

# The Episcopal Diocese of Pittsburgh

## Certification of Lay Deputies

*Mail to: The Episcopal Diocese of Pittsburgh  
4099 William Penn Highway, Suite 502, Monroeville, PA 15146  
Return by July 15, 2011.*

Parish \_\_\_\_\_

Location \_\_\_\_\_ District Number \_\_\_\_\_

*Lay deputies to the convention shall consist of two members for each parish in union with the convention, and additional lay deputies for parishes with more than 200 duly registered communicants. (See Canon II, enclosed.) Deputy terms are for three years and begin on July 1.*

It is hereby certified that the following persons are authorized to represent the above-named church at the 146th Diocesan Convention meeting November 4-5, 2011.

Signed and dated: \_\_\_\_\_  
Warden or Officer of the Vestry Date

**Please print clearly.**

### **Lay Deputation Leader:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose:  Please mail pre-convention material  I will obtain pre-convention material online.

### **Second Deputy:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose:  Please mail pre-convention material  I will obtain pre-convention material online.

Parish \_\_\_\_\_

Location \_\_\_\_\_ District Number \_\_\_\_\_

**Please print clearly.**

**Additional Deputies (IF parish qualifies):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose: \_\_\_\_\_ Please mail pre-convention material \_\_\_\_\_ I will obtain pre-convention material online.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose: \_\_\_\_\_ Please mail pre-convention material \_\_\_\_\_ I will obtain pre-convention material online.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose: \_\_\_\_\_ Please mail pre-convention material \_\_\_\_\_ I will obtain pre-convention material online.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Choose: \_\_\_\_\_ Please mail pre-convention material \_\_\_\_\_ I will obtain pre-convention material online.

*Please make additional copies of this page if necessary.*

Parish \_\_\_\_\_

Location \_\_\_\_\_ District Number \_\_\_\_\_

**Please print clearly.**

**Alternate Lay Deputies**

*These individuals will serve in the event that a lay deputy is unable. Elect as many as you deem necessary. Pre-convention material is not mailed to alternates.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year Term Commenced: \_\_\_\_\_ Year Term Expires: \_\_\_\_\_

# Episcopal Diocese of Pittsburgh Constitution & Canons Pertaining to Lay Deputies

## Article III -- Members of Convention

*Section 3.* The Deputies shall consist of two Deputies from each Parish in union with the Convention, chosen from the Lay Communicants as the Convention may, from time to time, by Canon prescribe. And each such Parish shall have the right to send additional Deputies, chosen as aforesaid, in such proportion to the number of its registered communicants as the Convention may, from time to time, by Canon prescribe. PROVIDED, however, that a change in the scale of graduation, when fixed by Canon, shall not become effective until the next succeeding Annual Convention. The Chancellor of the Diocese shall be ex-officio a member of the Convention with the right to a single vote in the Lay order.

*Section 4.* No Parish shall be entitled to a representation in the Convention which does not comply with duly enacted Canons of this Diocese relating to assessments levied upon it by authority of the Convention, unless it shall not do so for reasons which shall be deemed satisfactory by the Convention itself; and it shall be the duty of the Diocesan Council, at the opening of each session, to present to the Secretary a list of such Parishes as are delinquent in this regard, in order that the same may be placed in the hands of the Committee on Claims of Deputies to Seats.

## Canon II -- Of Deputies

*Section 1.* The Lay Deputies to the Convention shall consist of two members for each Parish in union with the Convention, and additional Lay Deputies for Parishes to be determined upon the following basis of representation, up to maximum of ten:

For each Parish, two Lay Deputies.

No. of Duly Registered Communicants	Additional Deputies	Total
201–400	1	3
401–600	2	4
601–800	3	5
801–1000	4	6
1001–1200	5	7
1201–1400	6	8
1401–1600	7	9
Over 1600	8	10

Duly registered communicants shall be counted as provided in Canon III.

### *Section 2.* Lay Deputies

- a.* Lay Deputies from a Parish shall be elected by the Vestry of the Parish or by a meeting of that Parish, as provided in its by-laws. Deputies shall be elected for three-year terms; and, where the number of Deputies permits, their three-year terms shall be staggered. No Deputy who has been so elected for two successive three-year terms shall be eligible for re-election as a Deputy until the expiration of one year. The Deputies shall be elected and certified to the Secretary of Convention not later than the thirtieth of June prior to the Annual Convention and all terms of Lay Deputies shall begin as of the first day of July preceding the Annual Convention for which they were first certified. Each Parish shall also elect such number of Alternate Deputies as it shall deem necessary. Each Parish shall also appoint or elect a Leader of Deputation whose specific duties shall be provided for in the Parish By-laws.

- b. The election of Deputies and Alternate Deputies to the Convention shall be certified in writing by a Warden or two members of the Vestry; and the certificate shall state the name, address and telephone number of each Deputy and Alternate and that each Deputy and Alternate Deputy named in said certificate was chosen from the communicants of said Parish. The certification form shall list all deputies elected by parish, whether newly elected or in their second or third year of term. The certificate shall be furnished to the Secretary of the Convention not later than the thirtieth of June, preceding the Annual Convention. If Deputies and Alternate Deputies are elected to fill out vacancies caused by death, resignation, or removal for any cause, the election shall be certified in writing by forwarding an amended certificate to the Secretary of Convention. Any Parish failing to timely furnish the certificate to the Secretary of the Convention shall not be entitled to Seat or vote at the Convention.

### **Canon III – Of Parochial Registers and Reports**

#### *Section 2. Parochial Reports*

- a. The Parochial Report of every Parish of this Diocese shall be prepared annually for the year ending December 31st preceding, upon the standard forms, and shall be returned in duplicate not later than April 15th to the Bishop of the Diocese, or upon his request, to the Secretary of the Convention. In every Parish the preparation and delivery of this Report shall be the joint duty of the Minister and Vestry.
- b. In case of failure to present the Parochial Report to the Bishop or Secretary of Convention on or before April 15th any and all Clergy and Deputies of such delinquent Parishes shall not be entitled to Seats in the Convention.

*Section 4.* The certified returns above provided for shall be prima facie the basis of lay representation of each parish according to the schedule set out in Canon 2, Section 1. The communicant numbers of each parish, as reported on the aforesaid Parochial Reports, shall be published at each Annual Convention and a copy of the relevant sections of this Canon shall be sent by the Secretary to each Parish in the Diocese before the thirty-first day of December following, with a statement as to how many Deputies such Parish is entitled to elect in the six months following, and in preparation for the next Annual Convention.

### **Canon XVII – Business Methods in Church Affairs**

*Section 5.* All accounts of the Diocese shall be audited annually by an independent Certified Public Accountant. All accounts of Parishes or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Judge of Audits of the Diocesan Council or other appropriate diocesan authority.

All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in no event, not later than September 1 of each year covering the financial report of the previous calendar year. In any case of failure to file such audits, memorandum, or summary as required herein, any and all Lay Deputies of such delinquent Parishes shall be entitled to Seats with voice but no vote in the Convention.