



*Diocese of Missouri*  
THE EPISCOPAL CHURCH

The  
**Constitution**  
and  
**Canons**  
of the Episcopal Church  
in the  
Diocese of Missouri

effective date July 1, 2017

*with revisions from the 177th Convention of the Diocese of Missouri  
November 18-19, 2016, in St. Louis*

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# CONSTITUTION OF THE EPISCOPAL CHURCH IN THE DIOCESE OF MISSOURI

## TITLE I: The Diocese

### ARTICLE I.1      **Acceding to the General Convention**

The Episcopal Church in this Diocese acknowledges its allegiance to the Protestant Episcopal Church in the United States of America, referred to herein as “The Episcopal Church”, and submits to the authority of the General Convention.

### ARTICLE I.2      **Boundaries of the Diocese of Missouri**

The Diocese of Missouri consists of the territory embraced within the City of St. Louis, and the following fifty four Counties of the State of Missouri:

Adair,	Lewis,	Ralls,
Audrain,	Lincoln,	Randolph,
Bollinger,	Macon,	Reynolds,
Boone,	Madison,	Ripley,
Butler,	Maries,	St. Charles,
Callaway,	Marion,	Ste. Genevieve,
Cape Girardeau,	Miller,	St. Francois,
Carter,	Mississippi,	St. Louis,
Clark,	Monroe,	Schuyler,
Cole,	Montgomery,	Scotland,
Crawford,	New Madrid,	Scott,
Dent,	Oregon,	Shannon,
Dunklin,	Osage,	Shelby,
Franklin,	Pemiscot,	Stoddard,
Gasconade,	Perry,	Texas,
Iron,	Phelps,	Warren,
Jefferson,	Pike,	Washington,
Knox,	Pulaski,	Wayne.

## **TITLE II: The Bishop**

### **ARTICLE II.1 Ecclesiastical Authority of the Diocese**

The Bishop is the ecclesiastical authority of the Diocese. In the absence of the Bishop from the Diocese or in the event of the Bishop's incapacity or of a vacancy in the Episcopate, the Bishop Coadjutor shall be the ecclesiastical authority of the Diocese. If there be no Bishop Coadjutor, the ecclesiastical authority of the Diocese shall be as provided in the Constitution and Canons of the Episcopal Church.

### **ARTICLE II.2 Election of a Bishop**

The election of a Bishop shall occur only at an annual meeting of Convention or at a special meeting of Convention called by the ecclesiastical authority of the Diocese for that purpose. The concurrent vote, by ballot, of a majority of both the Voting Clergy and Lay Delegates, voting separately, shall be necessary to elect a Bishop.

## **TITLE III: The Convention, Its Officers and Agents**

### **ARTICLE III.1 Annual Meeting of Convention**

The Convention of the Church in this Diocese shall assemble annually. The 169th annual meeting of Convention shall designate the time and place for the 170th and 171st annual meetings of Convention. The 170th annual meeting of Convention and each annual meeting of Convention thereafter shall designate the time and place for the second succeeding annual meeting of Convention. The Ecclesiastical Authority of the Diocese may, however, change the time or place, or both, upon at least ten days' notice to the Senior Warden of every Parish, the Bishop's Warden of every Mission and every Clerical Member of Convention.

### **ARTICLE III.2 Special Meetings of Convention**

The ecclesiastical authority of the Diocese may call a special meeting of Convention at a time and place it shall appoint upon at least thirty days' notice to the Senior Warden of every Parish, the Bishop's Warden of every Mission and every Clerical Member of Convention. The notice shall state the business for which the meeting is called. No business shall be transacted beyond that stated in the notice, unless by the unanimous consent of the Voting Members present.

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**ARTICLE III.3      Members of Convention**

**SECTION 1.** The Members of Convention shall be the Clergy and Lay persons with seat in Convention.

**SEC. 2.** The Bishop and the Bishop Coadjutor, if any, shall each have seat, voice and vote in Convention.

**SEC. 3.** Every Cleric who is canonically resident and in regular standing shall have seat and voice in Convention.

**SEC. 4.** The following Clerics who are canonically resident and in regular standing shall have seat, voice and vote in Convention: every Rector of a Parish; every Vicar of a Mission; every full time Assistant in a Congregation (that is, a Parish or Mission); every Cleric who has served on a Diocesan committee during the preceding year or who has performed sacramental ministry in a Congregation of this Diocese on at least fifteen Sundays during the preceding year; every full time staff member of the Diocesan Office or of a Diocesan Institution or Agency; every full time instructor at a theological seminary accredited by the Episcopal Church; and every Cleric serving in a position by appointment of the Presiding Bishop.

**SEC. 5.** When the right of any Cleric to seat, voice or vote in Convention is disputed, the Convention itself shall resolve the dispute.

**SEC. 6. a.** Every canonically organized Mission of the Diocese and Parish in union with Convention of this Diocese shall be entitled to be represented in Convention by a minimum of two Lay Delegates. Each Parish and Mission shall be allowed one additional Lay Delegate for every seventy-five persons in Average Sunday Attendance at such Parish or Mission as reported on its annual Parochial Report for the immediately preceding calendar year. Such Parochial Report shall be prepared on the then current form provided by the Secretary of Convention and Average Sunday Attendance shall be calculated in the manner prescribed by such Parochial Report form.

**SEC. 6. b.** Subject to the limitations set forth below, every Lay Delegate shall have seat, voice and vote in Convention. The Lay Delegates from a Congregation shall have no vote until the Secretary shall have been presented with satisfactory evidence as to the amount of assessments that the Lay Delegates' Congregation has paid during the preceding fiscal year for support of the Diocese and for the Church Pension Fund. In the event a Congregation shall not have paid the full amount of such assessments for the previous year, the number of Lay Delegates from such Congregation entitled to vote in Convention shall be reduced in direct proportion to the

percentage deficiency in such Congregations' payment of its assessment obligations. The number of Lay Delegates with vote in Convention from such Congregation shall be rounded up to the nearest whole number, with a minimum of one Lay Delegate with vote in Convention for each Parish and canonically organized Mission.

**SEC. 6. c.** Under extraordinary circumstances, the Diocesan Council may recommend to the Convention that all of the Lay Delegates of a Parish or canonically organized Mission have vote, without regard to the limitations set forth in subsection b above. The Diocesan Council's recommendation shall be subject to approval by a simple majority vote of the Convention.

**SEC. 7.** Lay Delegates shall be chosen by the Congregation of each Parish or Mission duly convened or, if the Congregation choose, by the Vestry or Bishop's Committee. Lay Delegates shall be confirmed adult communicants in good standing; no Candidate for Holy Orders shall be admitted as a Lay Delegate to any Convention.

**SEC. 8.** When Lay Delegates are elected, a Congregation may also elect one or more alternates, whose qualifications shall be the same as those of Lay Delegates. When the absence of a Lay Delegate cannot be filled by a duly elected alternate, a majority of those of the Congregation's Lay and Clerical Delegates present at a meeting of Convention may elect a member of the Congregation, qualified to serve as a Lay Delegate, to be an alternate. An alternate may serve as a Lay Delegate from his or her Parish or Mission to Convention during the absence from Convention of a Lay Delegate of that Parish or Mission. Such absence must first be certified to the Secretary of Convention, in the case of a Parish by the Rector, Assistant Cleric or Secretary of the Vestry, and in case of a Mission by the Vicar, Assistant Cleric or Secretary of the Bishop's Committee. The alternate shall serve until the Secretary of Convention certifies that the Lay Delegate in whose place the alternate is serving has returned to take his or her seat.

**SEC. 9.** The Chancellor, Vice Chancellors (if any) and Treasurer of the Diocese shall have seat and voice in Convention.

**SEC. 10.** Lay members of the Standing Committee who are not otherwise Members of Convention shall have seat and voice in Convention.

**SEC. 11.** Lay members of Diocesan Council who are not otherwise Members of Convention shall have seat and voice in Convention.

**SEC. 12.** Retired Diocesan Officers appointed to Emeritus status shall have

seat and voice in Convention.

**SEC. 13.** Each Campus Ministry of this Diocese with a full-time chaplain and each other Campus Ministry of the Diocese recognized by the Bishop and Standing Committee may designate a representative who shall have seat, voice and vote in Convention. Each representative shall be appointed on an annual basis by the Bishop after consultation with the Bishop's clergy presence in that community of faith.

## **ARTICLE III.4      Presiding Officer of Convention**

**SECTION 1.** The Bishop shall be, ex-officio, Presiding Officer of Convention. If the Bishop be absent or unable to act, or if there be a vacancy in the Episcopate, the Bishop Coadjutor shall be, ex-officio, Presiding Officer of Convention. If there be no Bishop Coadjutor, the President of the Standing Committee shall call the meeting of Convention to order, and if a quorum be present, a Presiding Officer shall be chosen, ad-interim, from among the Members in attendance. If the Presiding Officer shall at any time temporarily leave the chair he or she may appoint the Chancellor, a Vice Chancellor or any other Member to preside.

**SEC. 2.** The Convention Rules of Order shall specify whether the Presiding Officer may join in debate; but, after debate on any motion or resolution shall have been closed, the Presiding Officer shall have the right, before putting the question, to speak on the whole subject under consideration.

**SEC. 3.** The Presiding Officer shall appoint a Member as Secretary of Convention to keep a record of its proceedings, to attest to its acts and to perform any further duties assigned by Convention or required by Canon.

## **ARTICLE III.5      Transaction of Business**

**SECTION 1.** The Holy Communion shall be celebrated at least once each meeting of Convention. All Divine Services immediately preceding each day's session and during the sessions of Convention shall be under the direction of the Bishop. Should the Standing Committee become the ecclesiastical authority of the Diocese, such services shall be celebrated by a Priest of its choosing.

**SEC. 2.** One third of the Clergy entitled to seat, voice and vote in Convention, and Lay Delegates from one fourth of the Parishes and Missions entitled to representation shall, when duly assembled, constitute a quorum

for the transaction of business; a smaller number may declare a recess.

**SEC. 3.** The Clergy and Laity shall deliberate in one body. Every Voting Member shall have one vote on each question, and, except as herein otherwise expressly provided, a majority of all the votes cast shall determine each question.

**SEC. 4.** Twenty five percent of the Voting Members in either the Clerical or Lay Order, or of the total Voting Members of Convention, may require a vote by roll call; the votes cast in a roll call shall be recorded in the Journal of Convention, and no Voting Member shall be excused from voting, unless by unanimous consent.

**SEC. 5.** Twenty five percent of the Voting Members in either Order, or of the total Voting Members of Convention, may require a vote by Orders, in which a majority of the votes of each Order shall be necessary to carry the question in the affirmative. This procedure shall not apply to elections. All votes by Orders shall be by roll call unless two thirds of the Voting Members consent to substitute a rising vote taken separately by Orders.

**SEC. 6.** The Convention may enact Canons of Discipline for the ecclesiastical government of the Cathedral and of all the Parishes, Missions, Clergy and laity of the Church in the Diocese, the Bishop alone excepted; but any Constitutional provision or Canon of the Convention which shall be or become inconsistent with the Constitution or Canons of the General Convention shall be void.

**SEC. 7.** No Constitutional provision, Canon or Resolution touching the rights, privileges, dignities, duties or obligations of the Bishop of the Diocese shall be of any force or effect, unless it receive the consent of the Bishop at the time of its adoption; no such Constitutional provision, Canon or Resolution, therefore, shall be adopted during any vacancy in the Episcopate.

