

**CANONS OF  
THE EPISCOPAL DIOCESE  
OF UPPER SOUTH CAROLINA**

**(As Adopted by  
The 95<sup>th</sup> Diocesan Convention  
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as Amended by  
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November 11, 2023)**

**THE CANONS OF THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA**

**Table of Contents**

**TITLE I – DIOCESAN CONVENTION .....1**

CANON 1 -- Members of Convention.....1

    Section 1. Priests and Bishops .....1

    Section 2. Deacons.....1

    Section 3. Clergy List .....1

    Section 4. Lay Members of Convention .....1

CANON 2 -- Convening Convention .....2

    Section 1. Annual Convention .....2

    Section 2. Special Convention .....3

    Section 3. Change in Time and Place of Convention .....3

CANON 3 -- Organization and Administration of Convention.....3

    Section 1. Calling and Organization of Convention .....3

CANON 4 -- Nominating, Deliberating, and Voting in Convention .....4

    Section 1. Deliberating and Voting.....4

CANON 5 -- Deputies to General Convention and Provincial Synod.....5

    Section 1. Election .....5

**TITLE II – OFFICERS OF THE DIOCESE .....6**

CANON 1 – Assistant Bishop .....6

    Section 1. Approval of Position and Manner of Election .....6

    Section 2. Term of Appointment .....6

CANON 2 -- Chancellor and Vice Chancellor .....6

CANON 3 -- Registrar .....7

CANON 4 -- Secretary and Assistant Secretary to Convention .....7

    Section 1. Election and General Duties .....7

    Section 2. Recordkeeping and Attestation.....7

    Section 3. Duty to Give Notices .....7

    Section 4. Duties with Respect to General Convention.....8

    Section 5. Vacancies .....8

CANON 5 -- Treasurer and Assistant Treasurer of the Diocese .....8

    Section 1. Election and General Duties .....8

Section 2. Monies and Collections.....	8
Section 3. Duties with Respect to General Convention.....	8
Section 4. Vacancies .....	9
CANON 6 -- Death, Disability, or Resignation .....	9
<b>TITLE III -- DIOCESAN EXECUTIVE COUNCIL AND THE STANDING COMMITTEE.....</b>	<b>9</b>
CANON 1 -- Membership and Officers.....	9
Section 1. Membership of the Diocesan Executive Council and the Standing Committee.....	9
Section 2. Terms of Office of Standing Committee Members and Other Diocesan Executive Council Members.....	10
Section 3. Officers of the Standing Committee .....	10
Section 4. Nominating Committee.....	10
CANON 2 – Responsibilities.....	11
Section 1. General .....	11
Section 2. Responsibilities of the Diocesan Executive Council .....	11
Section 3. Responsibilities of the Standing Committee.....	11
CANON 3 -- Records .....	13
CANON 4 -- Meetings .....	13
CANON 5 -- Quorum .....	13
<b>TITLE IV – LEADERSHIP OF THE DIOCESAN EXECUTIVE COUNCIL .....</b>	<b>13</b>
CANON 1 -- Structure of Work of the Diocesan Executive Council.....	13
CANON 2 -- Commission, Committee and Task Force Membership and Terms.....	14
Section 1. Appointment of Members .....	14
Section 2. Terms .....	14
Section 3. Diversity of Membership .....	15
<b>TITLE V – MISSION AND MINISTRY .....</b>	<b>15</b>
CANON 1 -- Statement of Mission (the Budget) .....	15
Section 1. Procedures for Development.....	15
Section 2. Division and Justification. ....	16
CANON 2 -- Business Methods in Church Affairs .....	17
Section 1. Standard Business Methods .....	17
Section 2. Dealing with Real Property.....	18

Section 3. Property Held in Trust for the Diocese .....	19
CANON 3 -- Church Pension Fund .....	19
Section 1. Adoption of the Church Pension Fund.....	19
Section 2. Premiums Payable to the Treasurer of the Church Pension Fund .....	19
Section 3. Reports to the Treasurer of the Church Pension Fund.....	19
<b>TITLE VI – DISCIPLINARY BOARD .....</b>	<b>20</b>
CANON 1 -- Jurisdiction and Governing Law .....	20
CANON 2 -- Disciplinary Board .....	20
Section 1. Forming a Disciplinary Board .....	20
Section 2. Election of Members.....	21
Section 3. President .....	21
Section 4. Preserving Impartiality and Disciplinary Board Integrity .....	21
Section 5. Intake Officer .....	22
Section 6. Investigator .....	22
Section 7. Pastoral Response Coordinator.....	22
Section 8. Advisors .....	22
Section 9. Clerk.....	22
Section 10. Notice of the First Meeting of the Hearing Panel .....	23
CANON 3 -- Church Attorney .....	23
Section 1. Church Attorney.....	23
Section 2. Appointment of Assistant Church Attorneys.....	23
CANON 4 -- Expenses of the Ecclesiastical Disciplinary Board .....	23
<b>TITLE VII – CONVOCATIONS .....</b>	<b>24</b>
CANON 1 -- Establishment of Convocations.....	24
CANON 2 -- Deans and Lay Wardens .....	24
Section 1. Election of Deans and Lay Wardens.....	24
Section 2. Responsibilities of Deans and Lay Wardens .....	24
CANON 3 -- Voting Members of Convocations .....	25
CANON 4 -- Responsibilities of Convocations.....	25
CANON 5 -- Nominations to the Diocesan Executive Council .....	25
CANON 6 – Meetings .....	26

<b>TITLE VIII – PARISHES AND MISSIONS .....</b>	<b>25</b>
CANON 1 – Bylaws .....	26
CANON 2 -- Annual Parish and Mission Meetings .....	26
Section 1. Requirement of Annual Meeting .....	26
Section 2. Presiding Officer .....	27
Section 3. Report of Vestry.....	27
CANON 3 – Vestries .....	27
Section 1. Establishment and Responsibilities of Vestries .....	27
Section 2. Elections.....	27
Section 3. Senior and Junior Wardens of Parishes .....	27
Section 4. Terms .....	28
Section 5. Vacancies .....	28
Section 6. Officers .....	28
Section 7. Vestry Meetings .....	28
Section 8. Dissolution of Pastoral Connections.....	28
Section 9. When a Parish is Without a Rector .....	28
CANON 4 -- Clergy and Their Duties .....	29
CANON 5 -- Interim Ministry .....	30
Section 1. Interim Ministry .....	30
Section 2. Leadership and Authority .....	30
Section 3. Letter of Agreement.....	30
CANON 6 -- Parish or Mission Register and Reports .....	30
Section 1. Parish or Mission Register .....	30
Section 2. Information to be Included in Parish or Mission Register .....	31
Section 3. Parochial Reports .....	31
Section 4. Transfers and Removal from Parish or Mission Register.....	31
Section 5. Priests’ Reports of Official Acts .....	31
CANON 7 -- The Organization of Missions .....	32
Section 1. Application to the Ecclesiastical Authority .....	32
Section 2. Appointment/Election of Mission Warden and Officers .....	32
Section 3. Duties of Mission Warden .....	32
Section 4. Duties of Mission Treasurer.....	32

Section 5. Reporting and Fulfillment of Obligations.....	32
Section 6. Establishment of Mission by the Ecclesiastical Authority .....	33
Section 7. Evaluation of Mission Status .....	33
Section 8. Mission Line Items in Statement of Mission .....	33
CANON 8 -- The Organization of Parishes .....	33
Section 1. Requirements to Become a Parish .....	33
Section 2. Submission of Application to the Standing Committee and Convention .....	34
Section 3. Voting by Convention on the Application .....	34
Section 4. Filing of Articles of Incorporation .....	35
Section 5. Overlapping Parish or Mission Boundaries .....	35
CANON 9 -- Parishes and Missions in Union With Convention .....	35
Section 1. Parish in Union with Convention.....	35
Section 2. Mission in Union with Convention.....	35
Section 3. Duty to Send Delegates to Convention.....	36
CANON 10 -- Changing of Status of Parishes, Missions, and Churches.....	36
Section 1. Failure to Maintain Conditions .....	36
Section 2. Loss of Union with Convention and Restoration of Union .....	37
Section 3. Preservation of Property .....	37
CANON 11 -- Missionary Work and the Archdeacon of the Diocese .....	37
Section 1. Appointment of Missionaries.....	37
Section 2. Archdeacon .....	37
Section 3. Delegation of Supervisory Authority for Missions.....	37
<b>TITLE IX – TRINITY CATHEDRAL PARISH .....</b>	<b>38</b>
CANON 1 -- Concept of a Cathedral Church.....	38
CANON 2 -- Trinity Cathedral Parish .....	38
Section 1. Rights and Responsibilities.....	38
Section 2. Vestry .....	38
Section 3. Dean .....	38
CANON 3 – The Diocese and the Cathedral .....	39
Section 1. Resolution of Questions.....	39
Section 2. Jurisdiction.....	39
Section 3. Responsibility of Diocese for Expenses .....	39

CANON 4 -- Services in the Cathedral.....	39
CANON 5 -- Canons of the Cathedral.....	39
Section 1. Canons Residentiary .....	39
Section 2. Honorary Canons .....	39
CANON 6 -- Termination of Cathedral Designation.....	40
CANON 7 -- Amendment .....	40
<b>TITLE X – INSTITUTIONS OF THE DIOCESE .....</b>	<b>40</b>
CANON 1 -- Grandfathered Institutions of the Diocese .....	40
Section 1. List of Grandfathered Institutions.....	40
Section 2. Governance of Institutions of the Diocese.....	41
CANON 2 -- New Institutions of the Diocese .....	41
Section 1. Procedure to Become an Institution of the Diocese.....	41
Section 2. Criteria .....	41
<b>TITLE XI -- GENERAL PROVISIONS, ENACTMENT, ALTERATION AND REPEAL OF CANONS .....</b>	<b>42</b>
CANON 1 -- Amendment .....	42
Section 1. Procedure for Amendment and Vote Required.....	42
Section 2. Effect of Vote of Less than Two-Thirds, but at Least a Majority.....	43
CANON 2 -- Committee on Constitution and Canons .....	43
Section 1. Establishment and Membership.....	43
Section 2. Responsibilities of the Committee on Constitution and Canons .....	43
<b>TITLE XII – DEFINITIONS.....</b>	<b>44</b>
<b>TITLE XIII – CAPTIONS AND HEADINGS.....</b>	<b>47</b>
<b>CERTIFICATION OF CANONS .....</b>	<b>48</b>

**THE CANONS OF THE EPISCOPAL DIOCESE OF  
UPPER SOUTH CAROLINA**

**TITLE I  
DIOCESAN CONVENTION**

**CANON 1  
MEMBERS OF CONVENTION**

**SECTION 1. PRIESTS AND BISHOPS.**

(a) The following Priests and Bishops shall be members of Convention of the Diocese of Upper South Carolina, and shall be accorded seat, voice and vote at Convention:

(1) The Diocesan Bishop, Bishop Coadjutor, and Bishop(s) Suffragan, and Assistant Bishop(s), if there is one or more; and

(2) Each Priest canonically resident in the Diocese and in Good Standing, and all priests, or pastors of churches in full communion with the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church (“TEC”), who are providing extended service as rectors, vicars or assistants in congregations in this Diocese with the consent of the Bishop; and

(b) Retired or resigned Bishops of TEC, shall be accorded seat, voice, and in some instances vote at Convention, as provided by the Canons of The Episcopal Church (the “TEC Canons”).

**SECTION 2. DEACONS.**

All deacons who are canonically resident in the Diocese and in Good Standing shall be members of Convention and shall be accorded seat, voice and vote at Convention.

**SECTION 3. CLERGY LIST.**

The list of Clergy entitled to seat, voice and vote, and a list of Clergy entitled to seat and voice, shall be prepared by the Bishop and the Standing Committee, and shall be available at Convention.

**SECTION 4. LAY MEMBERS OF CONVENTION.**

(a) Delegates. The Lay members of Convention shall be delegates elected from each Parish and Mission of the Diocese in such manner as the Mission or Parish bylaws or the Canons of the Diocese may prescribe. Each Lay delegate shall be a confirmed Communicant in Good Standing and a member of the Parish or Mission from which he or she is elected. The following Lay persons shall be members of Convention and shall be accorded seat, voice and vote at Convention:



- Two Lay delegates from each Mission;
- Four Lay delegates from each Parish with fewer than 1,000 confirmed Communicants in Good Standing;
- Six Lay delegates from each Parish with more than 1,000 confirmed Communicants in Good Standing;
- Eight Lay delegates from each Parish with more than 2,000 confirmed Communicants in Good Standing;
- The Lay members of the Diocesan Executive Council; and
- The Lay Deputies to General Convention;

*provided, however*, no Parish or Mission shall have more than eight Lay delegates, not including Lay delegates who are delegates as a result of being members of the Diocesan Executive Council or Lay Deputies to General Convention.

