All parishes and missions of the Convocation must keep up-to-date by-laws, and other statutes and ordinances required by national law. Any changes shall require the prior approval of the Bishop in charge and the Council of Advice, pursuant to Article X, Section 2 of the Constitution of this Convocation.

SECTION 2. For the smooth functioning of each congregation within the Convocation, all by-laws and other organizational statutes must contain the following:

(1) While national laws dictate the basis of the format and content of the organizing and operating by-laws, each congregation's by-laws must prominently feature this language: "[legal name] accedes unconditionally to the Constitution and Canons of The Episcopal Church, and the Constitution and Canons of the Convocation of Episcopal Churches in Europe."

(2) All parishes shall have a Senior Warden and a Junior Warden, whose duties shall be those described in the General and Convocation Canons, as well as other responsibilities that may be prescribed by national law, if applicable. Unless national law dictates otherwise, the Senior Warden is chosen by the Rector, or in the case of a vacancy of the same, the Bishop, and functions as the Bishop's delegate in the parish when there is no Rector. The Junior Warden is elected by the Vestry to oversee a specific area of vestry responsibilities, usually property. Both Wardens serve a term of one year.

(3) All mission churches shall have a Warden, appointed by the Bishop in charge, who shall serve a term of one year, renewable.

(4) Parishes and mission churches shall budget adequate funds to cover the attendance at the Convention of their Lay Delegates and their Members of the Clergy who are canonically resident in the Convocation.

CANON 23.
OF MISSION CONGREGATIONS

SECTION 1. Parochial Missions.

On recommendation of the Committee on Mission Congregations, and with the approval of the Bishop and Council of Advice, a parish of the Convocation may establish a mission within the conditions and organizational structure to be set forth in such approval. The minister-in-charge, either a priest, a deacon, or lay pastoral leader, shall be appointed by the Bishop in consultation with the congregation, shall serve at the pleasure of the Bishop, and shall exercise this ministry under the direction of the Rector.

SECTION 2. Specialized Missions.

Where particular needs are to be met, a specialized mission may be established by the Bishop and Council of Advice in consultation with the Committee on Mission Congregations.

(1) The proponents of such specialized mission shall submit to the Bishop an application which shall include the following:

(a) a description of the nature, scope, organizational structure, and leadership of such specialized mission;

(b) evidence that an adequate number of persons at least eighteen years old desire to establish and continue the work of such specialized mission; and

(c) evidence that the work may continue without causing interference with existing cures in the same geographic location.

(2) If the proposed specialized mission shall fall within existing territorial limits of an existing parish or mission, the Bishop shall consult with the clergy and lay leadership of that congregation before issuing authorization for the new ministry.

(3) The minister-in-charge of such specialized mission, either a priest, a deacon, or lay pastoral leader, shall be appointed by the Bishop in consultation with the congregation and shall serve at the pleasure of the Bishop.

SECTION 3. Representation at Convention of Parochial and Specialized Missions.

Parochial and specialized missions shall be entitled to representation by voice but not by vote in the Convention; they may, however, apply to become an organized mission, or, if they fulfill the requirements, a parish in union with the Convocation.

SECTION 4. Organized Missions.

Subject to the General Canons, Title I, Canon 15, a new or existing mission congregation may be recognized as an organized mission upon completion of the following:

(1) the submission to the Bishop of a written application for the organization of a mission, signed by a minimum of twenty persons at least eighteen years old, stating their

readiness to undertake the duties and obligations of such organization;

(2) issuance by the Bishop, in consultation with the Committee on Mission Congregations and with the consent of the Council of Advice, of authorization for the organization of the mission within the boundaries fixed by the Bishop and subject to such conditions as the Bishop may specify.

SECTION 5. Appointment of minister-in-charge.

The Bishop shall, in consultation with the congregation, appoint either a priest or a deacon, or lay pastoral leader, as minister-in-charge of the congregation, and may transfer, suspend, or remove such minister. In so far as is canonically permissible, the duties of the priest, deacon, or lay pastoral leader are the same as those of the rector of a parish.

SECTION 6. The Bishop's Committee.

(1) An organized mission shall be governed by a Bishop's Committee. The members of the Committee shall be nominated by an annual meeting of the congregation to the Bishop for approval, and they shall serve at the Bishop's pleasure. The Committee shall perform such duties as may be required by the Bishop, the Council of Advice, and these canons.

(2) The Bishop's Committee shall include the minister-in-charge, a senior and junior warden, a secretary, a treasurer, and as many other members as the Bishop shall determine. The minister-in-charge shall have the right to vote, and may preside, at all meetings of the Bishop's Committee in the absence of the Bishop.

SECTION 7. Financial Plan.

The Bishop's Committee of each organized mission shall adopt a financial plan or budget for the mission, subject to the approval of the Bishop and Council of Advice. An assessment for the Convocation operating fund made according to Convocation guidelines shall be included in each such budget.

SECTION 8. Representation at Convention.

Provided that the above conditions have been fulfilled, organized missions shall be entitled to voting representation in the Convention, in accordance with Canon 2, Section 2 of these canons.

SECTION 9. Conformity to civil laws.

All applications for recognition as a mission congregation shall demonstrate the congregation's intention to conform to local civil laws which may affect its status and affairs.

SECTION 10. Dissolution of Missions.

The Bishop may at any time change the status of or dissolve a mission congregation, after consultation with the minister-in-charge and Bishop's Committee, and with the rector and vestry of a sponsoring parish if there be one, and with the concurrence of the

Council of Advice.

SECTION 11. Application for Admission as a Parish.

An organized mission may apply for admission as a parish in union with the Convocation provided that:

(1) it shall have been financially self-supporting for the three calendar years preceding the year in which the application is made, and that it can demonstrate a reasonable expectation of being fully self-supporting for at least the next two years, including the support of a rector;

(2) it shall provide such additional information and documentation in support of the application as the Bishop, Council of Advice, and the Committee on Mission Congregations may request, including evidence of its intention to conform to local civil laws governing its affairs, as well to the Constitution and Canons of The Episcopal Church and to its doctrine, discipline and worship.

SECTION 12. Organization as a Parish.

If the Bishop and Council of Advice approve the application of the proposed parish, the Bishop shall issue a certificate evidencing such approval, together with such terms and conditions as the Bishop and the Council of Advice shall deem necessary. Upon receipt of the certificate, the matter of the organization of the parish shall be considered at a public meeting of the members of the proposed parish at which the Bishop shall preside. If the members present by majority vote ratify and confirm the application, together with such terms and conditions as have been required by the Bishop and Council of Advice, the mission shall proceed to organize itself as a parish within the boundaries of its geographical location.