## ARTICLE III.6

### Nominating Committee; Elections; Service in More Than One Capacity

**SECTION 1.** Section 1. At each annual meeting of Convention the Presiding Officer shall, with the consent of Convention, appoint a Committee on Nominations and Election Procedures, consisting of not more than seven persons, both Clergy and Laity. The Presiding Officer shall appoint the members of the Committee having due regard for their knowledge concerning the suitability of candidates for the offices to be filled. Members shall be appointed

to staggered terms of three years, and at each annual meeting of Convention there shall be appointed the number required to replace those whose terms expire. Any member who has served a full term shall not be eligible for re appointment until after one year. The Committee shall seek actively from the entire Diocese qualified candidates for election to the several positions to be filled at the next annual meeting of Convention.

**SEC. 2.** The Committee shall endeavor to nominate no fewer than three qualified candidates for each position to be filled at the next annual meeting of Convention.

**SEC. 3.** The Committee shall forward its nominations together with the written consents of the nominees to the Secretary at least 50 days prior to the next annual meeting of Convention.

**SEC. 4.** The Bishop shall, upon receiving the nominations from the Secretary, promptly cause the names and appropriate biographical information about the nominees to be distributed throughout the Diocese.

**SEC. 5.** Nominations for election to any office may also be made at an annual meeting of Convention by the presentation to the Presiding Officer of a written petition signed by at least five Voting Members and accompanied by the written consent of each nominee. The Presiding Officer shall add to the ballot the names of persons so nominated.

**SEC. 6.** The Committee shall conduct elections at meetings of Convention under the direction of the Presiding Officer and in accordance with the Rules of Order.

**SEC. 7.** No one serving in or employed by the Diocesan Office, nor as Chancellor, Vice Chancellor, Treasurer, Secretary or Registrar of the Diocese shall serve on the Committee or as a voting member of the Diocesan Council or the Standing Committee. Persons serving on an appointed task force, however, are exempt from this prohibition.

**SEC. 8.** No person may serve simultaneously in more than one of the following positions: voting member of the Diocesan Council, voting member of the Standing Committee, or President or Chair of a Convocation.

## **ARTICLE III.7      Election of Officers**

All elections of persons to positions provided for in this Constitution or by Canon, other than the election of a Bishop, shall be by the use of a preferential

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ballot by all the Voting Members of the Convention voting as one body in such manner and form as may be defined by the Convention's Rules of Order.

## ARTICLE III.8 Standing Committee

**SECTION 1.** The Convention shall elect a Standing Committee of six Clergy and six Lay Persons. Members shall be elected to staggered terms of four years, and at each annual meeting of Convention there shall be elected the number required to replace those whose terms expire. Any member who has served a full term shall not be eligible for re election until after one year.

**SEC. 2.** No Cleric without seat, voice and vote in Convention nor any Lay Member who is not both a Confirmed Communicant in good standing and over the age of majority shall serve on the Standing Committee.

**SEC. 3.** The Standing Committee shall elect a President and a Secretary from its members and shall report to each annual meeting of Convention. Seven members shall constitute a quorum. In case of any vacancy, the Standing Committee shall appoint a successor to serve out the vacating member's unexpired term.

**SEC. 4.** The Standing Committee shall be a council of advice to the Bishop, summoned by the Bishop whenever he or she shall desire. It may also advise the Bishop of its own accord. All proceedings of the Standing Committee, when acting as a council of advice to the Bishop, shall be confidential, unless the Bishop and Committee shall otherwise determine.

**SEC. 5.** Whenever the Standing Committee functions as the ecclesiastical authority of the Diocese, it shall, in addition, exercise all the powers of canonical administration except those which only a bishop may exercise. Only a bishop shall pronounce sentence upon a Cleric. The Standing Committee may call in a bishop for that purpose.

**SEC. 6.** The Standing Committee, after consultation with the Bishop, shall annually assess, and report to Convention upon, the state of the Diocese. This assessment shall be made in part from information supplied periodically, as reasonably requested by Standing Committee, from the Diocesan Office, COEDMO and other appropriate bodies.

**SEC. 7.** The Secretary of the Standing Committee shall keep a record of its proceedings, attest to its acts, preserve the originals of all letters and papers addressed to the Standing Committee, perform such other duties as it re-

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quires, and faithfully deliver into the hands of his or her successor all books, papers and letters relative to its concerns.

## ARTICLE III.9      **Deputies to the General Convention**

**SECTION 1.** At the last or the next to the last meeting of Convention preceding the triennial meeting of General Convention, Convention shall elect four Clerical and four Lay Deputies, or such other number as General Convention may specify, to represent the Diocese in the next General Convention, together with a like number of Provisional Deputies in each Order.

**SEC. 2.** Deputies shall serve for three years or until their successors are elected.

**SEC. 3.** Deputies shall inform the Bishop, not less than thirty days before the next regular or special meeting of General Convention, of their acceptance and intent to serve. If any Deputy decline or a vacancy subsequently occur before the next regular or special meeting of General Convention, the Bishop, with the advice and consent of the Standing Committee, shall appoint as Deputies the required number of Provisional Deputies in the order of their election. If there is an insufficient number of Provisional Deputies, the Bishop, with the advice and consent of the Standing Committee, shall appoint a sufficient number of other canonically eligible Clergy or Lay Communicants as Deputies in their stead. If a vacancy occur during a session of the General Convention, the Bishop may, with the advice and consent of the remaining Deputies, make the appropriate appointment from the canonically eligible Clergy or Lay Communicants of the Diocese.

**SEC. 4.** All Clergy Deputies shall be Clergy entitled to seat, voice and vote in Convention. All Lay Deputies shall be Communicants in good standing of the Church in this Diocese.

## ARTICLE III.10      **Treasurer of the Diocese**

The Bishop, with the consent of Convention, shall appoint a Treasurer of the Diocese, who shall be the financial advisor of the Bishop, Standing Committee, and Diocesan Council, and who shall perform such other duties as may be assigned by Convention or required by Canon. The Treasurer shall be a Communicant in good standing and shall hold office at the pleasure of the Bishop. If the office of Treasurer become vacant between meetings of Convention, an interim Treasurer may be appointed by the Bishop, with the advice and consent of the Standing Committee.

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## **ARTICLE III.11      Chancellor and Vice Chancellors of the Diocese**

The Bishop, with the advice and consent of the Standing Committee, shall appoint the Chancellor, and may appoint one or more Vice Chancellors, of the Diocese. They shall be the legal advisors of the Bishop, Standing Committee, Diocesan Council and Convention. Each shall be a Communicant in good standing and shall hold office at the pleasure of the Bishop.

## **ARTICLE III.12      Registrar of the Diocese**

The Bishop, with the advice and consent of the Standing Committee, shall appoint a Registrar of the Diocese who shall be the custodian of the official records of the Diocese and perform such other duties as may be assigned by Convention or defined by Canon. The Registrar shall hold office at the pleasure of the Bishop.

## **ARTICLE III.13      Emeritus Status**

The Bishop, with the advice and consent of the Standing Committee, may recognize the prior services of a retiring Chancellor, Treasurer or other Diocesan Officer by appointment to Emeritus status. Persons so recognized shall have such privileges and duties as may be specified from time to time by the Bishop.

# **TITLE IV: Parishes and Missions**

## **ARTICLE IV.1      The Cathedral**

**SECTION 1.** The Episcopal Church in the Diocese of Missouri acknowledges “Christ Church Cathedral,” St. Louis, as the Cathedral Church of the Diocese, with the same ecclesiastical jurisdiction, rights, privileges and obligations as any Parish.

**SEC. 2. a.** Each annual meeting of Convention shall elect one clerical member and one lay member of the Cathedral Chapter, neither of whom may be a member of the Cathedral Parish, to serve a term of three years. Members shall not be eligible for re election until after the expiration of one year.

The six Diocesan members shall be chosen so that two lay members and two clergy members shall be from Congregations within the St. Louis City/County Area (that is, St. Louis City and St. Louis County) and one of each

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from Congregations in the Diocese outside the St. Louis City/County Area. The clerical members of the Chapter must be canonically resident within the Diocese and shall be known as Honorary Canons of Christ Church Cathedral.

In case of any vacancy, the Chapter shall appoint a Clerical or lay member, as the case may be, from the vacating member's geographical area, to serve out the vacating member's unexpired term.

**SEC. 2. b.** The Bishop and the Bishop Coadjutor, if any, shall be members ex officio of the Chapter. The Bishop shall be the President of the Chapter.

**SEC. 3.** The principal office of the Diocese shall be on the Cathedral premises, 1210 Locust Street, St. Louis, but may be changed at any meeting of Convention by resolution of a majority of the Voting Members thereof and with the consent of the ecclesiastical authority of the Diocese.

## **ARTICLE IV.2      Admission of New Parishes and Missions**

The Convention may admit Parishes and Missions into union with it upon compliance with applicable Canons.

## **ARTICLE IV.3      Forfeiture of Parochial Privileges**

Any Parish or Mission may, for causes specified by Canon, be suspended from representation in the Convention, or its connection with the Convention may be wholly dissolved, by a vote of two thirds of each Order. The Convention may also provide by Canon for the readmission into union with it of any such Parish or Mission. The suspension shall not absolve the Parish or Mission from its obligations to Convention or to the Diocese.

## **ARTICLE IV.4      Assessments**

The Convention may assess the Parishes and Missions in union with it for the reasonable expenses of the Diocese. Assessments may be made either by Canon or by resolution of Convention.

# **TITLE V: The Constitution and Canons**

## **ARTICLE V.1      Omissions in the Constitution or Canons**

All ecclesiastical matters not expressly provided for by this Constitution or the Canons are within the authority and jurisdiction of the ecclesiastical authority of the Diocese.

**ARTICLE V.2                    Amendments to Constitution**

Any proposal to amend this Constitution shall be made in writing, and must first receive preliminary approval by a majority of the Voting Members of Convention, voting as one body. An approved amendment shall then be held over for consideration until the next meeting of Convention, which, if the Bishop approve the amendment, may adopt it by the affirmative vote of a majority of the Voting Members of both Orders, voting separately. If the Bishop objects to the amendment, it shall require for adoption the affirmative vote of two thirds of the Voting Members of each Order, voting separately.

**ARTICLE V.3                    Implementation of Amendments**

The Standing Committee shall determine both the scheduling and implementation of amendments to this Constitution, including procedures for nomination, election, term of office and initial date of service. All such determinations shall be subject to ratification by the meeting of Convention at which the Amendments are adopted.

**ARTICLE V.4                    Previous Articles Repealed**

All articles of the previous Constitutions of the Church in this Diocese are hereby repealed.

**ARTICLE V.5                    Masculine References Include Feminine**

All references in this Constitution or the Canons in the masculine form shall include women as well as men.

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**CANONS**

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# OF THE EPISCOPAL CHURCH IN THE DIOCESE OF MISSOURI

## TITLE I: The Diocese

### **CANON I.1            Subordination of Canons**

These Canons are adopted under the provisions of, and are to be interpreted in accordance with, the Constitution and Canons of the Episcopal Church and the Constitution of the Episcopal Church in the Diocese of Missouri.

### **CANON I.2            Convocation Districts**

The Bishop shall, with the advice and consent of the Standing Committee, divide the Diocese into two or more Convocation Districts, and shall assign each Congregation to a District. Each District shall consist of those Congregations assigned to it.

## TITLE II: The Bishop

### **CANON II.1            Ecclesiastical Responsibilities**

The Bishop is the Apostle, Chief Missionary, Chief Priest, and Pastor of the Church in this Diocese. The Bishop shall guard the faith, unity, and discipline of this Church and of the whole Church catholic; proclaim the Word of God; act in Christ's name for the reconciliation of the world and the building up of the Church; and ordain others to continue Christ's ministry.

### **CANON II.2            Administrative Responsibilities**

The Bishop is the presider and chief executive officer of the Diocese.