(b) Others who may be accorded seat and voice, but no vote. Such other Lay or Clergy persons as may be nominated by the Bishop and approved by the Standing Committee and by Convention may be accorded seat and voice, but may not vote at Convention.

(c) Credentialing of Lay delegates. Lay delegates, their alternates, and other Lay persons entitled to seat, voice and vote, shall present signed credentials, as provided by the Secretary to Convention, to participate in Convention according to these Canons. No delegate shall represent more than one Parish or Mission at Convention. The list of Lay delegates entitled to seat, voice and vote shall be prepared by the Secretary of Convention, and shall be available at Convention, and thereafter the names of the Lay delegates may be called therefrom, and the same shall be taken as presumptive evidence of their rights to seat, voice and vote at Convention; *provided that* if a question is raised, the rights of any delegate or other person shall be determined according to the provisions of the Canons by Convention.

## CANON 2 CONVENING CONVENTION

### SECTION 1. ANNUAL CONVENTION.

A Diocesan Convention shall be held annually, at such time and place as shall have been determined by the preceding Convention, or upon failure of Convention to so determine, at such time and place as the Ecclesiastical Authority shall appoint.

SECTION 2. SPECIAL CONVENTION.

The Ecclesiastical Authority shall have power to call a Special Convention, and such meeting shall be held when and where the Ecclesiastical Authority calling it shall determine, and at such meeting no other business shall be transacted than that specified in the notice calling the meeting. Members of a Special Convention shall be the same members as the members of Annual Convention for that year.

SECTION 3. CHANGE IN TIME AND PLACE OF CONVENTION.

For sufficient cause such as disease, epidemic or other major catastrophe, the Ecclesiastical Authority, upon consultation with the Standing Committee, may change the time or place for the meeting of any Convention, and shall designate another time or place for the meeting.

CANON 3

ORGANIZATION AND ADMINISTRATION OF CONVENTION

SECTION 1. CALLING AND ORGANIZATION OF CONVENTION.

(a) Notices. Notice of the meeting of any Convention shall be given by the Secretary of Convention in a letter transmitted by mail to all Clergy canonically resident in the Diocese and to every Parish vestry and Mission committee in the Diocese in union with Convention. These letters shall contain a notice of the time and place of Convention and, if it is a Special Convention called as provided in these Canons for a particular purpose, the letters shall specify that purpose. Notice of an Annual Convention shall be given at least seven months prior thereto, and notice of a Special Convention shall be given at least six weeks prior thereto. The letter to Clergy responsible for the administration of a Parish or Mission shall also contain the form of parochial reports and the form of certification for delegates and alternates, and such extracts from the Constitution, Canons and Standing Resolutions of the Diocese as relate to the election of delegates and alternates. The completed form of certification for delegates and alternates shall be filed with the Secretary of Convention not later than six months prior to the Annual Convention date, or thirty calendar days prior to a Special Convention date.

(b) Liturgy. Convention shall be preceded by such liturgical services as the Bishop may direct, and if the Bishop desires a sermon preached by someone else, the Bishop shall appoint the preacher.

(c) Submission of Parochial Reports. Each Parish or Mission shall file its annual Parochial Report with TEC not later than the date required by TEC, and failure to do so shall preclude such Parish or Mission, both as to Clergy and to Laity, from representation at said Convention; *provided that* representation may be extended to such Parish or Mission failing to comply upon a two-thirds

vote of Convention. The Clergy and Lay delegates from any Parish or Mission that has been precluded, under these Canons, from representation at Convention shall not be denied seat, voice and vote in the election of a Bishop, Bishop Coadjutor or Suffragan Bishop.

All Parochial Reports shall be in the form required by the General Convention of TEC as set forth in Title VIII, Canon 6, Section 3 of these Canons. The failure of any Parish or Mission to complete and submit a Parochial Report according to this form shall be deemed sufficient cause for the exclusion of such report from the pages of the Convention Journal.

(d) Journal of Convention and Reports to General Convention. It shall be the duty of the Secretary of Convention to forward to the Secretary of the House of Deputies of The Episcopal Church, immediately upon publication, the Journal of Convention of the Diocese, together with Episcopal charges, statements and such other papers as may show the state of the Church in the Diocese. It shall also be the Secretary's duty to prepare, immediately after the adjournment of the Diocesan Convention next preceding the regular meeting of every General Convention of The Episcopal Church, and forward forthwith to the Secretary of the House of Deputies of The Episcopal Church on the form provided for that purpose, a condensed summary of the statistics contained in the Parochial Reports and the Ecclesiastical Authority's statement, with information as to all institutions in any way connected with the Church within the Diocese, and also as to the condition of all invested funds and the amount of all contributions received and expended by the Ecclesiastical Authority, or otherwise within the Diocese.

## CANON 4

### NOMINATING, DELIBERATING, AND VOTING IN CONVENTION

#### SECTION 1. DELIBERATING AND VOTING

(a) Quorum. A majority of Clergy canonically resident in the Diocese (not including retired Clergy) who are entitled to vote at Convention, and Lay delegates from a majority of the Parishes and Missions of the Diocese entitled to representation and to vote at Convention, shall constitute a quorum, except in the case of a Convention at which a Bishop, Bishop Coadjutor or Bishop Suffragan is to be elected as provided in Section 1 (d) of this Title I, Canon 4.

(b) Manner of Voting. On all questions, unless otherwise provided by the Constitution and Canons, the members of Convention shall deliberate and vote as one body; *provided, however,* that three Clergy entitled to vote at Convention or a majority of the Lay delegates from one Parish or two Missions may call for a vote by orders, in which case a concurrent majority of the two orders shall be necessary to a decision.

(c) Votes Required. A vote of not less than a two-thirds majority of Lay and Clergy voting together at Convention shall be required to adopt the Statement of Mission and Episcopal Pledge.

(d) Episcopal Elections. In the election of a Bishop, Bishop Coadjutor or Bishop Suffragan, the vote shall be by secret ballot, and by orders. At least a majority of all Clergy canonically resident in the Diocese and entitled to vote and Lay delegates from at least two-thirds of the Parishes and Missions of the Diocese entitled to representation and to vote shall constitute a quorum. The vote of each Lay delegate and of each Clergy member of Convention entitled to vote shall be counted as one vote. A concurrent majority of the two orders counted separately shall be necessary to elect, but in no case shall the Clergy vote constitute fewer than one-third of the total number of Clergy canonically resident in the Diocese. Nominations of any qualified Clergy may be made at any time during the balloting from the floor by process of writing in such name on a ballot.

(e) Electronic voting at Convention. Electronic voting and tabulation of votes shall be permitted at any Convention upon recommendation of the Standing Committee and on such terms and conditions as may from time to time be adopted and/or amended by the Standing Committee upon advice of the Chancellor of the Diocese, provided a record of the results of voting is produced and maintained, either in paper or electronic format, in the permanent records of the Diocese. The determination whether to permit electronic voting shall be made by the Standing Committee with respect to each Convention.

## CANON 5

### DEPUTIES TO GENERAL CONVENTION AND PROVINCIAL SYNOD

#### SECTION 1. ELECTION

(a) Number and Orders of Deputies and Manner of Election. Four Clergy canonically resident in the Diocese and four confirmed Lay adult Communicants in Good Standing in their Parishes or Missions shall be elected by ballot as Deputies of this Diocese and four of each order shall be elected as Alternates to General Convention in a manner consistent with the TEC Canons. The four of each order receiving the majority of votes cast shall be considered duly elected Deputies; the four of each order receiving the next highest number of votes shall be considered Alternates in order of their votes, and considered duly elected. Such Deputies and Alternates shall serve until their successors are elected.

(b) Alternate Deputies. If any person elected a Deputy declines election, or is unable to attend General Convention, that person shall so inform the Ecclesiastical Authority, and the Ecclesiastical Authority shall submit to the General Convention one of the Alternates of the same order, Clergy or Lay, in the order of election. If none of the Alternates elected from such order shall

accept such appointment, the Ecclesiastical Authority may appoint a Deputy of the same order as the Deputy who did not accept such appointment.

(c) Deputies to Provincial Synod. Clergy and Lay deputies to the Provincial Synod shall be in such numbers as the Bishop and the Standing Committee shall determine. In the absence of a Bishop, the Standing Committee, acting as the Ecclesiastical Authority, shall appoint such Clergy and Lay Deputies.

## **TITLE II OFFICERS OF THE DIOCESE**

### **CANON 1 ASSISTANT BISHOP**

#### SECTION 1. APPROVAL OF POSITION AND MANNER OF APPOINTMENT.

When, in the opinion of the Bishop, additional episcopal services are required, the Bishop may, with the consent of the Standing Committee, in lieu of requesting the election of a Coadjutor or Suffragan Bishop, ask the Diocesan Convention to approve the creation of the position of Assistant Bishop and to authorize the Bishop to appoint a person who has previously been consecrated a bishop in The Episcopal Church to serve in such position, with the consent of the Standing Committee and under such conditions as the Bishop may determine.

#### SECTION 2. TERM OF APPOINTMENT.

An Assistant Bishop so appointed shall serve at the discretion of, and be under the control and direction of, the Bishop, and shall not serve beyond the termination of the jurisdiction of the appointing Bishop or after attaining the age of seventy-two years.

### **CANON 2 CHANCELLOR AND VICE-CHANCELLOR**

The Chancellor and Vice-Chancellor shall be nominated by the Bishop from among the confirmed Communicants in Good Standing in the Diocese. They shall be members of the South Carolina Bar and licensed to practice law in the State of South Carolina, and shall be elected by Convention. Each shall serve for a term of three years, and if no successor is elected at that time, until a successor is elected. Each shall be eligible to serve multiple terms. Their duties shall be to act as the legal advisers to the Ecclesiastical Authority.

CANON 3  
REGISTRAR

The Registrar shall be appointed by the Bishop to serve for three years, and if no successor is elected at that time, until a successor is appointed. It shall be the duty of the Registrar to collect and take charge of all documents and papers pertaining to the history of the Church in this Diocese or in any one of the Parishes or Missions. It shall also be the duty of the Registrar to collect and keep for reference a set of Journals of the Diocese, and of the General Convention, and to report annually to the Diocesan Convention. The Registrar is authorized to authenticate and attest to the validity of Diocesan documents and records.

CANON 4  
SECRETARY AND ASSISTANT SECRETARY  
TO CONVENTION

SECTION 1. ELECTION AND GENERAL DUTIES

The Secretary and an Assistant Secretary to Convention shall be elected at each Annual Convention upon nomination by the Bishop with the consent of the Standing Committee, and they shall continue in office until their respective successors are elected and qualified. The Secretary shall have such duties as are prescribed from time to time by the Constitution, Canons, Resolutions and Rules of Order of Convention, and the Constitution, Canons, Resolutions and Rules of Order of General Convention. The Assistant Secretary shall, in the absence of the Secretary, or as delegated by the Secretary, perform the duties and exercise the powers of the Secretary and shall perform such other duties as the DEC may prescribe.

SECTION 2. RECORDKEEPING AND ATTESTATION

It shall be the duty of the Secretary to keep a correct Journal of the proceedings of Convention, to attest its public acts, preserve its records, and to deliver to a successor all books and papers belonging to it, or appertaining to its business. The Secretary is authorized to authenticate and attest to the validity of minutes of proceedings of Convention after approval of such minutes by Convention.

SECTION 3. DUTY TO GIVE NOTICES

The Secretary shall give notice, at least seven months beforehand with respect to each Annual Convention, and at least six weeks beforehand with respect to any Special Convention, to all Clergy canonically resident in the Diocese and each Parish vestry or Mission committee, of the time and place of such annual or special meeting of Convention.

SECTION 4. DUTIES WITH RESPECT TO GENERAL CONVENTION

The Secretary shall transmit to the Secretary of the General Convention a certified list of the Clergy and Lay Deputies and alternates elected by the Diocese to the General Convention, together with all other documents required by the Constitution, Canons, Resolutions and Rules of Order of General Convention, and shall perform all other duties required by General Convention and shall perform all other duties required of the Secretary by the Constitution, Canons, Resolutions and Rules of Order of General Convention.

SECTION 5. VACANCIES

Whenever there is a vacancy in the office of the Secretary, its duties shall devolve upon the Assistant Secretary. If both the offices of Secretary and Assistant Secretary are vacant, the duties of the Secretary shall devolve upon the Secretary of the Diocesan Executive Council.

CANON 5  
TREASURER AND ASSISTANT TREASURER  
OF THE DIOCESE

SECTION 1. ELECTION AND GENERAL DUTIES

The Treasurer and an Assistant Treasurer of the Diocese shall be elected at each Annual Convention upon nomination by the Bishop with the consent of the Standing Committee, and they shall continue in office until their respective successors are elected and qualified.. The duties of the Treasurer shall be as prescribed by the Constitution, Canons, Resolutions and Rules of Order of Convention, and the Constitution, Canons, Resolutions and Rules of Order of General Convention. The Assistant Treasurer shall, in the absence of the Treasurer, or as delegated by the Treasurer, perform the duties and exercise the powers of the Treasurer and shall perform such other duties as the DEC may prescribe.

SECTION 2. MONIES AND COLLECTIONS

It shall be the Treasurer's duty to collect and disburse all monies collected under the authority of Convention of which the collection and distribution is not otherwise regulated. The Treasurer shall keep regular accounts of all transactions to be annually presented to Convention, and shall faithfully deliver into the hands of a successor all books, papers and funds relative or belonging to Convention that may be in the Treasurer's charge.

SECTION 3. DUTIES WITH RESPECT TO GENERAL CONVENTION

The Treasurer shall forward to the Treasurer of General Convention those funds required of this Diocese toward defraying the expenses of that body.

SECTION 4. VACANCIES

Whenever there is a vacancy in the office of the Treasurer, the Treasurer's duties shall devolve upon the Assistant Treasurer.

CANON 6  
DEATH, DISABILITY, OR RESIGNATION

In the event of the death, disability or resignation of any officer of the Diocese, the Bishop with the consent of the Standing Committee shall have the authority to appoint a successor as interim until the next Convention, except as otherwise provided herein. Any person so appointed as an interim officer shall be eligible to be elected by the next Convention to a full term.

**TITLE III**  
**DIOCESAN EXECUTIVE COUNCIL**  
**AND THE STANDING COMMITTEE**

CANON 1  
MEMBERSHIP AND OFFICERS

SECTION 1. MEMBERSHIP OF THE DIOCESAN EXECUTIVE COUNCIL AND THE STANDING COMMITTEE

(a) Diocesan Executive Council. The Diocesan Executive Council of the Diocese shall consist of (i) eighteen members elected by Convention to include nine Clergy canonically resident in the Diocese and in Good Standing and nine adult Lay confirmed Communicants in Good Standing, and (ii) the Bishop, Chancellor, Vice Chancellor, Treasurer, Assistant Treasurer, and the Deans and Lay wardens of the Convocations (the members of (i) and (ii) together, the "Diocesan Executive Council"). The eighteen members of the Diocesan Executive Council elected by Convention each shall have seat, voice and vote on the Diocesan Executive Council. The Bishop, Chancellor, Vice Chancellor, Treasurer, Assistant Treasurer, and the Deans and Lay wardens of the Convocations shall serve *ex-officio* on the Diocesan Executive Council with seat and voice, but no vote.

(b) Standing Committee. The Standing Committee of the Diocese shall consist of the eighteen members of the Diocesan Executive Council elected by Convention (the "Standing Committee"). *Ex-officio* members of the Diocesan Executive Council shall have no seat, voice, or vote on the Standing Committee.



SECTION 2. TERMS OF OFFICE OF STANDING COMMITTEE MEMBERS AND OTHER DIOCESAN EXECUTIVE COUNCIL MEMBERS

(a) Standing Committee Members. The Standing Committee members shall serve staggered three year terms, and the term of one-third of the membership shall end each year. A member who has served a full three-year term shall be ineligible for re-election for two years following the expiration of that member's term of office. The Nominating Committee, as defined in Title III, Canon 1, Section 4 of these Canons, shall nominate candidates for election to fill unexpired terms created by vacancies occurring between Conventions, subject to maintaining an equal numerical balance between Clergy and Lay members. Election shall be by a majority vote of the remaining Standing Committee members.

(b) Other Diocesan Executive Council Members. The Bishop, Chancellor, Vice Chancellor, Treasurer, Assistant Treasurer, and the Deans and Lay wardens of the Convocations shall serve as *ex officio* members of the Diocesan Executive Council for the term during which they serve in such offices.

SECTION 3. OFFICERS OF THE STANDING COMMITTEE

The Standing Committee shall elect from among its eighteen members a president (the "President"), a vice president and a secretary, and such other officers as the members of the Standing Committee shall from time to time deem appropriate, and shall define the duties of all such officers. Such officers shall serve dually as the officers of both the Standing Committee and the Diocesan Executive Council. The President shall serve a term of one year and, provided an additional year remains in the President's term on the Diocesan Executive Council, the President shall be eligible for re-election as President for another one-year term. The presidency shall rotate between a Clergy and a Lay member.

The President shall preside at all meetings of the Standing Committee. The Bishop shall preside at all meetings of the Diocesan Executive Council.

SECTION 4. NOMINATING COMMITTEE

The Nominating Committee shall be comprised of the Dean and Lay warden of each Convocation in the Diocese. The duties of the Nominating Committee shall be to nominate candidates for election to fill unexpired terms created by vacancies occurring between Conventions and to obtain nominations for the various Diocesan offices. Such nominations shall be solicited from Parishes, Missions, Convocations, and individuals as the Nominations Committee deems appropriate.

## CANON 2 RESPONSIBILITIES

### SECTION 1. GENERAL

The work of the Diocesan Executive Council shall include oversight of the following: (i) the mission of the Diocese and integration of such mission into the life and work of TEC, the Anglican Communion, and the one holy catholic and apostolic Church; (ii) affirmation and development of the ministry of all baptized persons and Christian formation; (iii) vocational and clergy discernment and training; (iv) congregations; (v) Diocesan outreach; (vi) finance and administration; and (vii) the work of the Standing Committee and Ecclesiastical discipline as required by the TEC Constitution and Canons, and further in accordance with the Constitution and Canons of the Diocese.

### SECTION 2. RESPONSIBILITIES OF THE DIOCESAN EXECUTIVE COUNCIL.

The Diocesan Executive Council shall have responsibility with respect to the following matters:

- Developing and implementing continuing long-range planning for the Diocese.
- Overseeing the development and implementation of the work of the Diocese as set forth in Title IV of these Canons.
- Serving on Commissions, Leadership and Program Groups as appointed by the Bishop in consultation with the Standing Committee.
- Carrying out such other responsibilities as may from time to time be assigned by the Standing Committee.

### SECTION 3. RESPONSIBILITIES OF THE STANDING COMMITTEE.

The Standing Committee shall have the following responsibilities:

- To be the Standing Committee of the Diocese in accordance with the requirements of the TEC Constitution and Canons, and the Constitution and Canons of this Diocese.
- To be a council of advice to the Bishop. As such, the Bishop may summon the Standing Committee whenever the Bishop shall desire its advice; and the Standing Committee may meet of its own accord pursuant to its own rules when it may be disposed to advise the Bishop.

- To function as an interim legislative authority of Convention, performing such specific functions as are delegated to it by Convention, the Constitution, and these Canons. Such duties shall include, but not be limited to, administering the business and the budget and financial resources of the Diocese as described in the Statement of Mission described in Title V, Canon 1; *provided, however*, the Standing Committee shall have no authority to legislate with respect to any matter exclusively reserved by the Constitution and Canons to the legislative authority of Convention.
- To establish a Department of Finance in accordance with the TEC Constitution and Canons and the Constitution and Canons of this Diocese.
- To deal with matters relating to real property as required by Title V, Canon 2, Section 2 of these Canons and as required by the TEC Constitution and Canons.
- To establish a Commission on Ministry in accordance with the TEC Constitution and Canons and the Constitution and Canons of this Diocese comprised of Clergy and Lay persons. The Commission shall consist of Clergy and Lay persons and shall perform its duties in such manner as may be prescribed by the TEC Constitution and Canons, and as further prescribed by the Constitution and Canons of this Diocese, and by the bylaws of the Diocesan Executive Council. Members of the Commission on Ministry shall be appointed as provided in Title IV, Canon 2 of these Canons.
- To establish an Ecclesiastical Disciplinary Board in accordance with the TEC Constitution and Canons and the Constitution and Canons of the Diocese.
- To vote on certification of episcopal elections.
- To certify whether requirements for ordination to the diaconate or the priesthood have been met.
- To be responsible for continuing long-range planning for the Diocese.
- To establish such leadership and organizational groups, in consultation with the other members of the Diocesan Executive Council and the Bishop, as deemed necessary or appropriate to carry out the work of the Diocese as set forth in Title IV of these Canons.
- Upon the failure of a Parish to maintain the conditions for status as a Parish, to approve, on an interim basis, the Ecclesiastical Authority's placing the Parish in Mission status; *provided, however*, such action shall be submitted for ratification or reversal to the next immediately succeeding Convention.
- To carry out such other duties as may be assigned by Convention or required by the TEC Constitution and Canons and the laws of the State of South Carolina.
- To adopt bylaws to carry out the provisions herein.

CANON 3  
RECORDS

The Diocesan Executive Council and the Standing Committee shall keep records of their proceedings and shall provide an annual report of their respective activities to Convention, except (a) such activities as pertain to the exercise of the Standing Committee's responsibility as a Council of Advice to the Bishop at a proceeding called for that purpose, and (b) other confidential matters pertaining to the business and operation of the Ecclesiastical Trial Court.

CANON 4  
MEETINGS

The Diocesan Executive Council and the Standing Committee shall each hold regular meetings at least four times each year, at such times and places as the Standing Committee may select. The Standing Committee shall also meet at such other times as it may be called into session by the President or by any three of the members of the Standing Committee. The Diocesan Executive Council shall also meet at such other times as it may be called into session by the President, by the Bishop, or by any three of the members of the Diocesan Executive Council.

CANON 5  
QUORUM

A majority of the members of the Standing Committee shall constitute a quorum of the Standing Committee and of the Diocesan Executive Council.

**TITLE IV  
LEADERSHIP OF THE DIOCESAN EXECUTIVE COUNCIL**

CANON 1  
STRUCTURE OF WORK OF THE DIOCESAN EXECUTIVE COUNCIL

Except as otherwise specifically required by the TEC Constitution and Canons, the work of the Diocesan Executive Council shall be accomplished through such structure(s) as the Bishop and the Standing Committee, in consultation with Diocesan Executive Council, shall deem appropriate, and may include the use of Commissions, Task Forces and Committees. As required by the TEC

Canons, there shall be established a Commission on Ministry and a Finance Committee or Department of Finance, which shall fulfill the responsibilities set forth in the TEC Canons. The Standing Committee, with the advice of the Diocesan Executive Council, shall also promulgate guidelines to regulate the operation of Commissions, Task Forces and Committees.

The Bishop may, in his discretion, charge Diocesan officers with responsibility for specific tasks that can be handled expeditiously by one person rather than a Commission, Task Force or Committee.

## CANON 2

### COMMISSION, COMMITTEE AND TASK FORCE MEMBERSHIP AND TERMS

#### SECTION 1. APPOINTMENT OF MEMBERS

Members of a Commission shall be appointed by the Bishop, with the consent of the Standing Committee. Members of a Task Force or a Committee shall be appointed by the Bishop or the Standing Committee, each with the consent and advice of the other. The Diocesan Executive Council may recommend members for appointment to Commissions, Task Forces and Committees. Each Commission, Task Force and Committee shall have at least two members. Commissions may designate ad hoc groups to accomplish such tasks as the Commission may from time to time deem appropriate.

Each Commission, Task Force and Committee shall consist of Clergy and Lay persons selected from among the members of the Standing Committee and the full Diocesan Executive Council, and may also include other members selected from congregations of the Diocese. Each Commission, Task Force and Committee shall perform its duties in such manner as may be prescribed by the TEC Constitution and Canons, and as further prescribed by the Constitution and Canons of this Diocese, the bylaws of the Diocesan Executive Council, and such guidelines and procedures as shall from time to time be adopted by the Standing Committee, in consultation with the full Diocesan Executive Council.

#### SECTION 2. TERMS

Commission members shall serve staggered three-year terms. One-third of such membership shall be selected each year, and the term of one-third of the membership shall end each year; *provided, however*, the Bishop, with the consent of the Standing Committee, may, for any Commission or Commission member, suspend this requirement so that a three year cycle or term is not required. Members of a Task Force or a Committee shall serve for the term determined by the

Bishop, if appointed by the Bishop, or for the term determined by the Standing Committee, if appointed by the Standing Committee.