### **CANON II.3            Staff and Support**

The Bishop may appoint persons to assist in the planning, development and execution of Diocesan business, affairs and programs. The Bishop may organize such persons into departments, committees, commissions or ad hoc working groups. All such persons and organizations shall serve at the pleasure of the Bishop.

### **CANON II.4            Counselling**

The Bishop may counsel with any Cleric and in the life of any Congregation.

## **CANON II.5 Additional Powers and Responsibilities**

The Bishop shall have such additional powers and responsibilities as are specified in the Constitution and Canons of the National Church or of this Diocese, which customarily belong to Diocesan Bishops within the Episcopal Church, which are specified in Diocesan Policies or which customarily belong to the chief executive officers of nonprofit religious organizations.

# **TITLE III: The Convention, Its Agents and Commissions**

## **CANON III.1 List of the Clergy**

Within one week before every meeting of Convention of this Diocese, the Bishop shall cause to be prepared a list of all the Clergy canonically resident in the Diocese, identifying their residence addresses, the ecclesiastical organizations with which they are affiliated and their status as Priests or Deacons. Clergy suspended from the ministry shall be so designated on the list. The list shall be laid before Convention immediately after it shall have been called to order, and those entitled under the Constitution shall thereupon take their seats. The list shall be included in the Journal.

## **CANON III.2 Membership in Convention**

**SEC. 1.** Lay Delegates to Convention shall be chosen by the Congregation in the same manner as provided for the election of Vestry or Bishop's Committee. If the Congregation choose, Lay Delegates and Alternates may be chosen by the Vestry or Bishop's Committee. A Congregation may delegate such authority to the Vestry or Bishop's Committee for one year only, by resolution adopted at the annual Parish or Mission meeting, or for a longer period by amendment to the Parish or Mission bylaws. When the Lay Delegates are chosen by the Vestry or Bishop's Committee, the election shall be held at a regular meeting, or at a special meeting called for that purpose; the Delegates shall be accredited for the next occurring meeting of Convention. Any vacancies that occur may be filled by the Vestry or Bishop's Committee. Lay Delegates shall be chosen for staggered terms of three years, and each year there shall be elected the number required to replace those whose terms expire. No Lay Delegate having served a full term of three years shall be eligible for re election as Delegate or Alternate

until after one year.

**SEC. 2.** One of the Wardens or the Secretary of the Vestry or Bishop's Committee shall certify the appointment of a Lay Delegate in writing. The certificate shall be forwarded to the Secretary of Convention at least thirty days before the meeting of Convention.

**SEC. 3.** Lay Delegates who are not otherwise members of the Vestry or Bishop's Committee shall have seat and voice on their Vestry or Bishop's Committee, but shall not be counted toward a quorum nor toward the canonical minimum and maximum number of persons on a Vestry or Bishop's Committee.

**SEC. 4.** Parishes and Missions shall pay the reasonable expenses of their Clergy and Lay Delegates incurred in attending meetings of Convention.

### **CANON III.3            Permanent Committees of Convention**

**SECTION 1.** The Permanent Committees of the Convention shall be:

- I. Lay Credentials and Admission of New Parishes and Missions
- II. Constitution and Canons
- III. Dispatch of Business
- IV. Resolutions

**SEC. 2.** Committees may adopt rules of procedure relating to notice and time of meetings, quorum, hearings and similar matters. Committees shall sit during recess of Convention and shall report to the next annual meeting of Convention.

### **CANON III.4            Consideration of Resolutions**

**SECTION 1. a.** All proposed resolutions to amend the Constitution or Canons shall be submitted to the Chair of the Committee on Constitution and Canons at least 50 days prior to the opening date of the next meeting of Convention.

**b.** All other proposed resolutions shall be submitted to the Chair of the Resolutions Committee at least 50 days prior to the opening date of the next meeting of Convention.

**c.** Once a proposal has been submitted to the appropriate Permanent Committee of Convention, it becomes the "property" of that Committee, and may be accepted, rejected or modified as the Committee sees fit. In addition, the appropriate Permanent Committee may initiate proposed resolu-

tions within the area of its jurisdiction.

**d.** At least two weeks prior to the opening date of the next meeting of Convention, draft reports from the Resolutions Committee and the Committee on Constitution and Canons, together with any resolutions to be proposed by such Committees, shall be mailed to the Members of Convention.

**e.** Each Permanent Committee recommending resolutions shall, during temporary recess of the Annual Meeting of Convention, have at least one open meeting for the hearing of comments from Members of Convention. After such hearing or hearings and before Convention takes up the proposed resolutions for action, the Committee shall reconvene and may withdraw or modify its proposed resolutions or propose other or additional resolutions, provided only that the same shall not depart substantially from the general subject matter of the proposals mailed to the Members before Convention.

**f.** Proposed resolutions not submitted according to the provisions of this Canon may be considered by the Convention only by consent of two thirds of Convention.

**SEC. 2.** Any resolution the implementation of which can reasonably be expected to involve material expense to the Diocese shall be accompanied by a statement of the anticipated expense. The Secretary shall refer such resolutions and statements to Diocesan Council for review before the resolutions are submitted to Members of Convention, and Diocesan Council shall provide a separate estimate of expense if it believes the estimate provided by the proponent is materially inaccurate.

**SEC. 3.** Resolutions other than those amending the Constitution or Canons shall be effective until the next meeting of Convention only, unless stated to extend beyond that time. Such resolutions so stated may nonetheless be amended or rescinded at any subsequent meeting of Convention. Promptly following the close of a meeting of Convention, the Diocesan Office shall provide to Diocesan Council, the Standing Committee, the President or Chair of each Convocation and all Rectors and Vicars copies of all resolutions adopted by Convention.

**SECTION 1.** The Secretary shall be appointed at each annual meeting of Convention, and shall remain in office until the next annual meeting. The Secretary shall take minutes of the proceedings of Convention, keep its journals and records, attest to its public acts, and deliver faithfully into the hands of his or her successor all books and papers relative to its concerns. The Secretary shall also give the constitutionally required notice of each meeting of Convention. The Secretary shall, before the fifteenth day of December in each year, transmit to each Congregation forms of Parochial Reports and of Certificates of Lay Delegates, with instructions to return them not later than February 1. The Secretary shall transmit annually a copy of the Journal of Convention to each of the Bishops in this Province, to the Secretary of the House of Deputies of General Convention, and to the Archives of the Episcopal Church. The Secretary shall also transmit a copy to each Member of Convention, and forward a copy or copies to each Parish or organized Mission in the Diocese, as they may request.

**SEC. 2.** The Secretary shall also prepare and transmit to General Convention, in addition to the documents called for by its Canons, two certificates, one containing a list of Clergy in this Diocese, and the other the appointment of Deputies to General Convention.

**SEC. 3.** Immediately after each meeting of Convention, the Secretary shall transmit to the Treasurer of the Diocese a certified copy of all the acts of Convention pertaining to the Treasurer's duties.

**SEC. 4.** Whenever, between meetings of Convention, a vacancy shall occur in the office of Secretary of Convention, the Bishop shall fill the vacancy by interim appointment.

## **CANON III.6                      Diocesan Council**

**SECTION 1.** Diocesan Council shall prepare the proposed Diocesan budget and shall oversee receipts and expenditures under the budget adopted by Convention.

**SEC. 2.** Diocesan Council shall plan, develop, review and evaluate annually the programs of the Diocese and make written recommendations concerning them to the annual meeting of Convention.

**SEC. 3.** Diocesan Council may from time to time propose policy to Convention and, during recesses of Convention, shall alone interpret Diocesan policies.

**SEC. 4.** At least six meetings of Diocesan Council shall be held between

annual meetings of Convention, including at least one each calendar quarter; special meetings may be held at the request of the Bishop or at the request, presented to the Bishop, of not less than one third of the members of Diocesan Council. At least five days' notice shall be given to every member of Diocesan Council of any special meeting.

**SEC. 5.** The Bishop shall serve as Chairman of the Diocesan Council with seat, voice and vote; the Chancellor, Vice Chancellors (if any) and the Treasurer of the Diocese shall serve, ex-officio, as members of the Diocesan Council with seat and voice but not vote. The Bishop Coadjutor (if any) shall serve as a member of the Diocesan Council with seat, voice and vote. The Diocesan Council may elect additional officers from its members and assign to them such duties as may, from time to time, be appropriate for the discharge of its responsibilities and authority. A majority of the voting members of the Diocesan Council shall be a quorum to transact business. Should the Standing Committee become the ecclesiastical authority of the Diocese, the President of the Standing Committee shall summon a special meeting of Diocesan Council at which Diocesan Council shall elect from its members a Chairman who shall serve until a successor be elected or the Standing Committee cease to be the ecclesiastical authority.

**SEC. 6.** The voting members of Diocesan Council shall consist of elected and appointed members. The elected membership of Diocesan Council shall consist of six at large lay members elected by Convention and one lay and one clerical representative elected by each Convocation. The appointed members shall consist of three persons selected by the Bishop, subject to ratification by the elected members.

**SEC. 7.** Members of Diocesan Council elected by Convention shall serve a three-year term; two such members shall be elected at each annual meeting of Convention. In case of any vacancy, Diocesan Council shall appoint a successor to serve out the vacating member's unexpired term.

**SEC. 8.** Members of Diocesan Council elected by Convocation shall serve a two-year term. Each Convocation shall elect its lay and clergy representatives in alternate years. Lay members of Diocesan Council elected by Convocation shall be Convention delegates or alternates at the time of their election but this requirement shall not apply to the re election by Convocation of any member of Diocesan Council. The representatives of a Convocation, in order to be eligible to serve, shall be members of Congregations within that Convocation; a representative removing to a Congregation outside the Convocation shall thereby vacate the office. Vacancies in the representation of a Convocation shall be filled by that Convocation. In the

event of a vacancy in the clergy order, Diocesan Council may, upon such Convocation's request, permit election of a lay representative to serve out the vacating member's unexpired term.

**SEC. 9.** Members of Diocesan Council appointed by the Bishop shall serve a three-year term. In case of any vacancy, the Bishop shall appoint a successor, subject to ratification by the elected members, to serve out the vacating member's unexpired term.

**SEC. 10.** Any member of Diocesan Council shall be eligible for re election or reappointment to a single successive term. A lay member originally appointed or elected by Convocation or by Convention may be reappointed or re elected by either Convocation or Convention. No person who has served consecutively for more than one full term shall be eligible for reappointment or re election to Diocesan Council in any capacity until after one year.

**SEC. 11.** Diocesan Council shall adopt rules of procedure relating to its governance and proceedings. Each duly convened meeting of Diocesan Council at which a quorum is present shall be deemed to constitute a meeting of the Trustees of the Corporation of the Episcopal Diocese of Missouri. Any action taken by Diocesan Council at such a meeting with respect to the property or assets of the Corporation of the Episcopal Diocese of Missouri shall be deemed to be the action of the Trustees of the Corporation of the Episcopal Diocese of Missouri.

## **CANON III.7            The Operating Budget**

**SECTION 1.** Diocesan Council shall prepare a budget for work undertaken and proposed in the Diocese, for submission to and approval by Convention with any amendments it deems appropriate.

**SEC. 2.** Diocesan Council shall distribute a preliminary draft of the proposed budget to the Convocations not less than 50 days prior to the opening of the meeting of Convention at which the budget is to be adopted.

**SEC. 3.** Each Convocation shall review the preliminary budget and submit its comments to Diocesan Council at least 30 days prior to the opening of the meeting of Convention at which the budget is to be adopted.

**SEC. 4.** Diocesan Council shall review the comments made by the Convocations concerning the preliminary budget and shall then submit a final proposed budget to Convention.