**SECTION 3. DIVERSITY OF MEMBERSHIP**

Appointments and elections to Commissions, Task Forces and Committees shall as far as possible reflect the diversity of the membership of the Diocese in regard to race, gender, age, and congregational size and location.

**TITLE V  
MISSION AND MINISTRY**

**CANON 1  
STATEMENT OF MISSION  
(the Budget)**

**SECTION 1. PROCEDURES FOR DEVELOPMENT.**

(a) To assure orderly development of the leadership and programs of the Diocese in furtherance of its mission and ministry, the Standing Committee, working with the full Diocesan Executive Council, shall prepare an annual budget for the Diocese (the “Statement of Mission”). The Statement of Mission shall include an income statement reflecting the total funds flow of the Diocese, a balance sheet statement of all assets and liabilities under the control of the Diocese, and a summary of actual expenditures and receipts for the current budget year.

To facilitate development of the Statement of Mission, the Standing Committee shall establish and appoint the members of a Statement of Mission Committee. To develop the annual Statement of Mission, the Standing Committee, following such procedures and using such Commission, Task Force or Committee resources as it shall adopt or engage with the advice of the Statement of Mission Committee, shall request submission of proposed budgets for all personnel, programs, and financial needs of the Diocese. The Statement of Mission Committee shall then prepare a preliminary Statement of Mission for approval by the Standing Committee, in consultation with the full Diocesan Executive Council, which shall be submitted with the proposed Episcopal pledges to congregations and to Convocations for comment and recommendations.

(b) After sufficient time has been made for comment and recommendations, the final Statement of Mission shall be completed by the Statement of Mission Committee for approval by the Standing Committee, in consultation with the full Diocesan Executive Council, and presented to each Annual Convention for approval. A copy of the final Statement of Mission to be submitted at

Convention shall be provided to each Convocation Dean prior to the final Convocation meeting before the Annual Convention, with instructions that it be furnished to the Convocation at or prior to such final Convocation meeting.

(c) Other than a motion by the Statement on Mission Committee, any motion to amend the Statement of Mission that is to be made on the floor of Convention must be in writing and must be received by the Secretary to Convention not later than five business days prior to Convention. Any such notice to the Secretary of Convention of a proposed motion to amend the Statement of Mission that would increase the funding for any line item, or add any new line item, shall state the source of such additional funding or shall propose a decrease of an amount equal to the proposed increase or new line item from another line item or items within the Statement of Mission. This provision shall not preclude any motion made on the floor of Convention to amend any motion to amend the Statement of Mission that has been properly submitted pursuant to the foregoing procedure. Any such motion to amend a motion to amend the Statement of Mission that would increase the funding for any line item, or add any new line item, shall also state the source of such additional funding or shall propose a decrease of an amount equal to the proposed increase or new line item from another line item or items within the Statement of Mission.

## SECTION 2. DIVISION AND JUSTIFICATION.

(a) Episcopate and Support Staff: The Episcopate and support staff shall include the Bishop, the Bishop's staff, and the operation of the Diocesan House. The Bishop shall provide the Diocesan Executive Council with a detailed listing of personnel and associated expenses, and a staffing and organizational plan to accomplish the mission of the office of the Bishop, justifying in detail additional or changed staff positions.

(b) Institutions Not Directly Controlled by the Diocese: Each institution not directly controlled by the Diocese that is requesting funds from the Diocese through the Statement of Mission shall provide to the Diocesan Executive Council a statement of needs for the funds it has requested, together with a report of the institution describing the accomplishments of the institution that have been made as a result of any funds provided by the Diocese within the previous budget year. Such report of the institution shall contain a statement of how the mission and ministry of the institution is consistent with the mission and ministry of the Diocese.

(c) Leadership and Program: Leadership and programs of the Diocese shall include all programs and missions supported directly by the Diocese whose affairs are under the direct control of the Diocese. Each annual Statement of Mission funding request by a Commission, Task Force or Committee to support the leadership and programs of the Diocese shall be considered a new request not related to any previous Statement of Mission. Each such request shall provide a statement that describes:

- How, why, and when the program was established, and how it furthers the mission and ministry of the Diocese;
- The accomplishments of the program that have been made as a result of the funds provided by the Diocese within the previous budget year;
- An explanation of the goals of the program for the budget year that justifies to Diocesan Convention the continuation of the program at the Diocesan level, and why such goals cannot be accomplished at the Convocation level, the congregational level, or by other reasonable means;
- If the Statement of Mission request involves paid staff or paid services, such request shall include a statement that the program is unable to obtain such services on a voluntary basis; and
- Such other information as may be required from time to time by the Standing Committee.

## CANON 2

### BUSINESS METHODS IN CHURCH AFFAIRS

#### SECTION 1. STANDARD BUSINESS METHODS

The Diocese of Upper South Carolina and its Parishes, Missions and Institutions shall observe the following standard business methods:

(a) Funds held in trust, endowment and other permanent funds, and securities represented by physical evidence of ownership or indebtedness, shall be deposited with a national or state bank or such other agency as may be approved in writing by the Standing Committee, under a deed of trust, agency or other depository agreement providing for at least two signatures on any order of withdrawal of such funds or securities. This paragraph shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.

(b) Records shall be made and kept of all trust and permanent funds showing at least the following:

- Source and date;
- Terms governing the use of principal and income;
- To whom and how often reports of condition are to be made; and
- How the funds are invested.



(c) Treasurers and custodians, other than banking institutions, shall be adequately bonded; with the exception of treasurers of funds that do not exceed 500 dollars at any one time during the fiscal year.

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

(e) All accounts of the Diocese shall be audited annually by an independent Certified Public Accountant. All accounts of Parishes, Missions or other Institutions of the Diocese shall be audited or reviewed annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit or review committee as shall be authorized by the Standing Committee. All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Ecclesiastical Authority not later than thirty calendar days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year,

(f) All buildings and their contents shall be kept adequately insured by the Vestry, Mission Committee or other governing body having ownership or supervision of the property.

(g) The Standing Committee may require copies of any or all accounts described in this section to be filed with it and shall report annually to Convention upon its administration of this canon.

(h) The fiscal year shall begin January 1.

## SECTION 2. DEALING WITH REAL PROPERTY

No Vestry, Trustee, or other body, authorized by civil or canon law to hold, manage, or administer real property for any Parish, Mission, Congregation, or Institution of the Diocese, shall encumber or alienate the same or any interest therein, or enter into any indebtedness without the written consent of the Bishop and the Standing Committee, except under such regulations as may be prescribed by Canons of the Diocese; *provided however*, that no such consent shall be required with respect to:

- (a) Any Institution not wholly controlled by the Diocese;
- (b) The refinancing of the current balance of an existing loan, which existing loan has previously received written consent of the Bishop and the Standing Committee;
- (c) A short term loan (a loan to be repaid within twelve months of its date) or revolving credit agreement from a lending institution made for the purpose of funding current operating expenses and which loan is not secured by a mortgage on real estate;
- (d) The alienation of real estate conveyed as a gift if the alienation is made within twelve months of the receipt of the gift; or

- (e) A loan approved and made by the Standing Committee which loan is not secured by a mortgage on real estate.

SECTION 3. PROPERTY HELD IN TRUST FOR THE DIOCESE

All real and personal property held by or for the benefit of any Parish, Mission or Congregation is held in trust for TEC and the Diocese of Upper South Carolina. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission or Congregation otherwise existing over such property so long as the particular Parish, Mission or Congregation remains a part of, and subject to, TEC and its Constitution and Canons.

CANON 3  
CHURCH PENSION FUND

SECTION 1. ADOPTION OF THE CHURCH PENSION FUND

The Diocese adopts the system of the Church Pension Fund as established by TEC, as may from time to time be amended by General Convention.

SECTION 2. PREMIUMS PAYABLE TO THE TREASURER OF THE CHURCH PENSION FUND

(a) By the Diocesan Office. The Diocesan office shall remit to the Treasurer of the Church Pension Fund all premiums payable on behalf of the Bishop, the Bishop Coadjutor, Bishop Suffragan, and Assistant Bishop, if there be such, Diocesan Clergy staff, and any non-Clergy Diocesan staff who are covered by the Church Pension Fund.

(b) By Parishes and Missions. Each Parish shall remit directly to the Treasurer of the Church Pension Fund the amount of annual premiums due for coverage of stipendiary Clergy of the Parish and any lay employees of the Parish who are covered by the Church Pension Fund. Each Mission shall remit directly to the Treasurer of the Church Pension Fund the amount of the portion, based on that part of the stipend paid by the Mission, of annual premiums due for coverage of Clergy and any lay employees of the Mission who are covered by the Church Pension Fund.

SECTION 3. REPORTS TO THE TREASURER OF THE CHURCH PENSION FUND

It shall be the duty of all Clergy, aforesaid receiving a stipend or stipends, and the duty of every Parish, Mission, or organization as aforesaid paying a stipend or stipends to furnish a statement of such stipend or stipends, and of every change in the amount thereof as soon as such change shall occur, to the Treasurer of the Church Pension Fund.

**TITLE VI**  
**DISCIPLINARY BOARD**

CANON 1  
JURISDICTION AND GOVERNING LAW

All proceedings in this Diocese for canonical discipline of Priests and Deacons shall be governed by Title IV “Ecclesiastical Discipline” of the TEC Canons, as such title shall from time to time be amended or recodified, as supplemented by this Title. To the extent that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

CANON 2  
DISCIPLINARY BOARD

SECTION 1. FORMING A DISCIPLINARY BOARD

There is hereby established pursuant to these Canons a Disciplinary Board (the “Disciplinary Board”) of the Diocese, as required by the TEC Canons, to which is conferred jurisdiction to address and bring to a conclusion all charges preferred against Priests and Deacons. The Disciplinary Board shall consist of not less than seven (7) members, four (4) of whom are members of Clergy, canonically and geographically resident in the Diocese, and three (3) of whom are confirmed adult Lay Communicants in Good Standing who (i) are members entitled to vote in congregations of the Diocese, (ii) are geographically resident in the Diocese, and (iii) meet the eligibility criteria of the TEC Canons. Clergy and Lay members shall not be members of the Diocesan Executive Council, and shall be elected at the Annual Convention according to Section 2 below. The Disciplinary Board may make, by majority vote, such rules as may be necessary for the orderly conduct of its business, consistent with the TEC Canons.

No person serving the Diocese as Chancellor, Vice Chancellor, advisor, conciliator, Church Attorney, intake officer, or investigator (as all of such terms are defined herein or in Title IV of the TEC Canons) may serve on the Disciplinary Board of the Diocese, and no member of the Disciplinary Board may be selected to serve in any of these positions in the Diocese. If any priest elected to the Disciplinary Board is elected a Bishop, or any Lay member is ordained prior to the commencement of a proceeding under this Title, that person shall immediately cease to be a member of the Disciplinary Board. If a proceeding has been commenced, such person may continue to serve on the Disciplinary Board for all proceedings in that matter through final

disposition. A lay person ceasing to be a member under this section by reason of ordination may be appointed to fill a vacancy in the Clergy members of the Disciplinary Board.

## SECTION 2. ELECTION OF MEMBERS

(a) Terms. Each Clergy member of the Disciplinary Board shall be elected for a four (4) year term and each Lay member shall be elected for a three (3) year term; *provided, however*, that 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 each member of the Disciplinary Board shall commence on the first day of the calendar year following election. The terms of office of Disciplinary Board members shall be staggered and arranged into classes.

(b) Vacancies. In the event of any Disciplinary Board member's death, resignation or declination to serve, or disability rendering the member unable to serve, the president of the Disciplinary Board shall declare a vacancy on the Disciplinary Board. Notices of resignation or declination to serve shall be communicated in writing to the president of the Disciplinary Board. The Standing Committee may fill vacancies on the Disciplinary Board, other than for cause in the conduct of a presentment, occurring in the interval between Annual Conventions; however, any member of the Disciplinary Board appointed by the Standing Committee shall serve only until the next Annual Convention at which time Convention shall elect a member to serve the unexpired term.

## SECTION 3. PRESIDENT

Within sixty calendar days following an Annual Convention the members of the Disciplinary Board shall elect from among themselves by majority vote one person to serve as president of the Disciplinary Board for a one-year term. The president shall preside at all meetings of the Disciplinary Board, and shall be responsible for the conduct of the administration and business of the Disciplinary Board.

## SECTION 4. PRESERVING IMPARTIALITY AND DISCIPLINARY BOARD INTEGRITY

In any proceeding under this Title, if any member of the Disciplinary Board or a Conference Panel or Hearing Panel (as defined in Canon IV of the TEC Canons) of the Disciplinary Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the president of the Disciplinary Board and request a replacement member.

The Bishop shall disqualify himself or herself in any proceeding in which the Bishop's impartiality may reasonably be questioned. The Church Attorney shall disqualify himself or herself in any proceeding in which the Church Attorney's impartiality may reasonably be questioned.

Respondent's counsel and the Church Attorney (as defined in Canon 3 of this Title) shall have the right to challenge any member of the Disciplinary Board, a Panel or the Bishop for conflict

of interest or undue bias by motion to the Disciplinary Board for disqualification of the challenged member. The members of the Disciplinary Board not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Disciplinary Board or Panel member or the Bishop shall be disqualified from participating in that proceeding. Respondent's counsel shall have the right to challenge the Church Attorney for conflict of interest or undue bias by motion to the Disciplinary Board for disqualification of the Church Attorney. The members of the Disciplinary Board shall promptly consider the motion and determine whether the challenged Church Attorney shall be disqualified from participating in that proceeding. Upon disqualification of any Church Attorney, a replacement shall be appointed by the Bishop with the advice and consent of the Standing Committee.

#### SECTION 5. INTAKE OFFICER

An intake officer (the "Intake Officer") shall be appointed from time to time by the Bishop after consultation with the Disciplinary 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.

#### SECTION 6. INVESTIGATOR

The Bishop shall appoint an investigator (the "Investigator") in consultation with the president of the Disciplinary Board. The Investigator may, but need not, be a Member of the Church. The Investigator shall have such responsibilities and perform such duties as set forth in Title IV of the TEC Canons.

#### SECTION 7. PASTORAL RESPONSE COORDINATOR

The Bishop may appoint a pastoral response coordinator (the "Pastoral Response Coordinator"), to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV of the TEC 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.

#### SECTION 8. 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. The Advisor shall have such responsibilities and perform such duties as set forth in Title IV of the TEC Canons.

#### SECTION 9. CLERK

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

SECTION 10. NOTICE OF THE FIRST MEETING OF THE HEARING PANEL

Upon preference of a charge engaging the jurisdiction of the Disciplinary Board under Canon 1 of this Title, written notice complying with the requirements of Title IV of the TEC Canons of the time and place of the first meeting of the Hearing Panel relating to such charge shall be provided by overnight courier service to the respondent and on the Church Attorney at least thirty calendar days before that meeting. This period may be shortened with the prior written consent of the respondent and the Church Attorney.

CANON 3  
CHURCH ATTORNEY

SECTION 1. CHURCH ATTORNEY

A church attorney (the “Church Attorney”) shall be appointed by the Bishop with the advice and consent of the Standing Committee. The Church Attorney shall be a person licensed to practice law in a jurisdiction of the United States of America. In addition, he or she must be either a member of the Clergy canonically resident in this Diocese or a confirmed adult Lay Communicant in Good Standing entitled to vote in a Parish or Mission of the Diocese. Neither the Bishop’s Chancellor nor the Vice Chancellor shall be the Church Attorney, and the Church Attorney shall not be a member of the Diocesan Executive Council. The Church Attorney shall have such responsibilities and perform such duties as set forth in Title IV of the TEC Canons. The Church Attorney shall be appointed to a term of one year and shall serve at the pleasure of the Bishop.

SECTION 2. APPOINTMENT OF ASSISTANT CHURCH ATTORNEYS

The Bishop, with the advice and consent of the Standing Committee, may authorize the appointment of one or more Assistant Church Attorneys, who shall then be appointed by and serve for a term of one year at the pleasure of the Church Attorney, *provided, however*, that such Assistant Church Attorneys must have the same qualifications as those applied to the Church Attorney.

CANON 4  
EXPENSES OF THE ECCLESIASTICAL DISCIPLINARY BOARD

The expenses of the Disciplinary Board, including but not limited to those of the Church Attorney and any Assistant Church Attorney, shall be presented to the Standing Committee for payment.

## **TITLE VII CONVOCATIONS**

### **CANON 1 ESTABLISHMENT OF CONVOCATIONS**

By action of the Bishop and the Standing Committee, with advice of the Diocesan Executive Council, the Diocese shall be divided into geographical districts, hereafter known as Convocations. The Bishop and the Standing Committee, with the advice of the Diocesan Executive Council, shall from time to time, establish the number of such Convocations, their boundaries and names.

### **CANON 2 DEANS AND LAY WARDENS**

#### **SECTION 1. ELECTION OF DEANS AND LAY WARDENS**

Each Convocation shall have as its presiding officer a Dean. For each Convocation, the Bishop shall nominate two Clergy as candidates for Dean, and the voting members of each Convocation shall elect, from the two nominees, its Dean. Each Convocation shall have a Convocation Lay warden selected from the Laity of the Convocation by the voting members of Convocation. Upon the Bishop's approval, the Dean and Convocation Lay warden shall be appointed and installed in their respective offices at the Annual Diocesan Convention. The terms of the office of the Dean and Convocation Lay warden shall begin with their installation and continue at the direction of the Bishop, not to exceed three years. Vacancy in the office of the Dean shall be filled by an acting Dean, appointed by the Bishop, to serve until the next Annual Convention, and vacancy in the office of the Convocation Lay warden shall be filled by an acting Convocation warden appointed by the Dean who shall serve until the next regularly scheduled Convocation Meeting, at which time a Convocation Lay warden shall be elected to serve the unexpired term.

The Deans and Lay wardens shall be *ex-officio* members with seat and voice on the Diocesan Executive Council. The Deans and Lay wardens shall have no seat, voice, or vote on the Standing Committee.

#### **SECTION 2. RESPONSIBILITIES OF DEANS AND LAY WARDENS**

It shall be the responsibility of the Deans and Lay wardens of each Convocation to act as a conduit for the sharing of information between the Convocation and the Diocesan Executive Council, and between the Diocesan Executive Council and the Convocation, so that the votes and decisions of the voting members of the Diocesan Executive Council, and the votes of Lay delegates

and Clergy at Convention, may be more fully informed. To fulfill this role, Deans and Lay wardens shall attend quarterly and special meetings of the Diocesan Executive Council, meetings of the Commission on Convocations and meetings of their respective Convocations, and shall report to the Diocesan Executive Council on activities and concerns of the Convocations, and shall report to their respective Convocations on the activities and concerns of the Diocesan Executive Council.

It shall be the responsibility of the Dean of each Convocation to provide notice of Convocation meetings and an agenda to all Clergy and Lay delegates of the Convocation not less than 30 calendar days prior to each Convocation meeting, and to provide with such notice (or as information is made available to the Dean) all information necessary for Clergy and Lay delegates thoughtfully to consider the matters to be brought before the meeting.

### CANON 3 VOTING MEMBERS OF CONVOCATIONS

The voting members of each Convocation shall be the Clergy and Lay members of Convention resident within that Convocation who are qualified to vote at Convention.

### CANON 4 RESPONSIBILITIES OF CONVOCATIONS

Each Convocation shall study the local needs within its boundaries, and shall develop ministries to address those needs.

The Diocesan Executive Council shall provide to each Convocation copies of the preliminary Statement of Mission and proposed Episcopal Pledge for the upcoming year not later than the date of the second quarter Convocation meetings, and shall provide with it a written explanation of all material changes in line items from the line items in the Statement of Mission for the then current year. Each Convocation shall review the preliminary Statement of Mission and Episcopal Pledge, and shall make comments and recommendations to the Diocesan Executive Council.

### CANON 5 NOMINATIONS TO THE DIOCESAN EXECUTIVE COUNCIL

Each Convocation may nominate no more than two Clergy canonically resident in the Diocese and two adult Lay confirmed Communicants in Good Standing in the Diocese as



candidates for election to the Diocesan Executive Council. Such Convocation nominees shall be included in the roster of all nominees for the Diocesan Executive Council, and shall be voted upon on the same basis as all other nominees.

CANON 6  
MEETINGS

The Deans of the Convocations, Convocation Lay wardens, the Diocesan staff liaison, and Diocesan Executive Council Chairpersons for the Commission on Convocations shall meet no less than quarterly. The Deans and Lay wardens shall meet with the Bishop at the Bishop’s discretion.

**TITLE VIII**  
**PARISHES AND MISSIONS**

Vestries and mission committees are both referred to in this Title as “Vestries.” References to “rector” or “vicar” in this Title shall also include any priest-in-charge of a Parish or Mission.

CANON 1  
BYLAWS

Each Parish and Mission shall adopt bylaws containing any provision for managing the business and regulating the affairs of the Parish or Mission that are not inconsistent with law, the articles of incorporation or other organizational documents of the Parish or Mission, the Constitution and Canons, or the TEC Constitution and Canons.

CANON 2  
ANNUAL PARISH AND MISSION MEETINGS

**SECTION 1.** REQUIREMENT OF ANNUAL MEETING. There shall be an annual meeting (“Annual Meeting”) of the Communicants in Good Standing who are members of each Parish or Mission in this Diocese each year between November 1 and February 28 for the purpose of electing wardens and Vestry members, and of transacting such other business as may come before the Annual Meeting. For purposes of this Canon, “members” of a Parish or Mission shall be

those persons listed as members in the official records of the Parish or Mission. Thirty calendar days' notice of the meeting shall be given to the Parish or Mission by the rector or vicar, or if there is no rector or vicar, by the Vestry.

SECTION 2. PRESIDING OFFICER. At the Annual Meeting, the rector or vicar shall preside. If there is no rector or vicar, or if the rector or vicar is absent, the senior warden or warden shall preside. If there is not a senior warden or warden, then a presiding officer shall be chosen by the Vestry. At the Annual Meeting, a secretary shall be appointed, and ratified by the members present.

SECTION 3. REPORT OF VESTRY. The Vestry shall make an annual report of its official acts during the year at the Annual Meeting.

### CANON 3 VESTRIES

#### SECTION 1. ESTABLISHMENT AND RESPONSIBILITIES OF VESTRIES

The bylaws of each Parish and Mission shall provide for a Vestry and the number of, qualifications and method of choosing its members, as further provided in this Canon. The Vestry is the legal representative of each Parish with regard to all matters pertaining to the temporalities and corporate property of each Parish and relations of each Parish to its Clergy. The responsibilities of the Vestry shall include: helping to define and articulate the mission of the Parish or Mission; supporting the church's mission by word and deed; selecting the rector (if a Parish); ensuring effective organization and planning; and managing resources and finances. The Vestry shall provide for all current expenses of the Parish or Mission, take all necessary steps to raise the funds required for the Parish or Mission, and keep a proper account of the same. The Vestry shall also oversee execution of all duties that are now, or may hereafter be, imposed upon the Parish or Mission by any General Convention or Convention of the Diocese. The presiding officer of the Vestry shall be the rector or vicar.

#### SECTION 2. ELECTIONS

The members of the Vestry of each Parish or Mission shall be elected at its Annual Meeting by written ballot or otherwise as prescribed by its bylaws, from among the adult Communicants in Good Standing in such Parish or Mission.

#### SECTION 3. SENIOR AND JUNIOR WARDENS OF PARISHES

Each Parish shall elect a senior warden and a junior warden in accordance with procedures set forth in its bylaws, and with such responsibilities and duties as shall be set forth in such bylaws. The senior warden of a Parish shall be a support person for the rector and shall

lead the parish between rectors. The junior warden of a Parish shall bear responsibility for oversight of church property and buildings. Matters relating to the appointment or election, and duties, of wardens of Missions shall be as set forth in Title VIII, Canon 7, Section 2.

#### SECTION 4. TERMS

The bylaws of each Parish or Mission shall provide for a system of rotation of the membership of the Vestry and the wardens. Such system shall include the following: The maximum term of service of a Vestry member or warden shall not exceed three years and, if the two offices are occupied by a person in sequence, the maximum duration of the combined terms shall not exceed five years. A warden or Vestry member who has served a maximum term shall not be eligible for re-election for one year. The foregoing shall not apply to any Parish or Mission of less than forty adult confirmed Communicants in Good Standing, or to any individual elected by the Vestry to fill an unexpired term of less than one year.

#### SECTION 5. VACANCIES

Vacancies in the offices of warden or Vestry member shall be filled in accordance with the Parish or Mission bylaws.

#### SECTION 6. OFFICERS

At the first meeting of the Vestry following the Annual Meeting, the Vestry shall elect, not necessarily from among its own number, a treasurer and a secretary or clerk. Both offices may be held by the same person. Those elected shall serve for one year, or until their successors are elected, and shall be eligible for re-election.