**SEC. 5.** Diocesan Council shall oversee implementation of the budget during the year and may make changes in the budget to accommodate any alterations in Diocesan program or revenue.

## **CANON III.8                    Treasurer and Finance Committee     of the Diocese**

**SECTION 1.** The Treasurer shall serve as the financial advisor to the Bishop, Standing Committee, Diocesan Council and Convention and, upon request and if approved by the Bishop, to any Parish or Mission.

**SEC. 2.** The Treasurer shall serve as the Chairman of the Finance Committee of the Diocese required by the Canons of General Convention. The Bishop shall from time to time appoint one or more additional persons as members of the Finance Committee of the Diocese. The Treasurer and any other persons with signatory authority shall give such bonds in such penalty, with such security and upon such conditions as the Bishop, acting with the advice of the Standing Committee, shall direct.

**SEC. 3.** The Finance Committee shall have general supervision of the financial affairs of the Diocese. It shall supervise the keeping of all records and accounts of the Diocese, secure simplicity and accuracy in the collection and disbursement of all funds and establish rules and regulations for the governance of all financial matters of the Diocese including the deposit, withdrawal, receipt and disbursement of all funds. The Committee shall perform such other duties relating to diocesan business delegated to it by the Bishop, Diocesan Council or the Corporation of the Episcopal Diocese of Missouri.

**SEC. 4.** The Finance Committee may, by resolution duly entered in its Minutes and with the advice and consent of Diocesan Council, authorize the borrowing of such sums of money as may from time to time be necessary to enable the Diocese to meet its obligations. The amount to be borrowed shall be named in the resolution authorizing it; but no collateral shall be posted as security unless approved by the Bishop acting with the advice and consent of the Standing Committee.

**SEC. 5.** The Finance Committee shall render the accounts of the Diocese annually to Convention. Upon the closing of the accounts at the end of the fiscal year, they shall be examined and reported upon by certified public accountants selected by the Bishop with the advice and consent of the Standing Committee. The financial records of the Diocese shall be at all times

available for inspection by Diocesan Council, the Standing Committee, or any member of either body.

**SEC. 6.** The fiscal year of the Diocese and all Parishes and Missions shall end on December 31.

## **CANON III.9                    Corporation of the Episcopal     Diocese of Missouri**

**SECTION 1.** The members of the Diocesan Council, including the Bishop and the Bishop Coadjutor (if any), shall serve as the Trustees of the Corporation of the Episcopal Diocese of Missouri (“COEDMO”), a Missouri nonprofit corporation. The officers of COEDMO shall consist of the Bishop as President, the Bishop Coadjutor (if any) as Vice President, the Chairman of the Diocesan Investment Trust as Vice President, the Treasurer of the Diocese as Treasurer, the Chancellor of the Diocese as Secretary, the Vice-Chancellors, if any, as Assistant Secretaries, and such additional officers as the Trustees may choose from time to time.

**SEC. 2.** COEDMO shall hold title to and administer on behalf of the Diocese, and for the benefit of each missionary Congregation of this Diocese, all property, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights or interests), now held or hereafter acquired by or for the use of such Congregation. The Trustees may delegate to the Bishop's Committee of a Mission authority to make deposits in and withdrawals from bank accounts and to purchase and sell certificates of deposit.

**SEC. 3.** COEDMO shall hold title to and administer on behalf of the Diocese and for the benefit of a Parish any property, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights or interests), now held or hereafter acquired by COEDMO for the use of such Parish. The Trustees shall administer the property with due regard to Vestry recommendations.

**SEC. 4.** The Treasurer of the Diocese or designee shall consult not less than semi-annually with the Trustees of COEDMO on the financial status of the Diocese, and shall meet with the Trustees to review the audit as soon as practicable after its issuance.

**SEC. 5.** COEDMO shall hold title to, administer and exercise on behalf of the Diocese all property of the Diocese, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights

or interests), or in which the Diocese has any right or beneficial interest.

**CANON III.10            Permanent Fund for the Support  
   of the Episcopate**

**SECTION 1.** All money or other property now held or hereafter acquired for the Permanent Fund for the support of the Episcopate shall be entrusted to the Trustees of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 2.** The Trustees shall have charge of all property and money belonging to the Fund, including the Episcopal residence [except when the Bishop is provided with a housing allowance for purchasing (or otherwise owns) his or her own home], and shall pay the insurance and taxes assessed on the property and make all necessary repairs on the Episcopal residence. They shall report their proceedings to each annual meeting of Convention.

**CANON III.11            Aged and Infirm Clergy Fund**

**SECTION 1.** All money or other property now held or hereafter acquired for the Fund for the relief of Clergy canonically resident in the Diocese disabled by age, disease, or otherwise, and of the surviving spouse and children of Clergy, shall be entrusted to the Trustees of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 2.** The Trustees shall hold, invest and manage all money and property entrusted to them. They may make rules for the investment and disbursement of funds, and shall receive, consider and grant or deny applications for relief under this Canon. A report of Fund operations and conditions shall be made to each annual meeting of Convention.

**CANON III.12            Fund for Theological Education**

**SECTION 1.** All money or other property now held or hereafter acquired for the Fund for Theological Education shall be entrusted to the Trustees of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 2.** The Trustees shall hold, invest and manage all money and property now held or subsequently acquired by the Diocese for purposes of theological education. They may make rules for the investment and disbursement of funds, and shall report their proceedings to each annual meeting of Convention.

**CANON III.13            Church Pension Fund**

**SECTION 1.** The Diocese accepts and acknowledges the Church Pension Fund created pursuant to the Canons of the National Convention and declares its intention of supporting that Fund in accordance with its rules.

**SEC. 2.** The Bishop shall appoint annually (upon the close of Convention), a Committee of the Church Pension Fund to consist of Clerical and lay representatives. They shall serve at the Bishop's pleasure.

**SEC. 3.** The Committee shall: (a) Be informed, and inform the Clergy and Laity, of the pension system created by the General Convention and committed by it to the Trustees of the Church Pension Fund, to assure pension protection of lay employees and Clergy in their old age or in the event of their total and permanent disability, and in the event of their death for the surviving spouses and minor children;

(b) Receive periodic reports from the Church Pension Fund on the status of the pension assessments payable to the Fund, under its Rules, and as required by Canon Law.

(c) Report to the annual meeting of Convention.

(d) Cooperate with the Church Pension Fund in doing all things necessary or advisable to ensure lay employees and Clergy the fullest pension protection by the Fund under its established rules.

**SEC. 4.** The Diocese, Parishes and Missions shall each provide the Trustees of the Church Pension Fund with whatever information may be required for the Trustees to discharge their duties, and shall make all payments necessary to meet the requirements of the Fund.

**SEC. 5.** Every lay employee of and every Cleric canonically resident or serving in this Diocese shall inform the Church Pension Fund promptly of such facts as dates of birth, ordination or reception, marriage, divorce, births of children, deaths, and changes in Clergy and lay employee compensation as may be necessary for the Fund's proper administration and shall cooperate in any way necessary for the Fund to discharge its obligations.

## **CANON III.14      The Diocesan Commission on Ministry**

**SECTION 1.** Pursuant to the Canons of General Convention there shall be a Diocesan Commission on the Ministry, with such duties as may be assigned by Convention or the Bishop.

**SEC. 2.** The Commission shall be composed of twelve persons, six of whom shall

be Clergy canonically resident and physically domiciled in this Diocese and six of whom shall be lay confirmed Communicants in good standing. At least one of the Clergy members shall be a Deacon. Members shall be appointed by the Bishop with the consent of Convention for terms of four years each; provided, that with respect to the Commission members appointed at the 174th annual meeting of Convention, three members shall be appointed for terms of one year each, three members for two years, three for three years, and the last three for four years. It is further provided that the term of each Commission member shall continue until the appointment and qualification of a successor. No Commission member who has served a four-year term shall be eligible for re-appointment until the expiration of one year. Should a vacancy occur between annual meetings of the Convention, it may be filled for the remainder of the term by appointment of the Bishop with the consent of the Diocesan Council. The chairperson of the Commission shall be appointed by the Bishop from the members of the Commission.

**SEC. 3.** The Commission may appoint from time to time, with the approval of the Bishop, any persons it may need to assist in the performance of its duties. They shall serve at the pleasure of the Commission.

### **CANON III.15 The Commission on Church Architecture and Allied Arts**

**SECTION 1.** The Commission on Church Architecture and Allied Arts shall consist of the Bishop, two Clergy and three lay persons appointed by the Bishop, with the consent of Convention, and serving at his or her pleasure. The appointed members shall be conversant with the major traditions of Church architecture and art and at least one shall be skilled in engineering.

**SEC. 2.** The Commission shall give its counsel on all questions of Architecture submitted to it by any interested Parish or Mission.

**SEC. 3.** No Parish or Mission shall erect a church building, Parish house, or rectory nor make substantial changes in existing buildings until the plans for such erection or change shall have been approved by the Commission.

### **CANON III.16 The Commission on Church Music**

**SECTION 1.** The Commission on Church Music shall consist of the Bishop and such Clergy and lay persons as the Bishop may appoint. They shall serve for terms of one year and may be reappointed. In making his appointments the Bishop shall have consideration for persons knowledgeable in a variety of musical and liturgical traditions.

**SEC. 2.** The Commission shall offer counsel to Clergy and Congregations on the preparation and use of music in worship. It shall: prepare, maintain and disseminate lists of available competent musicians as required by the Canons of the General Convention; prepare, maintain and offer lists of appropriate music, both choral and instrumental, for use in worship; and take an active role in promoting the musical life of Congregations throughout the Diocese, through a regular survey and visitation of Parish and Mission programs.

**SEC. 3.** The Commission shall encourage the training of musicians in worship, and shall establish and promote standards for the guidance of Clergy and Congregations in their employment.

## **CANON III.17            Agencies and Institutions**

**SECTION 1.** A Diocesan Agency is any nonprofit entity or association (other than a Parish, Mission, Diocesan Commission, Diocesan Committee, or Diocesan Task Force) which with the consent of the Bishop and Standing Committee acts in the name of the Episcopal Church in the Diocese of Missouri to carry out some portion of the program of the Church, whether under the terms of a written agreement between the entity or association and the Bishop (acting with the advice and consent of the Standing Committee) or under the terms of Section Three of this Canon.

**SEC. 2.** A Diocesan related Institution is any nonprofit entity or association (other than a Parish, Mission, Diocesan Commission, Diocesan Committee, Diocesan Task Force, or Diocesan Agency) which with the consent of the Bishop and Standing Committee performs one or more social services and has a relationship with the Episcopal Church in the Diocese of Missouri, established either under the terms of a written agreement between the entity or association and the Bishop (acting with the advice and consent of the Standing Committee) or under the terms of Section Three of this Canon.

**SEC. 3.** In the absence of a written agreement, a nonprofit entity or association is a Diocesan Agency or a Diocesan related Institution if it has been so designated by the Bishop and Standing Committee and to the extent that:

- (i) Its bylaws, articles of incorporation or other organizational document, or any contract or instrument to which it is a party or by which it is bound, either confers a power upon the Bishop in his capacity as such or upon the Diocese, or specifies a relationship or affiliation with the Diocese; or
- (ii) Its relationship to the Diocese is otherwise established by law.

**SEC. 4.** The Bishop may, with the consent of Standing Committee, prescribe the conditions and/or limitations, if any, upon such organization's status as a Diocesan Agency or Diocesan-related Institution, and may with such consent withdraw such status.