#### SECTION 7. VESTRY MEETINGS

Regular meetings of the Vestry shall be held as provided in the bylaws of each Parish or Mission. Any business appropriate to Vestry action may be addressed at a regular meeting. Special meetings shall be held upon call of the rector or vicar providing due notice to all Vestry members, or upon call of at least one warden and two members of Vestry providing due notice to the rector or vicar and all members of the Vestry. Special meetings may address only that business described in the notice of the meeting. The bylaws of each Parish or Mission shall establish procedures to ensure that meetings of the Vestry are open to all members of the Parish or Mission.

#### SECTION 8. DISSOLUTION OF THE PASTORAL CONNECTION.

The pastoral connections shall not be dissolved except as provided for by the TEC Canons.

#### SECTION 9. WHEN A PARISH IS WITHOUT A RECTOR

When a Parish is without a rector, it shall be the duty of the Vestry to notify the Bishop in writing of the fact, and also to elect and invite a rector, but not without due regard to the ascertained

wishes of the members of the Parish, and the opinion and advice of the Bishop, and in accordance with the established procedures of the Diocese and the TEC Constitution and Canons.

When a Parish is without a rector, upon the request of the wardens and Vestry, the Bishop, with the advice of the Chancellor, may extend the term of the wardens and Vestry until such time as a rector is elected and settled. Election of the Vestry shall then take place at the next regular Annual Meeting of the Parish.

#### CANON 4 CLERGY AND THEIR DUTIES

The rector of a Parish or vicar of a Mission shall have the exclusive charge of all things affecting the spiritual interests of the Parish or Mission, subject to the TEC Constitution and Canons. It shall be the duty of the rector or vicar to take order concerning the worship of the Parish or Mission, together with all that appertains thereunto. The rector or vicar shall be at all times entitled to access to the Parish or Mission buildings, to open the same for public worship, for catechetical or other religious instructions, marriages, baptisms, burials, and all other offices authorized by the Church. The rector shall have direction and control of all Parish-owned and/or operated day schools and educational endeavors and outreach ministries connected with the Parish, and shall preside at all Vestry meetings. The vicar shall have direction and control of all Mission educational endeavors and outreach ministries connected with the Mission, and shall preside at all Vestry meetings. In case of the rector's or vicar's absence, the senior warden shall preside or the junior warden in the absence of both rector and senior warden or vicar and senior warden. In the case of a vicar's absence, the warden shall preside.

*Provided, however,* that a rector may be released from his or her duty of oversight and control over any separately incorporated parish school or other institution by resolution adopted by the Standing Committee and endorsed by the Bishop; said resolution shall be issued upon a finding that articles of incorporation and other documents under which the institution will operate sufficiently protect the Episcopal nature of the institution, and bind the school to the mission and ministry of the diocese, such that the responsibilities of the rector may be delegated to the board of directors or other governing bodies of the institution. Such resolutions and endorsements may be withdrawn at any time that the Bishop or Standing Committee determines withdrawal to be necessary to protect the interest of the Diocese in the mission and ministry of the institution. The articles of incorporation and other documents of the institution shall clearly reflect that the institution is subject to the Constitution and Canons of the Diocese and shall not permit any change of those terms without approval by the Bishop and Standing Committee.

## CANON 5

### INTERIM MINISTRY

#### SECTION 1. INTERIM MINISTRY.

The interim ministry is the collective ministry of the Diocese with a Parish or Mission through the Bishop, staff, interim rector or vicar, interim consultant, and Lay leaders, when a parish is between rectors or a Mission is between vicars.

#### SECTION 2. LEADERSHIP AND AUTHORITY.

The interim rector or vicar, working with the Vestry, shall provide the leadership necessary to maintain stability during the interim period and assist the congregation as it begins the self-study related to the search process. The interim rector or vicar shall have the same authority as a rector or vicar unless the Bishop and Vestry agree otherwise. The interim rector or vicar shall not be a candidate for the permanent position.

#### SECTION 3. LETTER OF AGREEMENT.

Each Vestry shall negotiate and execute a written letter of agreement (“Letter of Agreement”) with the interim rector or vicar. The Letter of Agreement shall be approved by the Bishop, and shall include the duties and tenure of the interim rector or vicar, and the Letter of Agreement shall be consistent with these Canons.

## CANON 6

### PARISH OR MISSION REGISTER AND REPORTS

#### SECTION 1. PARISH OR MISSION REGISTER.

In every Parish or Mission, the wardens shall provide a book (the “Parish Register” or “Mission Register”) in which the rector or vicar shall register in writing all baptisms, confirmations, marriages and burials solemnized in such Parish or Mission, and shall maintain a list of all baptized members, Communicants, confirmands, persons who have died, persons received, and persons removed by letter of transfer. If there is no rector or vicar, the wardens shall see that the Parish Register or Mission Register is maintained. It shall be the duty of every rector or vicar, in case of removal from a Parish or Mission, to deposit the Parish or Mission Register with the wardens.

A Priest who has a cure of souls that is not a Parish or a Mission shall maintain a written register of all baptisms, confirmations, marriages and burials solemnized in his cure, and shall maintain a list of all baptized members, Communicants, confirmands, persons who have died, persons received, and persons removed by letter of transfer in his cure.

SECTION 2. INFORMATION TO BE INCLUDED IN PARISH OR MISSION REGISTER.

The Parish Register or Mission Register, or register for a cure of souls, shall specify the name and date of birth of the person baptized, the name of the parents and sponsors--in the case of an adult, the name, and those of the witnesses--the name of persons confirmed, married and buried with the date of every rite performed and the name of the officiating Priest.

SECTION 3. PAROCHIAL REPORTS.

It shall be the duty of every Priest of this Diocese in charge of a Parish or Mission, or if there be no rector or vicar, of the wardens, or other proper officer(s), to prepare upon the form adopted by General Convention, a Parochial Report for the year ending December 31st preceding, and to file the same with TEC not later than March 1st following the calendar year which the Parochial report covers. This Parochial Report shall include the following information: (1) the number of baptisms, confirmations, marriages and burials during the year; (2) the total number of baptized persons and confirmed Communicants at the time of the report; (3) a summary of the receipts and expenditures from whatever source derived, and for whatever purpose used; and (4) a statement of the property held by the Parish or Mission, whether real or personal, with an appraisal of its current replacement value, together with a statement of the indebtedness of the Parish or Mission if any, and of the amount of insurance carried. Every Priest not in charge of any Parish or Mission shall also report occasional services, and if there have been none, the cause or reasons that have prevented the same. These reports or such part of them as the Bishop may deem proper, shall be entered in the Convention Journal.

SECTION 4. TRANSFERS AND REMOVAL FROM PARISH OR MISSION REGISTER.

No rector or vicar shall remove the name of any confirmed person from the Parish Register or Mission Register unless such person is known to the rector or vicar as having been transferred, by proper letter of transfer, to another congregation.

SECTION 5. PRIESTS' REPORTS OF OFFICIAL ACTS.

It shall be the duty of all Priests of this Diocese canonically resident without charge, to submit annually to the Bishop a report of their official acts. Where no official acts have been performed, a report to this effect shall be submitted.

CANON 7  
THE ORGANIZATION OF MISSIONS

SECTION 1. APPLICATION TO ECCLESIASTICAL AUTHORITY.

Whenever twenty-five or more persons of whom at least fifteen shall be adult confirmed Communicants in Good Standing, desire to be organized and recognized as a Mission, they shall make application to the Ecclesiastical Authority in writing. The written application shall express their desire and promise of conformity to the Constitution and Canons, Doctrine, Discipline and Worship of The Episcopal Church, this Diocese, and the rules regulating such Missions. They may propose a name for the Mission and shall state the minimum amount each pledging unit will give for the support of the Mission and for the support of the work of the Diocese and The Episcopal Church.

SECTION 2. APPOINTMENT/ELECTION OF MISSION WARDEN AND OFFICERS.

If the Ecclesiastical Authority determines such organization expedient, and upon the approval of the Standing Committee, the Ecclesiastical Authority, or a Priest under the direction of the Ecclesiastical Authority, shall appoint from among the members of the Mission, an initial warden, who shall be an adult confirmed Communicant in Good Standing. The Ecclesiastical Authority or Priest shall also appoint an initial secretary, an initial treasurer, and such other officers as may be necessary or appropriate pursuant to the bylaws of the Mission. The warden and such other officers shall be elected annually thereafter in accordance with the procedures set forth in the Mission's bylaws. The warden and such officers shall hold office for a term of one year or until their successors are elected, and shall be eligible for re-election.

SECTION 3. DUTIES OF MISSION WARDEN.

It shall be the duty of the warden to procure a suitable place of public worship, and to provide things necessary for decent and orderly Church services.

SECTION 4. DUTIES OF MISSION TREASURER.

It shall be the duty of the treasurer to collect or receive all contributions, and remit or disburse them, under the direction of the Ecclesiastical Authority. All accounts shall be maintained in conformity with the Constitution and Canons of this Diocese.

SECTION 5. REPORTING AND FULFILLMENT OF OBLIGATIONS.

Missions so organized shall report to the Bishop through the vicar, or if there be none, through the warden, in like form as Parishes. Failure on the part of a Mission to fulfill its Diocesan obligations for two successive years, or a decline in membership below the twenty-five persons required to organize the Mission, shall warrant the Ecclesiastical Authority in withdrawing the

Priest and dissolving the organization; *provided, however*, no Mission shall be dissolved without the concurrence of Convention.

**SECTION 6. ESTABLISHMENT OF MISSION BY THE ECCLESIASTICAL AUTHORITY.**

A Mission may be established without the twenty-five or more persons stipulated in Section 1 above if the Ecclesiastical Authority, with the consent of the Standing Committee, sees a need and deems the establishment of said Mission essential to the welfare of the targeted geographical area, and to the spreading of the Gospel in this Diocese. The administrative organization and reporting procedures of Missions established under this Section will be decided by the Standing Committee, in consultation with the full Diocesan Executive Council. This decision will be made upon the establishment of each new Mission and will take into consideration the unique needs of each Mission thus established. Upon establishment of the Mission, the Convocation shall assist in the nurture and growth of the Mission into Parish status.

**SECTION 7. EVALUATION OF MISSION STATUS.**

While a Mission should work toward Parish status, it is recognized that some Missions may, for pastoral or historic considerations, be maintained in union with the Diocese even when Parish status is not foreseen within the reasonable future, but it is the responsibility of the Standing Committee, in consultation with the full Diocesan Executive Council, to establish, evaluate, and if need be dissolve a Mission; *provided, however*, no Mission shall be dissolved without the concurrence of the Diocesan Convention.

**SECTION 8. MISSION LINE ITEMS IN STATEMENT OF MISSION.**

Diocesan support of Missions shall be a line item in each Statement of Mission with delineation of the funds allocated to each Mission by name.

**CANON 8**

**THE ORGANIZATION OF PARISHES**

**SECTION 1. REQUIREMENTS TO BECOME A PARISH.**

Any organized Mission that has seventy-five adult confirmed Communicants in Good Standing may make application in writing to the Ecclesiastical Authority to become a Parish giving a statement of its condition and prospect for maintaining such organization after the following requirements have been met:

(a) It can provide completely for the support of at least one clergy person who is contractually obligated to provide at least 20 hours of service per week to the Parish at a prorated amount equal to or greater than the minimum approved Diocesan remuneration;



- (b) It is able to provide its proportionate share of the support of the Diocese and has maintained financial self-sufficiency for a minimum of two years;
- (c) It has, during those two years, undergone evaluation and consultation of its life and ministry by the Ecclesiastical Authority or the designee of the Ecclesiastical Authority;
- (d) It has expressed in writing to the Ecclesiastical Authority its desire to become an organized Parish; and
- (e) It shall have presented to the Ecclesiastical Authority a certification in the following form:

"We, the undersigned, assembled for the purpose of organizing a Parish of the Episcopal Church at \_\_\_\_\_ County of \_\_\_\_\_ of the Diocese of Upper South Carolina, after due notice given, to be known by the name of \_\_\_\_\_ and we do hereby acknowledge, accede to and adopt the doctrine, discipline and worship, the Constitution and Canons of The Episcopal Church in the United States of America and the Constitution and Canons of the Diocese of Upper South Carolina, and do accordingly appoint A. B. and C. D. to be Wardens, E. F. G. H. J. K., etc to be vestry members of the Parish, to continue in office until others be chosen in their places.

Witness our hands, this \_\_\_\_\_ day \_\_\_\_\_, of the year of our Lord \_\_\_\_\_."

The petitioners shall enclose the written approval or disapproval of the Clergy or Lay leader(s), the Vestry or the Vestries aforesaid. If any of the Clergy or Lay leaders(s) fail(s) to give either, a certificate of that fact shall be forwarded to the Ecclesiastical Authority.

**SECTION 2. SUBMISSION OF APPLICATION TO THE STANDING COMMITTEE AND CONVENTION.**

If the Ecclesiastical Authority determines that the foregoing requirements have been met, and that it is appropriate to grant Parish status to the Mission, the Ecclesiastical Authority shall submit the application, together with the recommendation of the Ecclesiastical Authority, to the Standing Committee for consideration. If the Standing Committee determines that it is appropriate to grant Parish status to the Mission, the Standing Committee shall submit the application, together with its recommendation and the recommendation of the Ecclesiastical Authority, to a vote of Convention. Notice of any such vote on an application for Parish status shall be provided to the Secretary of Convention at least 60 calendar days prior to Convention.

**SECTION 3. VOTING BY CONVENTION ON THE APPLICATION.**

Convention shall vote on any such application for Parish status submitted to it in accordance with the foregoing procedures. Approval of the application shall require the affirmative vote of two-thirds of the Clergy and Lay delegates, voting together. If Convention approves the application

for Parish status, the new Parish shall thereupon become subject to the jurisdiction of the Ecclesiastical Authority and the Standing Committee, and shall be recognized as an integral part of the Diocese.

SECTION 4. FILING OF ARTICLES OF INCORPORATION.

Upon approval of Convention for Parish status, the new Parish shall file articles of incorporation with the South Carolina Secretary of State pursuant to Title 33, Chapter 31, Article 2 of the Code of Laws of South Carolina or the successor thereto as in effect at the date of filing. Such articles of incorporation shall be executed by the wardens and Clergy of the new Parish as incorporators. Such articles of incorporation shall include the following affirmation:

The organizers of the Corporation, on behalf of the Corporation, hereby acknowledge, accede to and adopt the doctrine, discipline and worship, the Constitution and Canons of The Protestant Episcopal Church in the United States of America and the Constitution and Canons of the Diocese of Upper South Carolina.

A certified copy of such articles of incorporation shall be provided to the Secretary of Convention.

SECTION 5. OVERLAPPING PARISH OR MISSION BOUNDARIES.

Whenever organization of a Parish is proposed within the bounds of one or more existing Parishes or Missions, the petitioning Mission shall give due notice to the Clergy or Lay leaders of such Parish(es) and/or Mission(s), or, if the Parish(es) be without Clergy or Lay leaders, to the Vestry(ies) or Mission Committee(s) of the same.

CANON 9

PARISHES AND MISSIONS IN UNION WITH CONVENTION

SECTION 1. PARISH IN UNION WITH CONVENTION.

A Parish shall be defined as a congregation that maintains all of the requirements set forth in Title VIII, Canon 8, Section 1 for organization as a Parish. A Parish that meets these requirements shall be deemed to be “in union” with Convention.

SECTION 2. MISSION IN UNION WITH CONVENTION.

A Mission shall be defined as a congregation that maintains all of the qualifications set forth in Title VIII, Canon 7, for organization of a Mission. A Mission that meets these requirements shall be deemed to be “in union” with Convention.

SECTION 3. DUTY TO SEND DELEGATES TO CONVENTION.

It shall be the duty of every Parish or Mission in union with Convention to send delegates to every Convention. It shall be the duty of every Vestry and Mission Committee to forward to the Secretary of Convention, not later than six months prior to an Annual Convention date or thirty days prior to a Special Convention date, a certified list of the delegates and alternates elected to represent the Parish or Mission, in order to aid in preparing a list of members of Convention. Such list of delegates and alternates shall be accompanied by a certification, signed by the rector, vicar, secretary of the Vestry, or one of the wardens, in the following form:

Diocese of Upper South Carolina  
Parish/Mission Name \_\_\_\_\_

This is to certify that, at a meeting of the congregation or Vestry of \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_ the following named confirmed Communicants of the congregation were elected (or appointed) to represent the same in the \_\_\_\_\_ Convention of the Diocese of Upper South Carolina to be held on the \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

The following alternates were elected:

\_\_\_\_\_

\_\_\_\_\_

(signed)  
Rector/ Vicar/ Secretary of the Vestry/Warden.

CANON 10  
CHANGING OF STATUS OF PARISHES, MISSIONS, AND CHURCHES

SECTION 1. FAILURE TO MAINTAIN CONDITIONS.

Failure on the part of a Parish to maintain the conditions for status as a Parish shall warrant the Ecclesiastical Authority, with the approval of Convention, in placing said Parish in the status of Mission. Under such conditions the Ecclesiastical Authority shall have the right to appoint a vicar. The Ecclesiastical Authority's placing a Parish in Mission status may be approved by the Standing Committee on an interim basis; *provided, however*, such action shall be submitted for ratification or reversal to the next immediately succeeding Convention.

SECTION 2. LOSS OF UNION WITH CONVENTION AND RESTORATION OF UNION.

If any Parish or Mission shall have failed for three successive years to elect a Vestry or to send delegates to Convention, or to make the reports required by the Constitution and Canons of The Episcopal Church, or the Constitution and Canons of this Diocese, such Parish or Mission may be considered dormant, and no longer to be in union with Convention.

Parishes or Missions may be restored to union with Convention or to their former status, by complying with the provisions of the Constitution and Canons of The Episcopal Church, and the Constitution and Canons of this Diocese.

SECTION 3. PRESERVATION OF PROPERTY.

It shall be the duty of the Ecclesiastical Authority to adopt the measures necessary to preserve the property of such Parishes or Missions as may be dormant.

CANON 11

MISSIONARY WORK AND THE ARCHDEACON OF THE DIOCESE

SECTION 1. APPOINTMENT OF MISSIONARIES.

The Bishop, who is responsible for the supervision and control of the missionary work of the Diocese, shall have exclusive authority to appoint missionaries and may suspend or remove them.

SECTION 2. ARCHDEACON.

The Bishop shall select and call the archdeacon of the Diocese, if there is to be one. The duties and responsibilities of the Archdeacon, in the Bishop's discretion, may include assisting the Bishop in the responsibilities for the missionary work of the Diocese.

SECTION 3. DELEGATION OF SUPERVISORY AUTHORITY FOR MISSIONS.

The Bishop may also delegate to any appropriate Diocesan organization such supervision of the missionary work of the Diocese as the Bishop determines.

**TITLE IX**  
**TRINITY CATHEDRAL PARISH**

**CANON 1**  
**CONCEPT OF A CATHEDRAL CHURCH**

This Diocese has adopted the concept of a Cathedral Church for the Diocese of Upper South Carolina to serve as a central or focal point for the administration and strengthening of the Diocese, and has designated Trinity Parish, Columbia, South Carolina, of this Diocese to be constituted a cathedral parish to be known as “Trinity Cathedral Parish” (the “Cathedral Parish”) and has designated the parish church to be the cathedral church of this Diocese.

**CANON 2**  
**TRINITY CATHEDRAL PARISH**

**SECTION 1. RIGHTS AND RESPONSIBILITIES.**

The Cathedral Parish shall not be deprived of any of the rights and privileges as provided by the TEC Canons and under the charter and bylaws of Trinity Church, nor shall it be relieved of any of its obligations and responsibilities as a Parish unless specifically set forth in this Canon. The Cathedral Parish as a Parish of the Diocese and as a corporate body shall retain title to all Parish property with full authority over and responsibility therefor, and as the Cathedral Parish shall have the same rights, representations, participation, obligations and responsibilities both in the Parish and in the Diocese as a Parish without cathedral status.

**SECTION 2. VESTRY.**

The Vestry of the Cathedral Parish shall be elected and function as a Parish Vestry in accordance with the Constitution and Canons of the Diocese of Upper South Carolina and the TEC Canons, with the exception that the Dean of the Cathedral shall be the rector of the Cathedral Parish and the proper title of the Cathedral Parish shall be “Trinity Cathedral Parish” or “The Dean, Wardens and Vestry of Trinity Cathedral Parish.”

**SECTION 3. DEAN.**

When the office of Dean of Trinity Cathedral Parish is vacant, it shall be the duty of the Vestry to notify the Bishop of the fact, and also to elect and invite a Dean in accordance with and pursuant to the bylaws of Trinity Church but not without due regard to the opinion and advice of the Bishop.

CANON 3  
THE DIOCESE AND THE CATHEDRAL

SECTION 1. RESOLUTION OF QUESTIONS.

The Bishop and Standing Committee, or a committee thereof, shall meet with the Vestry of the Cathedral Parish in the event it is necessary at any time to resolve any questions which may have arisen between the Diocese and the Cathedral Parish.

SECTION 2. JURISDICTION.

The Bishop and Standing Committee shall not have any power or jurisdiction over the administration of the Cathedral Parish.

SECTION 3. RESPONSIBILITY OF DIOCESE FOR EXPENSES.

The Diocese shall be responsible for expenses incurred in connection with Diocesan functions, and for those portions of Diocesan or Cathedral Parish properties regularly occupied as Diocesan offices and any other extra expenses incurred by the Cathedral Parish by reason of its serving as the Cathedral Parish of the Diocese which are beyond the normal expenses of a Parish without cathedral status.

CANON 4  
SERVICES IN THE CATHEDRAL

The Bishop, upon due notice to and in consultation with the Dean of the Cathedral Parish, shall have the right to conduct services in the Cathedral Parish and set the norm of ceremony and ritual to be observed on such occasions.

CANON 5  
CANONS OF THE CATHEDRAL

SECTION 1. CANONS RESIDENTIARY.

The number of canons residentiary on the staff of the Cathedral Parish may be determined by the Vestry. Their titular designation may be determined by the Bishop after consultation with the Dean of the Cathedral Parish.

SECTION 2. HONORARY CANONS.

Honorary canons may be appointed at the discretion of the Bishop.

CANON 6  
TERMINATION OF CATHEDRAL DESIGNATION

The designation of a Cathedral Parish and the consent and acceptance by a Parish of such designation are intended and expected to continue so long as both the Diocese and Parish exist. Nevertheless, either the Diocese or the Parish shall have the right to terminate this designation and to return said Cathedral Parish to Parish status through formal action of either the Bishop and Convention of the Diocese or the congregation of the Cathedral Parish by giving one year's written notice thereof through formal action of either of said bodies.

CANON 7  
AMENDMENT

This Title may be amended just as other Canons of the Diocese are amended, except as to any matter affecting the authority, rights, representation, participation, obligations and/or responsibilities of the Cathedral Parish in the Diocese and in The Episcopal Church, which amendments must be ratified and accepted by the Cathedral Parish acting through its duly authorized body before same shall become effective.

**TITLE X**  
**INSTITUTIONS OF THE DIOCESE**

CANON 1  
GRANDFATHERED INSTITUTIONS OF THE DIOCESE

SECTION 1. LIST OF GRANDFATHERED INSTITUTIONS.

The Canons have previously recognized and adopted each of the entities set forth below as an “Institution of the Diocese.” These entities have been so recognized and adopted by historical acts, including action of Convention, and each continues as an Institution of the Diocese. Nothing in this Title shall alter the relationship between these Institutions of the Diocese and the Diocese as of the date of adoption of this Title as set forth below.

Institutions of the Diocese as of the date of adoption of these amended Canons

- The Episcopal Church Home at York Place, Inc.;
- The University of the South (“Sewanee”);
- Kanuga Conferences Incorporated;
- Voorhees College;
- Heathwood Hall Episcopal School;
- The South Carolina Episcopal Home at Still Hopes (“Still Hopes”);
- The Bishop Gravatt Center, Inc. (“Gravatt”); and
- The Episcopal Housing Corporation (“Finlay House”).

SECTION 2. GOVERNANCE OF INSTITUTIONS OF THE DIOCESE.

Each Institution of the Diocese: (i) has its own governance documents, which shall not be inconsistent with these Canons, and may be amended from time to time in accordance with the requirements of such documents and applicable state corporate law; and (ii) is managed by its own governing board, which is constituted and chosen in accordance with the requirements of the institution’s governance documents.

CANON 2

NEW INSTITUTIONS OF THE DIOCESE

SECTION 1. PROCEDURE TO BECOME AN INSTITUTION OF THE DIOCESE.

Upon adoption of this Canon, any entity not set forth in Canon 1, Section 1 of this Title shall only be recognized and adopted as Institution of the Diocese upon: (i) agreement by such entity to be recognized and adopted as an Institution of the Diocese; (ii) agreement by such entity to meet initially, and continue to meet, the criteria set forth in Canon 2, Section 2 of this Title; and (iii) approval by Convention, upon recommendation of both the Bishop and the Standing Committee, of recognition and adoption of such entity as an Institution of the Diocese.