## **CANON III.18**

## **Registrar**

**SECTION 1.** The Registrar shall receive and keep safely all books, documents and papers belonging to the Diocese and not required to be kept by any other person or officer. The Registrar shall also collect and preserve materials relative to the history of the Diocese, and of particular Congregations, and shall catalogue and classify all books, documents and papers so as to make their contents accessible for reference. The Registrar shall make available to each Congregation, on a regular basis, a general outline of materials under his or her care (particularly those relating to diocesan traditions and history), and make appropriate copies of those materials available to any interested persons at their expense.

**SEC. 2.** The Registrar shall also keep a book containing a record of all consecrations of Churches; ordinations; sentences, acts of deposition and ecclesiastical offenses; letters dimissory received by or accepted from the Diocese; and deaths of Clergy.

**SEC. 3.** The Registrar shall report annually to Convention on the condition of all collections, and on any recent additions, along with any suggestions concerning their preservation, arrangement, augmentation, and relevant dissemination.

**SEC. 4.** The Registrar, under direction of the Bishop, shall prepare and cause to be printed forms for certificates of baptism, confirmation and marriage and for letters commendatory.

## **CANON III.19**

### **Convocations**

**SECTION 1.** The Members of Convention shall meet from time to time during the recess of Convention in district assemblies called Convocations. The canonically Voting Members of Convention resident in the Congregations included in each Convocation District shall be voting members of that District's Convocation.

**SEC. 2.** The purposes of Convocations are: to familiarize Convention delegates with proposed resolutions and diocesan goals and budget; to provide communication between delegates and Diocesan Council; to facilitate communication between Diocesan Council and Vestries/Bishop's Committees; to elect Diocesan Council members and to propose nominees for Standing Committee, Diocesan Council Members At Large, Cathedral Chapter and General Convention Deputies; and to promote Christian fellowship.

**SEC. 3.** Each Convocation shall determine its own structure and elect officers as needed.

**SEC. 4.** Each Convocation shall report regularly on its policies and programs to Diocesan Council. It shall also consider any matters referred to it by Convention, Diocesan Council or the Standing Committee; participate in the review and preparation of the budget; and take any other action it deems necessary. Copies of the minutes of Convocation meetings shall be filed with the Diocesan Office.

**SEC. 5.** The Convocation Presidents shall meet together regularly between meetings of Convention to coordinate the work of the Convocations.

## **CANON III.20            Board of Examining Chaplains**

There shall be a Board of Examining Chaplains of the Diocese. The Board shall be composed of eight persons appointed by the Bishop to serve staggered, four-year terms of office. In the case of any vacancy, the Bishop shall appoint a successor to serve out the vacating member's unexpired term. Members who have served two successive full terms shall not be eligible for reappointment for one full year. The Board shall have such powers and responsibilities as are specified in the Canons of the General Convention and such additional powers and responsibilities as may be granted to it by the Bishop.

## **TITLE IV: Parishes and Missions**

### **CANON IV.1            Lay Membership, Electors and Eligibility for Office**

**SECTION 1.** For the purposes of these Canons, the following definitions shall apply:

**a.** A member of the Episcopal Church in this Diocese is one who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptism has been duly recorded in the Register of a Congregation (that is, a Parish or Mission) of the Church in this Diocese.

**b.** A Communicant is a member of the Episcopal Church in this Diocese who has received Holy Communion in the Church in this Diocese or in some other part of the Episcopal Church or in a Church in communion with the Episcopal Church at least three times in the preceding year.

c. A confirmed member of the Episcopal Church in this Diocese is a member who has been confirmed as defined by the Canons of the General Convention.

d. An adult member or Communicant of the Episcopal Church in this Diocese is a member or Communicant who is sixteen or more years of age.

e. A lay member or Communicant of the Episcopal Church in this Diocese is a member or Communicant who is not a Bishop, Priest, Deacon or Candidate for Holy Orders.

f. A member of a Congregation is a member of the Episcopal Church in this Diocese who is currently enrolled in the Register of that Congregation by reason of Baptism, Confirmation, Reception, or Removal from another Congregation, as provided in the Canons of the General Convention, or by reason of having joined that Congregation at its inception.

g. A Communicant in good standing is a Communicant who for the previous year has been faithful in corporate worship, unless for good cause prevented, and faithful in working for and contributing to the spread of the Kingdom of God, and has been neither suspended from nor refused the Holy Communion. The Cleric in Charge of a Congregation shall be the initial judge of the standing of its members.

**SEC. 2.** In accordance with the Canons of the General Convention, a member of this Church removing from the Congregation in which his or her membership is recorded shall procure a certificate of membership from the Cleric in Charge (or Senior Warden) of the Congregation which he or she proposes to leave.

**SEC. 3. a.** Adult Communicants in good standing are electors and are qualified to vote in Congregational meetings if they have been members of the Congregation for at least six months or half the time since its organization, whichever is less.

b. Lay adult Communicants in good standing who have been members of their Congregations for at least one year, or since its organization, whichever is less, are eligible, if they have reached their majority, to serve as Wardens and members of Vestries or Bishop's Committees; they are also eligible, if they have been confirmed, to serve as delegates to Diocesan Convention, provided that no Candidate for Holy Orders shall be eligible to serve as a delegate to Convention.

c. Confirmed lay adult Communicants in good standing who have been members of the Episcopal Church in this Diocese for at least one year, or since the organization of their Congregations, whichever is less, are eligible to serve as deputies to General Convention, members of Diocesan Council and, if they have reached their majority, as members of Standing Committee.

## CANON IV.2                      **Organization of a Mission**

**SECTION 1.** Twenty or more baptized adults may present to the Bishop a signed declaration of their wish to associate themselves as a Mission in canonical union with the Diocese of Missouri. The petition shall be in substantially the following form:

### PETITION TO ORGANIZE A MISSION AND DECLARATION OF ADHERENCE AND CONFORMITY

To the Rt. Rev. ...., Bishop of Missouri:

The undersigned hereby declare that they wish to associate themselves as a Mission of the Episcopal Church in this Diocese.

They further declare their adherence to the doctrine, discipline and form of worship of that Church, and their submission to the ecclesiastical authority of the Diocese of Missouri and to its Constitution and Canons.

Wherefore, the undersigned request permission to associate themselves as a Mission.

Dated.....day of.....(year).....(signed)

**SEC. 2.** Upon receipt of a petition to organize a Mission, and of any additional pertinent evidence, the Bishop may either deny the petition with the advice of the Standing Committee, or, with the advice and consent of the Standing Committee, grant the petition by written notice delivered to the petitioners.

**SEC. 3.** The Bishop shall then appoint a Vicar of the Mission, who shall serve at the Bishop's pleasure. With the Vicar's advice, the Bishop shall select a name for the Mission, appoint a Bishop's Warden and a Treasurer, and determine the size of the Bishop's Committee of the Mission until the adoption of by laws. The members of the Mission shall then promptly hold a special meeting to adopt by laws and elect a sufficient number of Commu-

nicants in good standing as members of the Bishop's Committee to serve until the first annual meeting of the Mission. The Bishop's Warden shall, and the Treasurer may, be members of the Bishop's Committee.

**SEC. 4.** The Bishop, in his annual address, shall report to Convention concerning Missions organized since the last meeting of Convention, and they may thereupon be admitted into union with Convention. Missions so admitted may be equitably assessed for the support of the Diocese.

## **CANON IV.3                      Government of a Mission**

**SECTION 1.** If at any time the Mission be without a Vicar, the Bishop, after consultation with the Lay Members of the Bishop's Committee of the Mission shall appoint a new Vicar.

**SEC. 2.** Prior to the Mission's Annual Meeting, the Bishop, after consultation with the Vicar, shall appoint the Bishop's Warden and Treasurer for the Mission.

**SEC. 3.** The by laws of a Mission shall provide for the election of a Bishop's Committee consisting of no fewer than three, nor more than thirteen members, one of whom shall be the Bishop's Warden. The terms of the Bishop's Committee shall be staggered three-year terms. Unless otherwise provided in the Mission Bylaws, Bishop's Committee members are eligible to serve two consecutive three-year terms. No Bishop's Committee member who has served two consecutive three-year terms shall be eligible for re-election until the expiration of one year; provided that, if warranted by extraordinary circumstances and at the special request of the Vicar and Bishop's Committee (or if the Mission is without a Vicar, at the special request of the Bishop's Committee) a Bishop's Warden may at the completion of his or her respective second consecutive three-year term of service on the Bishop's Committee be reappointed by the Bishop to the office of Bishop's Warden for one additional year, subject to his or her being reelected to the Bishop's Committee for a one year term. The foregoing proviso shall be operative only if there is a vacancy on the Bishop's Committee. Candidates for the Bishop's Committee shall be lay adult Communicants in good standing who have reached their majority.

**SEC. 4.** On the first Monday in January of each year, or as soon thereafter as practicable, every Mission shall hold its annual meeting to elect successors to any members of the Bishop's Committee whose terms of office have expired, and to transact any other business properly brought before the meeting. Except as otherwise provided in these Canons, the Vicar shall pre-

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side at the meeting. If there be no Vicar, the Bishop's Warden shall preside. The polls shall be kept open for at least one half hour. In the case of a contested election, voting shall be by secret ballot. Each elector of the Mission who is present shall be entitled to vote, but no proxies shall be permitted. A preferential ballot may be used if so specified in the notice provided for below. Whatever election procedures and method of voting are employed must be fair and democratic. Notice of the annual meeting shall be given to the congregation at all public services on the two Sundays immediately preceding the meeting. The notice shall specify the method of voting and the time and place of the meeting. The right of challenge shall be admitted; the Secretary of the Mission meeting shall make record of any challenge and its cause. Reference may be made to the Bishop, whose decision shall be final.

**SEC. 5.** The Vicar (or in the Vicar's absence, the Bishop's Warden) shall convene the Bishop's Committee to elect officers and organize its work schedule as soon after the annual meeting as practicable. The Vicar shall preside at all meetings of the Bishop's Committee. If there be no Vicar, the Bishop's Warden shall preside.

**SEC. 6.** The members of the Bishop's Committee shall continue in office until the next Annual Meeting. Any vacancy in membership of the Bishop's Committee, save for the Bishop's Warden, shall be filled by the remaining members, except that if the vacancy occur within thirty days prior to the annual meeting or next regularly scheduled election, the vacancy shall be filled at that meeting or election.

**SEC. 7.** The Bishop's Committee shall lead the Mission in the proclamation of the Gospel, provide for the public worship, nurture persons of all ages, alleviate human suffering, and promote justice.

**SEC. 8.** All property occupied or used by a Mission shall be owned by (or, in the case of rented property, leased to) the Corporation of the Episcopal Diocese of Missouri, which shall hold such property for the benefit of the Mission. The Bishop's Committee shall act as agent of the Corporation of the Episcopal Diocese of Missouri to take charge of and care for all such property in conformity with good business practices. No indebtedness shall be incurred or obligation entered into by a Mission without the prior express written approval of the Bishop and the Corporation of the Episcopal Diocese of Missouri. No expenditure shall be made by a Mission except within such limits as may be prescribed from time to time by the Bishop and the Corporation of the Episcopal Diocese of Missouri.

**SEC. 9.** All funds of a Mission, except for checking accounts and insured

certificates of deposit in financial institutions approved by the Bishop amounting to no more than \$7,500, shall be registered in the name of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 10.** The Bishop's Committee shall determine the time and place of its regular meetings. The Vicar may call a special meeting. The Bishop or one third of the members of the Bishop's Committee may call a special meeting by written notice, delivered to the Vicar or, if there be no Vicar, the Bishop's Warden.

**SEC. 11.** The outgoing Bishop's Committee, at each Annual Meeting of a Mission, shall make a full report of its proceedings and submit a statement of the financial condition of the Mission in a form acceptable to the Bishop.

**SEC. 12.** A special meeting of a Mission may be called:

- (1) by the Vicar;
- (2) if there be no Vicar, by the Bishop's Warden;
- (3) by the Bishop; or
- (4) upon written request by a majority of the Bishop's Committee or by one third of the electors of the Mission, delivered to the Vicar, or if there be no Vicar, to the Bishop's Warden.

Notice of every special meeting shall be given in advance at two public services at least fourteen days apart.

**SEC. 13.** The Bishop's Committee, with the Bishop's approval, shall determine the duties of the Bishop's Warden, Treasurer and Secretary.

**SEC. 14.** The term of the Bishop's Warden shall be one year. No person who has served three consecutive one-year terms as Bishop's Warden shall be eligible for further service in such capacity until the expiration of one year.

## CANON IV.4

### Admission of a Parish

**SECTION 1.** A Mission which has been in union with this Diocese in the three preceding annual meetings of Convention may petition the Bishop for admission as a Parish. The petition shall be signed by at least fifty Adult Communicants in good standing who have been members of the Mission

for at least one year.

**SEC. 2.** The petition for admission as a Parish shall certify that: (1) at a special or annual meeting of the Mission, a motion to seek Parish status passed by a two thirds vote; (2) the Mission has been represented fully in the lay order at the three previous annual meetings of Convention; (3) the Vicar and lay members of the Mission have been frequent and regular in attendance at the Convocation for the past two years; (4) the Mission has been financially self supporting for the previous two fiscal years and will continue to be so, as a Parish, if its application be granted; (5) if the Mission becomes a Parish it will have the human and financial resources to proclaim the Gospel, provide for public worship, nurture persons of all ages, alleviate human suffering, and promote justice.

**SEC. 3.** Upon receiving a petition for admission as a Parish, and of any additional evidence deemed pertinent, the Bishop may either deny the petition or, with the advice and consent of the Standing Committee, grant the petition by written notice delivered to both the Vicar and Bishop's Warden of the Mission.

**SEC. 4.** Upon receiving episcopal notification of the granting of its petition, the Mission shall promptly hold a special meeting in conformity with the Canons to adopt Articles of Incorporation and Parish bylaws.

**SEC. 5.** The Articles of Incorporation shall be prepared on forms provided by the Chancellor and shall be approved by him or her (or by a Vice-Chancellor whom he or she so designates) as to form and content before being filed with the Missouri Secretary of State. The Articles shall contain the following provisions:

“1. This Parish, as part of the One, Holy, Catholic and Apostolic Church of Christ, acknowledges its allegiance to the Protestant Episcopal Church in the United States of America, also known as the Episcopal Church, (the “Church”) and to the Episcopal Church in the Diocese of Missouri (the “Diocese”).

2. It submits to the authority of the General Convention of the Church and the Convention of the Diocese.

3. It accedes to, recognizes and accepts the Doctrine, Discipline and Form of Worship of the Church and the Constitution and Canons of the Church and of the Diocese, as may hereafter be amended from time to time.

4. In the event of any conflict or inconsistency between the organizational documents of this Parish and the Constitution and Canons of the Church or of the Diocese, as may hereafter be amended from time to time, the Constitution and Canons shall control and govern.

5. The foregoing provisions may not be altered or deleted without the written consent of the ecclesiastical authority of the Diocese.”

**SEC. 6.** Its organization having been completed in the manner prescribed by the preceding sections of this Canon, the Parish shall submit to the Bishop, at least twenty days before the meeting of Convention, its written application for admission into union with Convention. The application shall show full compliance with the requirements of the Constitution and Canons and shall be accompanied by a copy of the Articles of Incorporation and the Certificate of Incorporation issued by the proper authority of the State of Missouri. The Bishop shall either disapprove or endorse the application; if the latter, the Bishop shall refer it and accompanying documents to the Committee on Admission of New Parishes and Missions and Lay Credentials. The Committee shall consider the application and report its action thereon to the Bishop and Secretary of Convention at least five days before the next meeting of Convention; if the Committee shall have approved the application it shall be submitted to Convention for action at the next meeting thereof.

## **CANON IV.5A                      Rectors and Vestries; Parochial Officials and Staff**

**SECTION 1.** On the first Monday in January of each year, or as soon thereafter as practicable, every Parish shall hold its annual meeting to elect successors to any members of the Vestry whose terms of office have expired, and to transact any other business properly brought before the meeting. Except as otherwise provided in these Canons, the Rector shall preside at the meeting. The polls shall be kept open for at least one half hour. In the case of a contested election, voting shall be by secret ballot. Each elector of the Parish who is present shall be entitled to vote, but no proxies shall be permitted. A preferential ballot may be used if so specified in the notice provided for below. Whatever election procedures and method of voting are employed must be fair and democratic. Notice of the annual meeting shall be given to the congregation at all public services on the two Sundays immediately preceding the meeting. The notice shall specify the method of voting and the time and place of the meeting. The right of challenge shall be admitted; the Secretary of the Parish meeting shall make record of any challenge and its cause. Reference may be made to the Bishop, whose deci-

sion shall be final.

**SEC. 2.** The Vestry shall consist of no fewer than three, nor more than twenty-one members, the number to be determined by the bylaws of the Parish. Candidates shall be adult lay Communicants in good standing who have reached their majority. The terms of the Vestry shall be staggered three-year terms. Unless otherwise provided in the Parish Bylaws, Vestry members are eligible to serve two consecutive three-year terms. No Vestry member who has served two consecutive three-year terms shall be eligible for re-election until the expiration of one year; provided that, if warranted by extraordinary circumstances and at the special request of the Rector and Vestry (or if the Parish is without a Rector, at the special request of the Vestry) a Senior Warden or a Junior Warden may at the completion of his or her respective second consecutive three-year term of service on the Vestry be reappointed (in the case of the Senior Warden) or re-elected (in the case of the Junior Warden) to the office of Senior Warden or Junior Warden, as the case may be, for one additional year, subject to his or her being reelected to the Vestry for a one year term. The foregoing proviso shall be operative only if there is a vacancy on the Vestry.

**SEC. 3.** Whenever the Parish is without a Rector, the Vestry shall call a Rector following the procedures specified in these Canons and in the Canons of General Convention. The Rector shall be elected by a majority vote of the Vestry present at a special meeting duly convened for that purpose, or at any regular meeting. At least two-thirds of the Vestry, however, shall be present.

**SEC. 4.** The Rector is the presiding officer of the Parish and the Vestry, but shall have no vote except in case of a tie. The Rector may appoint the Senior Warden or another member of the Vestry to preside at all or part of any Vestry meeting.

**SEC. 5.** The Rector or Secretary of the Vestry shall call the Vestry together as soon as practicable after the annual meeting of the Parish.

**SEC. 6.** The Rector shall appoint annually from the Vestry a Senior Warden, and the Vestry shall elect from its members a Junior Warden, both of whom shall be canonically qualified for office. The terms of the Senior Warden and Junior Warden shall be one year each. No person who has served three consecutive one-year terms as Senior Warden or Junior Warden shall be eligible for further service in such capacity until the expiration of one year; provided that, if warranted by extraordinary circumstances and at the special request of the Rector and Vestry (or if the Parish is without a

Rector, at the special request of the Vestry), and subject to compliance with Section 2 of this Canon IV.5A, a Senior Warden or Junior Warden may at the completion of his or her respective third consecutive one-year term as Senior Warden or Junior Warden be reappointed (in the case of the Senior Warden) or re-elected (in the case of the Junior Warden) to the office of Senior Warden or Junior Warden, as the case may be, for one additional year. The Rector may at any time commit the appointment of the Senior Warden to the Vestry. If the Parish be without a Rector, the Vestry shall elect from its members a Senior Warden. In the absence or illness of the Rector, or during a vacancy in the Rectorship (except to the extent such power has been delegated to an Interim Pastor or Priest-in-Charge by written employment agreement) the Senior Warden shall preside at meetings of the Vestry and of the Parish. In the absence of the Senior Warden, or in case of his or her inability or failure to act, the Junior Warden shall be the Presiding Officer. If there be no Wardens present, the Vestry or Parish shall elect a person to preside at its meeting.

**SEC. 7.** The Vestry shall elect a Secretary and Treasurer, who need not be members of the Vestry, but who shall not, in that case, have the right to vote nor serve for a term of office exceeding five consecutive years. The Vestry shall elect such other officers as may be provided for in the Parish bylaws.

**SEC. 8.** Vestry members shall continue in office until their successors are appointed or elected. Any vacancy in the Vestry shall be filled by the remaining Vestry members, except that if the vacancy occur within thirty days prior to the annual meeting of the Parish, the vacancy shall be filled at that meeting.

**SEC. 9.** The Vestry shall take charge of the property of the Parish; attend to and regulate all its temporal concerns; provide for the support of the Rector, and, in case of the Rector's death, resignation or removal, supply, with the Bishop's advice and consent, the Rector's place as soon as possible. The Vestry shall also assist the Rector in the proclamation of the Gospel, the public worship of the Congregation, the nurture of persons of all ages, the alleviation of human suffering and promotion of justice. However, the worship life of the Congregation and its spiritual direction are under the exclusive direction of the Rector, in subordination to the ecclesiastical authority and laws of the Diocese. The Vestry is the agent and legal representative of the Parish in all matters concerning its property. No mortgage, encumbrance or conveyance of any interest in real property belonging to a Parish shall be made without a two thirds affirmative vote of the entire Vestry and the prior written approval of the Bishop by and with the advice and consent of the Standing Committee.

**SEC. 10.** No meeting of the Vestry may be held without the presence of the Rector unless his or her written permission be obtained beforehand.

**SEC. 11.** Each Vestry shall determine the time and place of its meetings. Special meetings may be called by the Rector, or on the written call of any three of its members, on at least five days' advance notice.

**SEC. 12.** The outgoing Vestry shall, at each annual meeting of the Parish, make a full report of its proceedings and a complete statement of the financial condition of the Parish.

**SEC. 13.** The Rector may call a special Parish meeting upon notice given at two public services at least fourteen days apart. The Rector shall call and give notice of a special meeting upon the written request of a majority of the Vestry or of one third of the electors of the Parish.

**Sec. 14.** The Rector may appoint assistant and associate clergy of the Parish, and parochial employees, all of whom shall serve at his or her pleasure. Parochial clergy, lay officials and employees may have such titles and designations as the Rector deems appropriate, provided the same are descriptively accurate, canonically correct and not confusingly similar to any titles or designations used at the Diocesan level.

## **CANON IV.5B            Dissolution of the Pastoral Relation**

Except as provided in the Constitution or Canons of the General Convention or of this Diocese, the Rector may neither resign the Parish without the consent of the Vestry, nor be removed involuntarily.

## **CANON IV.5C            Diminution of Rector's Compensation or Allowances**

The Vestry may not diminish the Rector's compensation or allowances against his or her will except after compliance with the procedures for settling differences specified in the Canon of the National Church applicable to dissolution of the pastoral relation.

## **CANON IV.6            Incorporation; Articles of Incorporation and Bylaws**

**SECTION. 1.** Every Parish shall be a Missouri non profit corporation.

Every Mission and every Campus Ministry shall be an unincorporated part of the Diocese. Each Vestry shall adopt articles of incorporation and bylaws, which shall include provisions for the government of its Parish and the management and disposal of Parish property. Each Bishop's Committee shall adopt bylaws for its Mission. Each Advisory Committee shall adopt bylaws for its Campus Ministry. The articles of incorporation of every Parish and the bylaws of every Mission and every Campus Ministry shall contain the provisions set out in Section 5 of Canon IV.4, except that in the case of a Mission or a Campus Ministry, the word(s) "Mission" or "Campus Ministry," as the case may be, shall be substituted for the word "Parish". Articles of incorporation, bylaws, and all amendments thereto shall become effective by following the procedures set out in Sections 2 and 3 below.

**SEC. 2.** Upon adoption of articles of incorporation, bylaws or amendments thereto, the Vestry, Bishop's Committee or Advisory Committee, as the case may be, shall submit the proposed articles, bylaws or amendments to the Secretary of the Standing Committee for its preliminary review and comment (and for that of the Chancellor or designated Vice-Chancellor). After receiving and acting upon any such comment, the Vestry, Bishop's Committee, or Advisory Committee shall as appropriate submit the articles, bylaws or amendments for approval at the annual Parish, Mission or Campus Ministry meeting or at a special Parish, Mission or Campus Ministry meeting called for that purpose.

**SEC. 3.** The duly adopted and approved articles, bylaws or amendments shall promptly be sent to the Secretary of the Standing Committee for its final approval, acting on the advice as to legal matters of the Chancellor or designated Vice Chancellor. No articles, bylaws or amendments shall become effective until the foregoing procedures have been complied with in full.

## **CANON IV.7                      Congregational Registers**

**SECTION 1.** Every Cleric having charge of a Parish or Mission in this Diocese shall keep a Register. Whenever a Parish or Mission be without a Cleric the Register shall be kept by the Warden, or by some person appointed by the Vestry or Bishop's Committee for that purpose.

**SEC. 2.** The Register shall include a list of Communicants and shall also contain a record of: the name and date of birth of all persons baptized, with the names of their parents and sponsors; the names of all persons married, their witnesses and the place where each marriage was solemnized; and the names, ages and dates of death of all persons buried. The date when each

rite was performed shall also be recorded. Entries shall be made by the Cleric and shall be preserved as a part of the records of the Parish or Mission. The list of Communicants shall embrace all within the Cleric's cure as nearly as can be ascertained; and the Cleric's annual report shall set out the additions, removals and deaths since the last report. The Cleric shall also keep a list of households, so far as practicable, and also a list of persons who have been confirmed.

**SEC. 3.** The Bishop may at any time inquire as to the accuracy of any Congregation's records such as the Register, the file of Communicants, and the Treasurer's books; and he or she may demand their surrender for inspection or for comparison with the records of other Congregations. Such records shall be surrendered to the Bishop within ten days of their request, but shall not remain in his or her possession for more than thirty days. The Bishop may appoint investigators to make an examination or comparison.

**SEC. 4.** Whenever a Cleric shall perform any service in a Parish or Mission of which he or she has not charge, the required records shall be made in the Register of that Congregation; but if the acts performed be beyond the limits of any Congregation which maintains a Register, then they shall also be recorded in the Register of the Congregation of which the Cleric has charge, and the records shall state where the acts were performed. If the acts be performed by a Cleric who has no regular cure, and beyond the limits of any Congregation, then, in addition to the private registry required by the General Convention, the Cleric shall report all ministerial acts so performed, in writing, to the Bishop, at a meeting of Convention. The report shall be a complete copy of the record, and shall contain the place and date of each act performed.

## **CANON IV.8                      Business Methods**

**SECTION 1.** The accounts of the Treasurer, Wardens, Trustees and Custodian of Funds of every Parish and Mission shall be audited annually. The audit shall be made by a certified public accountant, or, if this is not practicable, by some other person or persons approved by the Treasurer of the Diocese. The auditor shall be appointed by the Vestry or governing body at least thirty days before the end of the year and shall not be a member of the Vestry or governing body of the organization whose books are to be audited. A certificate of audit shall be sent to the Bishop by July 1 of each year covering the financial reports of the previous fiscal year.

**SEC. 2.** All money and intangible property such as securities belonging to any Parish or in the custody of any Mission shall be held and kept safely in



erwise), encumber or alienate any real property or any part thereof or interest therein (except for an encumbrance to refinance an existing loan upon property other than any dedicated and consecrated Church or Chapel or any Church or Chapel which has been used solely for Divine Service) without the prior written approval of the Bishop by and with the advice and consent of the Standing Committee.

**SEC. 5.** No approval of any indebtedness or encumbrance shall be considered until a plan of amortization has been submitted to the Bishop and Standing Committee. The plan of amortization of indebtedness incurred for operational expenses shall include provisions for payment or discharge of such indebtedness within three years.

**SEC. 6.** In granting any approval and consent required by this Canon, the Bishop and Standing Committee shall be deemed to have acted on behalf of the Trustees of the Corporation of the Episcopal Diocese of Missouri, under authority delegated by the Diocesan Council.

## **CANON IV.10            Filling Clerical Vacancies in Parishes and Missions**

**SECTION 1.** Whenever the office of Rector becomes vacant, a Warden or a member of the Vestry shall immediately notify the Bishop of the vacancy.

**SEC. 2.a.** If the Vestry has not, within thirty days of the occurrence of the vacancy, arranged for the continuance of public worship, the Bishop shall, after consultation with the Vestry, appoint a Cleric or Clerics to serve temporarily for the maintenance of Divine Service in the Parish. Any Parish so supplied shall defray all expenses incident to such service.

**SEC. 2.b.** If the Vestry choose to employ or engage a Cleric during the time of the vacancy, he or she shall be called the Interim Pastor or Priest-in-Charge. The selection of such a Cleric shall be by majority vote and with the advice and consent of the Bishop. The terms of the Cleric's employment or engagement shall be contained in a written agreement, which shall enumerate with specificity the authority and responsibilities of the Cleric and the duration of the Cleric's employment or engagement. Such authority and responsibilities may, but need not, include all those of a Rector; but in no event may the Cleric have the rights of a Rector accorded by CANONS IV.5B and C. The agreement shall also comply with all provisions of Section Five of this Canon. It shall provide that the Cleric's employment or engagement may be terminated, and his or her authorities and responsibilities revoked or limited, by either the Bishop or the Vestry upon the giving



**SECTION 1.** Except for the Church Pension Fund (which is supported through separate assessments) the program and budget of the Diocese, including its obligation to the National Church, shall be funded by annual assessment of each congregation in the amount equal to such percentage of its Net Disposable Income as may be fixed by resolution of Convention. The term Net Disposable Income shall mean total operating revenues, less assistance from the Diocese, as shown on the most current annual Parochial Report.

**SEC. 2.** Prior to the beginning of every calendar year, each congregation shall communicate to the Treasurer of the Diocese a proposed schedule of installment payments of its assessment for the ensuing year, to be paid in full during such year. The schedule shall be an obligatory commitment upon which the Diocese may rely.

### **CANON IV.13                      Forfeiture of Representation in Convention**

**SECTION 1.** Whenever any Parish or Mission shall neglect for two successive years to make an annual parochial or missionary report, or shall not, during that period, have been under the care of a Rector or Vicar, it may be suspended from representation in Convention, by vote of two thirds of each Order. The Parish or Mission may be reinstated by presenting to Convention an application accompanied by a report of its condition, and on terms imposed by Convention; the reinstatement shall take effect upon adjournment of Convention approving such application.

**SEC. 2.** Forfeiture of representation in Convention shall not release a Congregation from its submission to the authority of Convention nor from its commitments and obligations to the Diocese.

### **CANON IV.14                      Relocation of Church Buildings**

**SECTION 1.** Except when a Parish or a Mission shall build a place of public worship upon property where it already has its principal service of public worship, no building for the purpose of public worship or the housing of the ministry of a Congregation shall be built without the prior permission of both the Bishop and the Standing Committee.

**SEC. 2.** Before that permission may be granted, the Parish or Mission must lay before the Bishop and Standing Committee evidence of how the proposed building or buildings will affect the mission and ministry of the Diocese of Missouri and the Parish or Mission.

## **CANON IV.15                      Changing a Parish Into a Mission**

**SECTION 1.** Any Parish may with the prior written approval of the Bishop and Standing Committee become a Mission by resolution adopted by a vote of two thirds of the electors at either the annual Parish meeting, or a special meeting called by the Rector or Vestry to consider such a change, upon notice given at two public services at least fourteen days apart.

**SEC. 2.** Any Parish that, for a period of two successive years, shall fail to make its annual parochial report or to elect a Vestry as required by these Canons may be changed to a Mission by the Bishop, with the approval of Convention.

**SEC. 3.** Any Parish that shall receive financial assistance from the Diocese toward the meeting of its normal operating expenses for three consecutive years may be changed from a Parish to a Mission by the Bishop with the approval of Convention. Diocesan aid given to a Parish for capital improvement, however, shall not constitute financial assistance for the purposes of this section.

**SEC. 4.** Any Parish in which the Rector or Vestry has, in the judgment of the Bishop, with the advice and consent of the Standing Committee, and after written notification materially and repeatedly failed to comply with any requirement of the Constitution of the Diocese or of these Canons may be changed to a Mission by the Bishop, provided he shall have first received the approval of Convention.

**SEC. 5.** Any Parish that, in the judgment of the Bishop, with the advice and consent of the Standing Committee, has failed for a period of twelve successive months to have at least ten adult Communicants in good standing may be changed to a Mission by the Bishop, provided he shall have first received the approval of Convention.

**SEC. 6.** In the event any Parish be changed to a Mission, the Rector, Wardens, and Vestry of the Parish, and all others holding any interest in property of or for the benefit of the Parish, shall promptly transfer and convey all right, title and interest in and to such property to the Trustees of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 7.** No Parish that has been changed to a Mission shall be restored to parochial status until it has given evidence satisfactory to the Bishop that it has made all reports to Convention as required by Canon, and that it

is in compliance with all relevant Canons, including those pertaining to organization and admission of new Parishes. The Bishop may then recommend restoration of its status to Convention, which may thereupon take such action on the recommendation as it deems appropriate. The Articles of Incorporation and the Certificate of Incorporation of the Parish shall conform to the requirements of these Canons.

## **CANON IV.16            Dissolution or Merger of Congregations**

**SECTION 1.** With the approval of the Bishop and by resolution of Convention, a Parish or Mission may merge with another Parish or Mission, or dissolve by closing its operations completely.

**SEC. 2.** Whenever a Parish or Mission shall be dissolved an appropriate plan for the disposal of all of its property shall be presented to the Bishop and Standing Committee. The plan shall not be effective until approved in writing by both the Bishop and the Standing Committee. Unless specifically provided for to the contrary in the approved plan, all right, title and interest in and to the property of the Parish shall be transferred and conveyed promptly to the Trustees of the Corporation of the Episcopal Diocese of Missouri, and all right, title and interest in and to the property in possession of the Mission shall remain the property of the Corporation of the Episcopal Diocese of Missouri. In connection with any such dissolution, and if no persons are authorized by the dissolving or dissolved Parish to act on its behalf, or no representatives of such Parish are willing and able to act on its behalf, for: (a) the transfer or conveyance of real or personal property; (b) the execution of other or further documents or instruments in order to give full effect to such dissolution; (c) the fulfillment of requirements of canon or secular law or the resolutions of the Corporation of the Episcopal Diocese of Missouri; or (d) the taking of any other or further actions in order to give full effect thereto, then the appropriate officers of the Corporation of the Episcopal Diocese of Missouri shall have the authority so to act in the name and on behalf of such Parish.

**SEC. 3.** Any two or more Parishes or Missions seeking to merge shall first consult the Bishop on the matter. If it be the Bishop's judgment that they should proceed, he or she shall lay the plans for merger before the Standing Committee for its advice and consent. After receiving the written consent of the Standing Committee, the Bishop may give permission in writing to the Parishes or Missions involved. However, no permission may be given until the requirements of this Canon are met with respect to any property which will not be used by the merged Parishes.

## **CANON IV.17            Change of Name of Parish or Mission**

A Parish or Mission wishing to change its name may submit an application, with a full statement of the reasons for desiring the change, to the Bishop, who may, with the advice and consent of the Standing Committee, authorize the change of name. On evidence that the change of name has been thereafter consummated under the laws of the State, the name shall be altered accordingly on the roll of Convention.

## **CANON IV.18            Personnel Policies**

Every Vestry of each Parish shall adopt personnel policies applicable to its employees. The Corporation of the Episcopal Diocese of Missouri, acting on the advice as to legal matters of the Chancellor or designated Vice Chancellor, shall adopt personnel policies applicable to Mission employees. A Parish's duly adopted personnel policies and any amendments thereto shall promptly be sent to the Secretary of the Standing Committee for its action on the question of approval, acting on the advice as to legal matters of the Chancellor or designated Vice Chancellor. No personnel policies or amendments shall become effective until compliance with the provisions of this Canon.

## **CANON IV.19            Campus Ministries and Chaplains**

**SECTION 1.** At any university or college in the Diocese, the Diocese may establish a campus ministry (a "Campus Ministry"). A Campus Ministry may be established only by the Bishop, acting with the advice and consent of Standing Committee. The Bishop shall appoint a Chaplain and may also appoint lay workers to support the Campus Ministry. Chaplains and other lay workers function on behalf of and under the authority and direction of the Bishop. The Bishop shall select a name for the Campus Ministry.

**SEC. 2.** For the benefit of each Campus Ministry and the care of the properties that may be erected and used for its activities, and for consultation with the Chaplain, the Bishop shall, with the Chaplain's advice, appoint an Advisory Committee for such Campus Ministry. The Bishop shall determine the size of the Advisory Committee of the Campus Ministry until the Campus Ministry adopts bylaws. Representation on the Advisory Committees may include full-time students of the related university or college, members of the faculty and staff of the related university or college, as well as non-student Communicants of the Campus Ministry, representatives from Congregations of the Diocese, and such other persons as the Bishop may determine.

**SEC. 3.** Each Chaplain, with the Bishop's consent, shall appoint from the members of the applicable Advisory Committee a Warden, a Secretary and a Treasurer, and such other officers as the Chaplain deems necessary,

each of whom shall be a confirmed Communicant in good standing at the Campus Ministry and at least eighteen years of age. The Campus Ministry's members shall then promptly hold a special meeting to adopt bylaws. These bylaws shall provide for the election of an Advisory Committee consisting of no fewer than three nor more than thirteen members, one of whom shall be the Warden. The terms of the Advisory Committee shall be as stipulated in the bylaws. The members of the Advisory Committee shall continue in office until the Campus Ministry's next annual meeting. Committee members may stand for re-election.

**SEC. 4.** At such time of each year as may be set forth in the bylaws of the Campus Ministry, every Campus Ministry shall hold its annual meeting to elect successors to any members of the Advisory Committee and to transact any other business properly brought before the meeting. The Chaplain, or if there be no Chaplain, the Warden, shall preside at the meeting. The polls shall be kept open for at least one-half hour. In the case of a contested election, voting shall be by secret ballot. Every elector of the Campus Ministry who is present shall be entitled to vote; no proxies shall be permitted. A preferential ballot may be used if so specified in the notice provided for below. Whatever election procedures and methods of voting are employed must be fair and democratic. Notice of the annual meeting shall be given as set forth in the bylaws of the Campus Ministry. The notice shall specify the method of voting and the time and place of the meeting. The right of challenge shall be admitted; the Secretary of the Campus Ministry meeting shall make record of any challenge and its cause. Reference may be made to the Bishop, whose decision shall be final.

**SEC. 5.** All property occupied or used by a Campus Ministry shall be owned by (or, in the case of rented property, leased to) the Corporation of the Episcopal Diocese of Missouri, which shall hold such property for the benefit of the Campus Ministry. The Advisory Committee shall act as agent of the Corporation of the Episcopal Diocese of Missouri to take charge of and care for all such property in conformity with good business practices and such regulations as the university or college may require. The Campus Ministry may not incur any indebtedness or obligation nor make any expenditures without the prior express written approval of both the Bishop and the Corporation of the Episcopal Diocese of Missouri, who may prescribe property limits for such expenditures.

**SEC. 6.** All funds of a Campus Ministry, except for checking account and insured certificates of deposit in financial institutions approved by the Bishop and amounting to no more than \$7,500, shall be registered in the name of the Corporation of the Episcopal Diocese of Missouri.

**SEC. 7.** The Advisory Committee shall assist the Chaplain in the proclamation of the Gospel, provide for the public worship, nurture persons of all ages, alleviate human suffering, and promote justice. The Advisory Committee, with the Bishop's approval, shall determine the duties of the Warden, Secretary, and Treasurer. The Chaplain or, in the Chaplain's absence, the Warden, shall preside at meetings of the Advisory Committee.

**SEC. 8.** The Advisory Committee shall determine the time and place of its regular meetings. The Chaplain may call a special meeting. The Bishop or one third of the members of the Advisory Committee may call a special meeting by written notice, delivered to the Chaplain or, if there be no Chaplain, the Warden.

**SEC. 9.** Salaries for the Chaplains, together with any related obligations to the Church Pension Fund and other employment related expenses for the Chaplains, shall be provided by the Diocesan Council in the operating budget of the Diocese. Each Advisory Committee may provide funds for programming at its Campus Ministry. Each Advisory Committee shall submit a proposed annual budget to the Diocesan Council indicating the Campus Ministry's request for Diocesan funds necessary for the Campus Ministry to carry out a proper and effective ministry (exclusive of salary and benefits for the Chaplain).

**SEC. 10.** Each Chaplain or, whenever a Campus Ministry be without a Chaplain, the Warden, shall keep a Register. The Advisory Committee may appoint some other person for that purpose.

**SEC. 11.** The Register shall include a list of Communicants and shall also contain a record of: the name and date of birth of all persons baptized, with the names of their parents and sponsors; the names of all persons married, their witnesses and the place where each marriage was solemnized; and the names, ages and dates of death of all persons buried. The date when each rite was performed shall also be recorded. Entries shall be made by the Chaplain and shall be preserved as a part of the records of the Campus Ministry. The Chaplain's annual report shall set out the additions, removals and deaths since the last report. The Chaplain shall also keep a list of persons who have been confirmed. Communicants may be transferred to or received from another congregation in the manner prescribed by Canon IV.1.2 and the applicable Canons of the General Convention. Each Chaplain shall endeavor to transfer any Communicant permanently departing from the college or university community to another congregation in accordance with the applicable Canons of the General Convention.

**SEC. 12.** In accordance with the applicable Canons of the General Convention, the Advisory Committee shall make a full annual report of its proceedings and submit a statement of the financial condition of the Campus Ministry.

**SEC. 13.** Each Campus Ministry shall be subject to an annual Diocesan assessment in such an amount as may be established from time to time by the Diocesan Council in consultation with the Advisory Committee of such Campus Ministry.

**SEC. 14.** The Bishop, in his annual address, shall report to Convention concerning Campus Ministries organized since the last meeting of Convention.

## **TITLE V: Ecclesiastical Discipline**

### **CANON V.1                      Complaints Charging Offenses;     Secular Claims**

**SECTION 1.** Any Cleric or Communicant in the Diocese who becomes aware of a complaint or allegation charging an offense under Title IV of the Canons of the National Church, or who has reason to believe that such an offense has been committed, shall promptly so inform the Office of the Bishop.

**SEC. 2.** Any Cleric or Communicant in the Diocese who becomes aware of a secular claim against the Diocese, or of any facts or circumstances which can reasonably be expected to lead to such a claim, shall promptly so inform the Office of the Bishop.

**SEC. 3.** The foregoing notwithstanding, no Cleric may violate the confessional seal or the priest-penitent privilege.

### **CANON V.2                      Informal Investigations and Dispositions of     Ecclesiastical Discipline Matters**

The Bishop may at any time investigate, and attempt informally to resolve,

complaints charging offenses under Title IV of the Canons of the National Church. In pursuance thereof, he may call for the assistance of the Chancellor, or upon other resources of his choosing.

### **CANON V.3                      Investigation and Defense of Secular Claims**

The Bishop may at any time investigate matters which in his judgment (upon advice of the Chancellor) involve a secular claim against the Diocese, whether asserted or unasserted, or which might lead to such a claim, and may take any and all further action which he deems appropriate or desirable in respect thereto in order to protect the interests of the Diocese. In pursuance thereof, he may call for the assistance of the Chancellor, or upon other resources of his choosing.

### **CANON V.4                      Requirement to Attend and Participate**

No Cleric or Communicant shall refuse to cooperate with or to participate in, or to attend or give sworn testimony in or to, any investigation by the Bishop or Chancellor authorized under this Title V, or in or to any investigation or proceeding under Title IV of the Canons of the National Church. Any Cleric who violates this provision shall be deemed guilty of a violation of godly discipline and of these Canons, and any lay person who violates this provision may be declared by the Bishop to be no longer in good standing for such period as the Bishop may specify.

### **CANON V.5                      Title IV of General Canons**

Those provisions of Title IV of the Canons of the National Church which are applicable to this Diocese are hereby incorporated as part of this Title. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV of the Canons of the National Church, the provisions of Title IV of the Canons of the National Church shall govern.

### **CANON V.6                      Discipline Structure**

**SECTION 1.** Disciplinary Board. The Board shall consist of not less than seven persons, four (4) of whom are members of the Clergy and three (3) of whom are Laity.

**SEC. 2.** Clergy Members. The Clergy members of the Board must be canonically and geographically resident within the Diocese.

**SEC. 3. Lay Members.** The lay members of the Board shall be Adult Communicants in Good Standing, and geographically resident in the Diocese.

**SEC. 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.

**SEC. 5. Vacancies.** Until such time as a replacement Board member is duly elected pursuant to Canon V.6.4, 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 in consultation with 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 appointed 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.

**SEC. 6. Preserving Impartiality.** In any proceeding under this Title, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.

**SEC. 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. The Bishop shall establish the time and place for such meeting within such sixty (60) day period by written notice to the members of the Board. Such meeting shall be held within the geographic boundaries of this Diocese.

**SEC. 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 Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.

**SEC. 9. Investigator.** The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator may, but need not, be a Member of the Church.

**SEC. 10. Church Attorney.** Within sixty (60) days following each annual Convention, the Standing Committee 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 Diocese.

**SEC. 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.

**SEC. 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 Diocese or any person likely to be called as a witness in the proceeding.

**SEC. 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.

## **CANON V.7                      Costs and Expenses**

**SECTION 1. Costs Incurred by the Church.** The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church At-

torney, the Board Clerk, and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by the Diocesan Council.

**SEC. 2.** Cost 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 Diocese, subject to budgetary constraints as may be established by the Diocesan Council.

## **CANON V.8                      Records**

**SECTION 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 Office of the Bishop.

**SEC. 2.** Permanent Records. The Bishop shall make provision for the permanent storage of records of all proceedings under this Title, at the Office of the Bishop and the Archives of the National Church, as prescribed in Title IV of the Canons of the National Church.

## **TITLE VI: Diocesan Policies; Repealer**

### **CANON VI.1 Diocesan Policies**

The Bishop may, with the advice and consent of the Standing Committee, promulgate or amend policies of the Diocese which are not inconsistent with the Constitution and Canons of the National Church or of the Diocese. Such policies shall be reduced to writing and made known to all clergy, congregations, institutions, agencies and committees of the Diocese. They shall bind as Policy of the Diocese all such persons and groups within the jurisdiction of the Diocese.

### **CANON VI.2 Repeal of Previous Canons**

All previous Canons of this Diocese are hereby repealed.

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*Diocese of Missouri*  
THE EPISCOPAL CHURCH

The  
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and  
**Canons**  
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