SECTION 2. CRITERIA.

The initial and continuing criteria any entity described in Canon 2, Section 1 of this Title must meet to be recognized and adopted as an Institution of the Diocese are as set forth below. The entity must:



- Seek to advance goals compatible with the purposes and goals of the Diocese;
- Have a governing board, and provide in its bylaws that such board will include appropriate representation from members in Good Standing of Parishes and/or Missions of the Diocese;
- In its bylaws, provide for a designated seat on the board of the entity for the Bishop or his/her designee for the purposes of representing the Diocese;
- Provide its current bylaws and other governance documents to the Diocese on an annual basis, accompanied by a report of its annual activities and its financial status, for publication in the Journal of the Annual Convention;
- Reflect in its posture, its work, its publications, its philosophy and its governance the fact that it is a recognized and adopted Institution of the Diocese; and
- In its bylaws, provide that Christian education, chaplaincy and worship programs of the entity shall be conducted under the ecclesiastical authority of the Bishop.

An entity that desires to be recognized and adopted as an Institution of the Diocese shall agree in writing to these criteria prior to consideration of recognition and adoption by the Bishop and the Standing Committee.

**TITLE XI  
GENERAL PROVISIONS  
ENACTMENT, ALTERATION AND REPEAL OF CANONS**

**CANON 1  
AMENDMENT**

**SECTION 1. PROCEDURE FOR AMENDMENT AND VOTE REQUIRED.**

These Canons shall not be altered or amended, nor shall any new Canon be enacted, except at a Convention in the manner herein provided. Notice of any such Convention shall provide that one of the matters to be considered and voted upon at the Convention will be amendment of these Canons. All proposals for new, altered or amended Canons shall be:

- (a) Submitted in writing to the Secretary of Convention no less than sixty calendar days prior to the commencement of Convention for reference by the Secretary to the Committee on Constitution and Canons;
- (b) Presented to Convention prior to action by Convention thereon; and

(c) Approved by a two-thirds vote of those present and entitled to vote at Convention at which such proposal is first presented or by a majority vote of those present and entitled to vote if the identical proposal had been previously read to and considered by the immediate preceding Convention where less than two-thirds but at least a majority of those present and entitled to vote voted to approve the proposal.

SECTION 2. EFFECT OF VOTE OF LESS THAN TWO-THIRDS, BUT AT LEAST A MAJORITY.

All proposed Canons or amendments thereto receiving less than a two-thirds but at least a majority vote of those present and entitled to vote at Convention at which they are first presented shall automatically lie over for consideration and final action at the next Annual Convention.

CANON 2  
COMMITTEE ON CONSTITUTION AND CANONS

SECTION 1. ESTABLISHMENT AND MEMBERSHIP

The Diocese shall establish and maintain a permanent Committee on Constitution and Canons. The members and a chair of the Committee on Constitution and Canons shall be appointed from time to time by the Bishop, and shall serve at the pleasure of the Bishop.

SECTION 2. RESPONSIBILITIES OF THE COMMITTEE ON CONSTITUTION AND CANONS

(a) Responsibilities with respect to proposed amendments to the Constitution and Canons.  
The Committee on Constitution and Canons shall have the following responsibilities with respect to proposed amendments to the Constitution and Canons:

- To receive and consider all proposed amendments to the Constitution or Canons submitted to it by Secretary of Convention;
- To determine whether to recommend adoption of each proposed amendment to the Constitution or Canons to Convention;
- To report to Convention on each proposed amendment to the Constitution or Canons that is not withdrawn prior to Convention by the proponent thereof, and to make a recommendation to Convention whether to vote to adopt the proposed amendment or to reject the proposed amendment; and
- From time to time, as requested by the Bishop or the Standing Committee, to undertake a review of the Constitution and Canons to determine whether amendments

thereto are appropriate, and, if so, to propose such amendments to Convention in accordance with the procedural requirements of these Canons.

(b) Responsibilities with respect to Standing Resolutions of Convention. From time to time, Convention adopts Standing Resolutions to address matters relating to the mission and ministry or the governance of the Diocese that are not otherwise addressed by the Constitution or Canons. Although these Standing Resolutions do not have the same governance effect as the Constitution or Canons, they are generally accorded deference as reflecting the will of Convention. To assure that Standing Resolutions of Convention continue to be relevant to the mission and ministry of the Diocese, continue to reflect the will of Convention, are enforced as appropriate, and are accorded proper deference, the Committee on Constitution and Canons shall:

- Review each Standing Resolution adopted by Convention between the second and third anniversaries of adoption;
- Review whether each such Standing Resolution appears to continue to be relevant to the mission and ministry of the Diocese;
- Review whether each such Standing Resolution relates to a governance matter that should properly be addressed in the Canons;
- If such Standing Resolution appears to continue to be relevant to the mission and ministry of the Diocese, and relates to a governance matter that should properly be addressed in the Canons, to propose to Convention an amendment to the Canons relating thereto; and
- If such Standing Resolution does not appear to continue to be relevant to the mission and ministry or governance of the Diocese, to request that the Committee on Resolutions submit the Standing Resolution to another vote of Convention to determine whether it continues to reflect the will of Convention.

## **TITLE XII**

### **DEFINITIONS**

As used in these Canons, the following terms shall have the meanings set forth below:

(1) Annual Meeting shall have the definition set forth in Title VIII, Canon 2, Section 1 of these Canons.

(2) Bishop shall refer to the duly elected, consecrated and serving diocesan bishop of the Diocese. Bishop Coadjutor and Suffragan Bishop shall refer to persons duly elected, consecrated and serving in the Diocese as such. Assistant Bishop shall refer to a bishop duly appointed as such pursuant to Title II, Canon 1, Section 1 of these Canons.

- (3) Canons shall mean these Canons of the Diocese.
- (4) Cathedral Parish shall refer to Trinity Cathedral Parish.
- (5) Chancellor and Vice Chancellor, respectively, shall refer to the duly elected and acting Chancellor and Vice Chancellor of the Diocese.
- (6) Clergy shall refer, as applicable, to bishops, Priests and Deacons consecrated and/or ordained as such in The Episcopal Church, or recognized as such by The Episcopal Church.
- (7) Commission shall refer to a group that performs functions required by the Constitution and Canons of TEC, or a group established by the Bishop and Standing Committee or Diocesan Convention to perform continuing functions within the Diocesan structure.
- (8) Committee shall refer to a subordinate group of a Commission, Task Force or the Diocesan Convention."
- (9) Communicant shall refer to a confirmed person, resident within the cure of any Priest or vicar of the Diocese, who has not been suspended, or excommunicated or renounced his or her privilege by joining another body of Christians not in communion with this Diocese.
- (10) Constitution shall mean the Constitution of the Diocese.
- (11) Convention shall mean Convention of the Diocese as convened from time to time in regular annual or special session (an "Annual Convention" or a "Special Convention"), as further provided in Title I of these Canons.
- (12) Convocation shall have the meaning set forth in Title VII of these Canons.
- (13) Deacon shall refer to persons ordained as such in The Episcopal Church, or recognized as such by The Episcopal Church.
- (14) Dean shall refer to a dean of a Convocation, except as used in Title IX of these Canons in which the term shall refer to the Dean of Trinity Cathedral Parish.
- (15) Deputies shall refer to persons duly elected by Convention to serve as such to the General Convention of The Episcopal Church, and Alternates shall refer to persons duly elected by Convention to serve as alternate Deputies to the General Convention of The Episcopal Church.
- (16) Diocesan Executive Council shall have the meaning, be comprised of the members, and have the responsibilities set forth in Title III of these Canons.
- (17) Diocese shall mean The Diocese of Upper South Carolina.

(18) Disciplinary Board shall refer to the Ecclesiastical Disciplinary Board established in accordance with Title VI of these Canons.

(19) Ecclesiastical Authority shall refer to the Bishop or, in the absence of a Bishop, as provided in the Canons, the Standing Committee.

(20) General Convention shall mean the General Convention of The Episcopal Church.

(21) in Good Standing with respect to Clergy or Laity shall refer to such a person who is baptized, has been confirmed or received in The Episcopal Church, who regularly participates in the life of his or her Parish or Mission, who regularly receives the Eucharist, and who regularly pledges and provides financial support to his or her Parish or Mission. With respect to Clergy, in Good Standing shall further mean that such person shall not be subject to any ecclesiastical inhibition.

(22) Institution of the Diocese shall refer to each entity set forth in Title X of these Canons that, as of the date of these Canons, shall have previously been recognized and adopted by the Diocese as an “Institution of the Diocese,” as well as any entity that may subsequently be recognized and adopted by Convention as an “Institution of the Diocese” as set forth in Title X of these Canons.

(23) Lay or Laity shall refer to persons other than Clergy who are Communicants in Good Standing in their respective Parish or Mission and who have been confirmed or received in The Episcopal Church.

(24) Mission shall refer to each body of Clergy and Laity recognized as a Mission by the Diocese pursuant to Title VIII, Canons 7 and 9 hereof.

(25) Nominating Committee shall have the meaning set forth in Title III, Canon 1, Section 4 of these Canons.

(26) Parish shall refer to each body of Clergy and Laity recognized as a Parish by the Diocese pursuant to Title VIII, Canons 8 and 9 hereof.

(27) Parish Register or Mission Register shall have the meanings set forth in Title VIII, Canon 6, Section 1 hereof.

(28) Parochial Report shall mean the annual report required to be submitted by each Parish and Mission to the Secretary on the form, and setting forth such information, as shall from time to time be required by the General Convention of TEC.

(29) President shall refer to the duly elected and acting President of the Standing Committee and Diocesan Executive Council.

(30) Priest shall refer to persons ordained as such in The Episcopal Church, or recognized as such by The Episcopal Church.

(31) Secretary and Assistant Secretary, unless the context otherwise requires, shall refer to the duly elected and acting Secretary and Assistant Secretary of Convention.

(32) Standing Committee shall have the meaning, be comprised of the members, and have the responsibilities set forth in Title III of these Canons.

(33) Statement of Mission shall mean the annual budget adopted by the Diocese at each Annual Convention in furtherance of, and to support, the mission and ministry of the Diocese, as more fully described in Title V of these Canons.

(34) Statement of Mission Committee shall mean the committee charged by the Standing Committee with development of the preliminary Statement of Mission, as more fully described in Title V of these Canons.

(35) Task Force shall refer to a group established by the Diocesan Convention, General Convention, the Bishop and/or the Standing Committee to accomplish a specific task, and which will complete its work during a specific period of time.

(36) TEC Canons and TEC Constitution shall mean the Canons and Constitution, respectively, of The Episcopal Church.

(37) The Episcopal Church or TEC shall refer to The Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church (which name is also recognized as designating the Church).

(38) Treasurer and Assistant Treasurer, unless the context otherwise requires, shall refer to the duly elected and acting Treasurer and Assistant Treasurer of the Diocese.

(39) A Parish or Mission that meets the requirements of Title VIII, Canon 9 of these Canons shall be deemed to be in union with Convention.

(40) Vestry, as used in Title VIII of these Canons, shall have the meaning set forth in the first paragraph of Title VIII.

### **TITLE XIII**

#### **CAPTIONS AND HEADINGS**

The captions and headings in these Canons are intended for ease of reference only, and do not create any legal rights or obligations.

STATE OF SOUTH CAROLINA)  
COUNTY OF RICHLAND )

CERTIFICATION OF CANONS

I certify that the foregoing CANONS OF THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA are a true and accurate copy of such Canons as adopted by the 95<sup>th</sup> ANNUAL CONVENTION OF THE DIOCESE OF UPPER SOUTH CAROLINA on November 4, 2017, and amended by the 96<sup>th</sup> ANNUAL CONVENTION OF THE DIOCESE OF UPPER SOUTH CAROLINA on November 3, 2018, and further amended by the 97<sup>th</sup> ANNUAL CONVENTION OF THE DIOCESE OF UPPER SOUTH CAROLINA on November 9, 2019, and further amended by the 100<sup>th</sup> ANNUAL CONVENTION OF THE DIOCESE OF UPPER SOUTH CAROLINA on November 12, 2022, and further amended by the 101<sup>st</sup> ANNUAL CONVENTION OF THE DIOCESE OF UPPER SOUTH CAROLINA on November 11, 2023.

November 15, 2023

s/ Suzanne Hulst Clawson  
SUZANNE HULST CLAWSON, CHAIR  
COMMITTEE ON CONSTITUTION AND CANONS  
EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA