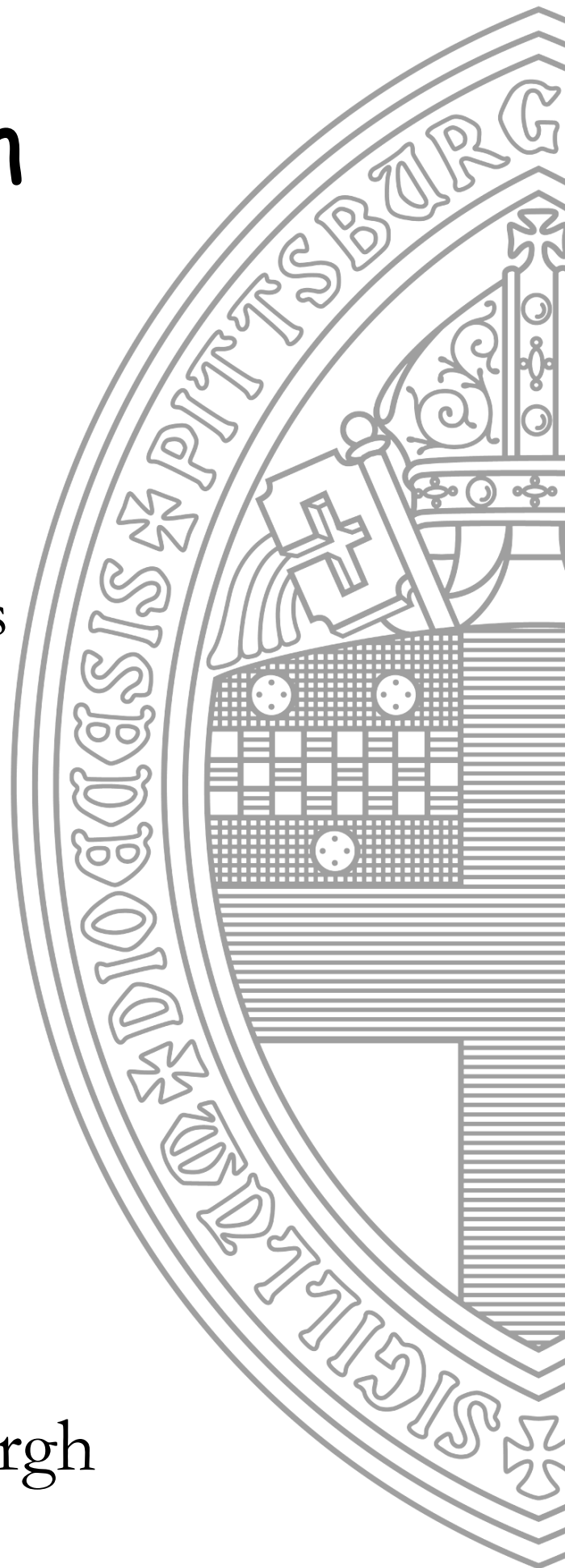


# Constitution & Canons

Rules of Order &  
Financial Regulations

November 2008 Revision

The Episcopal  
Diocese of Pittsburgh



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# Constitution

## Article I

### **Faith and Order by Constitution and Provincial Membership by Canon**

Section 1. The Church in the Diocese of Pittsburgh is a constituent member of the Anglican Communion, a Fellowship within the One, Holy, Catholic and Apostolic Church of those duly constituted Dioceses, Provinces and regional churches in communion with the See of Canterbury, upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer.

Section 2. The Diocese of Pittsburgh shall have membership in such Province of the Anglican Communion as is by diocesan Canon specified.

Section 3. The Diocese of Pittsburgh embraces all those counties of the State of Pennsylvania known as Allegheny, Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland. Additionally, for reasons found satisfactory to any Convention of the Diocese of Pittsburgh, parishes outside of the boundaries of the aforementioned counties may be considered for admission into union with the Diocese of Pittsburgh, provided that they meet all other requirements set forth in the Constitution and Canons of the Diocese of Pittsburgh for canonical admission.

## Article II

### **Meeting of Convention**

*Section 1.* There shall be a stated Convention of the Church in this Diocese, to be held during the months of October or November of each year at such time and at such place within the Diocese as shall be fixed by the preceding Convention.

*Section 2.* For any sufficient cause, occurring after the designation of the place of meeting of the Annual Convention, the Bishop, or, in the case of the Bishop's inability to act or of a vacancy in the Episcopate, the Standing Committee, may appoint another time or place, or both, for the meeting of the Convention.

*Section 3.* The Bishop, or if there should be no Diocesan, or if the Bishop should be incapable of acting, the Standing Committee, shall have power to call a special Convention. There shall be not less than thirty days notice, previous to the day appointed, given to the Clergy and the several Parishes in the Diocese, by a circular letter; such special Convention shall be held at the place designated by the Ecclesiastical Authority calling it; and at such special Convention no other business shall be transacted than that stated in the notice calling the Convention.

## Article III

### Members of Convention

*Section 1.* The convention shall be composed of Clergy and Lay Deputies.

*Section 2.* Every member of the Clergy, in regular standing, who shall have been canonically resident in the Diocese, and engaged in the parochial, missionary, or educational work of the Church, under the Ecclesiastical Authority of the Diocese, for three months preceding any Convention, shall be entitled to a seat and vote in such Convention in all cases except in the election of a Bishop, in which case the qualifications necessary to vote shall be as hereinafter provided in Article XIV of this Constitution, PROVIDED, that no member of the Clergy so qualified shall lose his or her right to a seat and vote by reason of sickness or old age.

*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.

## Article IV

### President of the Convention

The Bishop, or Bishop in charge of the Diocese, shall preside, ex-officio, in the Convention, and shall be entitled to a vote. The Bishop-Coadjutor, when there is one, shall have a Seat and a vote in the Convention, and, in the absence of the Bishop, shall preside. In the event of there being a Suffragan Bishop, the Suffragan Bishop shall be entitled to the same privileges, and, in the absence of both the Bishop and the Bishop-Coadjutor, shall preside. In case of vacancy in the Episcopate, or of the absence of the Bishop, Bishop-Coadjutor, and Suffragan Bishop, or of their inability to act, the members of the Convention shall elect, from the Presbyters, a President pro tempore.

## Article V

### **Transaction of Business**

*Section 1.* Such members of the Clergy and Deputies as shall at any time be duly assembled in Convention shall constitute a quorum for the transaction of business.

*Section 2.* The Clergy and Deputies shall deliberate as one body and shall vote as such: PROVIDED, that a call for vote by Orders may be initiated by any ten members of the Convention of whom at least five must be Clergy and at least five must be Lay Deputies.

*Section 3.* On every question the votes of a majority of those present, or when voting by Orders the votes of a majority of those present of the two Orders respectively, shall decide.

*Section 4.* All elections to offices in the Convention, or to places on committees, shall be conducted in accordance with the Canons enacted to govern such elections: PROVIDED, however, that the election of a Bishop shall be conducted in accordance with the provisions of Article XIV of this Constitution.

## Article VI

### **Secretary of the Convention**

At each Annual Convention a Secretary shall be chosen, who shall continue in office until a successor is appointed. The duties of the Secretary shall be to take the minutes of the proceedings, and when approved to enter them in a proper book; to preserve the Journal and Records; and to attest the public acts of the body; and faithfully to deliver into the hands of successors all books and papers belonging to the Convention in his or her possession.

## Article VII

### **Chief Executive Officer**

The Bishop shall be the chief executive officer of the Diocese.

## Article VIII

### **The Ecclesiastical Authority**

Whenever in the Constitution or Canons of this Diocese provision is made for action by the Bishop, such action, in case of the absence or disability of the Bishop, shall devolve upon the Bishop-Coadjutor if there be one; but if there be none, or in the absence or disability of the Bishop-Coadjutor, shall devolve upon the Suffragan Bishop, if there be one; or, if there be no Bishop-Coadjutor or Suffragan Bishop, shall devolve upon the Standing Committee.

## Article IX

### Standing Committee

*Section 1.* The Convention shall at the Convention of 1952 elect a Standing Committee, to consist of four members of the Clergy and four Lay persons as follows:

One member of the Clergy and one Lay person shall be elected for a period of four years; one member of the Clergy and one Lay person shall be elected for a period of three years; one member of the Clergy and one Lay person shall be elected for a period of two years; one member of the Clergy and one Lay person shall be elected for a period of one year. At each Annual Convention thereafter one member of the Clergy and one Lay person shall be elected for a period of four years. No member of the Standing Committee shall be eligible to succeed himself or herself until the next Convention following the expiration of term of office.

The Standing Committee, when there is no Bishop, Bishop-Coadjutor, or Suffragan Bishop, or no one of them is capable of acting, shall be the Ecclesiastical Authority of the Diocese.

*Section 2.* The Clerical members of the Standing Committee must be of those entitled to Seats in the Convention of the Diocese.

*Section 3.* The Lay members of the Committee must be communicants in some Parish of the Diocese in union with the Convention.

*Section 4.* The Committee, at their first meeting, shall choose a President from among the Clerical members, and a Secretary, either Clerical or Lay. The Secretary shall keep a record of the proceedings of the Committee, and all books and papers in their hands relative to the Church shall be subject to the examination of the Bishop and of the Convention.

*Section 5.* The Standing Committee shall fill all vacancies that may occur during the recess of the Convention, in their own body, or in any Committee appointed to sit during the recess of the Convention, and also in such offices as are held by annual election.

*Section 6.* The Standing Committee shall also be the council of advice to the Bishop.

*Section 7.* The Standing Committee shall have such additional rights and duties and powers as may be conferred by the Canons of the General Convention or of this Diocese duly enacted.

## Article X

### The Board of Trustees for the Diocese

Section 1. The Board of Trustees shall consist of the Bishop, five Lay persons appointed by the Bishop, and one Lay person from each District and five other lay persons without limitation as to District, elected in the manner and for the term specified by Canon duly enacted. The Bishop shall appoint the President of the Board of Trustees each year, and the Board of Trustees shall elect other officers as it shall deem appropriate.

*Section 2.* The powers and duties of said Board so incorporated shall be to collect, receive, hold, convey, encumber, and otherwise properly dispose of all estate, real and personal, which may be given, granted, conveyed, devised, bequeathed, or transferred to it absolutely or in trust for any religious, charitable, or educational use or purpose connected with the Church of said Diocese, or any portion thereof, or for the aid, benefit, or advancement of said Diocese, or of any Parish, or of any religious, charitable, or educational association of Churches in said Diocese, unless the powers of the corporation shall be limited by the terms of the trust under which the corporation holds title to such estate. PROVIDED, that the clear yearly income or value of the property at any time held by said corporation shall not exceed the amount authorized by the laws of this Commonwealth.

## Article XI

### **Diocesan Council**

*Section 1.* The Diocesan Council shall consist of the Bishop, the Secretary of the Convention, the Chancellor of the Diocese, the President of the Board of Trustees, the President of the Standing Committee, the President of the Episcopal Church Women and three Deputies to Convention from each District (normally two lay and one ordained) elected in the manner and for the term specified by Canon duly enacted.

*Section 2.* It shall be the duty of the Diocesan Council to prepare and report to each Convention a schedule of assessment upon the Parishes for the ensuing year, and such report, as it is finally adopted in Convention, shall be binding on the Parishes.

*Section 3.* Also, the Diocesan Council shall have such additional rights and duties and powers as may be conferred on it by the Convention through enactment of a Canon or adoption of a resolution.

## Article XII

### **Deputies to Extra-Diocesan Conventions or Synods**

*Section 1.* At each Annual Convention, there shall be elected four Clergy and an equal number of lay persons to serve as deputies or delegates to any extra-diocesan conventions, synods or meetings that may occur between Annual Conventions and to which the Diocese shall be invited to send deputies. They shall possess the same qualifications as member of Standing Committee and shall be elected by a concurrent majority of both orders.

*Section 2.* At the same Convention, there shall be chosen in the same manner and with the same qualifications, the same number of Clergy and Laity to serve as alternate deputies.

*Section 3.* Should a vacancy among the deputies or delegates occur by reason of resignation, removal from the Diocese, death or otherwise between the stated times of election, it shall be filled by the highest ranking Alternate, as determined by the General Rules of Order.

Section 4. In case of failure or neglect of the Convention to elect deputies or delegates, those already in office shall continue until successors are chosen.

Section 5. It shall be the duty of the persons so elected to signify to the Bishop, in writing, at least one month before the meeting of the extra-diocesan convention or synod, their acceptance of the appointment and their intention to perform its duties. If a person so elected fails to give this notice or fails to attend the convention or synod, the Bishop shall notify a replacement in accordance with Section 3 hereof.

## Article XIII

### **Admission of Parishes**

Any Parish formed and desiring union with the Diocese, and regularly organized according to the Canons, may be admitted into union with the Convention, on motion, by a majority of votes; provided it shall have laid before the Convention its Charter and By-laws, or its original Articles of Association, or a duly certified copy thereof, wherein it expressly adopts and recognizes the authority of the Constitution and Canons of this Diocese, and commits to upholding and propagating the historic Faith and Order as set forth in the Book of Common Prayer. And provided, also, that it shall have complied with the canonical requirements for such admission.

## Article XIV

### **Election of a Bishop**

The election of a Bishop for this Diocese shall be made in Convention, in the following manner: After nomination in open Convention, the Clergy and Laity shall ballot separately and a concurrent majority in both Orders shall be necessary to a choice. If two-thirds of either Order be represented at Convention, a majority vote shall determine the choice of such Order; otherwise, a vote of two-thirds shall be necessary for that purpose. PROVIDED, that in all cases of the election of a Bishop, no member of the Clergy shall be entitled to vote unless he or she shall have been, for at least six months immediately preceding the election, personally and canonically resident in this Diocese.

## Article XV

### **Alteration of the Constitution**

This Constitution, or any part thereof, may be altered in the following manner only: The proposed alteration or amendment shall be submitted in writing to the Annual Convention, and if approved by a majority of each Order, shall lie over to the next Annual Convention, and if again approved, by a majority of each Order, the Constitution shall then stand altered or amended as proposed.

# Canons

## Canon I

### **Provincial Membership within the Anglican Communion**

The Diocese of Pittsburgh shall be a member of that Province of the Anglican Communion known as the Anglican Province of the Southern Cone.

## Canon II

### **Of a List of Clergy in the Diocese**

The Secretary of the Convention shall keep a register of the Clergy entitled to Seats or votes in the Convention of this Diocese, in the following manner: The Bishop, Bishop-Coadjutor, or Suffragan Bishop, or when there is no Bishop, the President of the Standing Committee shall, sixty days prior to the meeting of the Convention, deliver to the Secretary, or in the absence of the Secretary, to such other person as may be appointed by the presiding officer of the Convention, a certified list of the Clergy in regular standing and canonically connected with the Diocese, specifying their parochial responsibilities or their residences and employment respectively; and also the dates of the ordination or reception of those who have been ordained or received into the Diocese within the year immediately preceding. From this list the Secretary shall prepare, in conformity with Article III, Section 2, and Article XIV, of the Constitution, a roll of Clergy entitled to Seats or votes in the Convention; and the list thus prepared shall be prima facie evidence as to the rights of Clergy to Seats or votes in the Convention. The Bishop (or Ecclesiastical Authority) shall, on the day of the meeting of Convention, provide to the Secretary any additions or deletions to the certified list submitted in advance of the Convention.

## Canon III

### **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.

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

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

*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.

*Section 3.* Lay members of the Standing Committee, the Diocesan Council, the Board of Trustees for the Diocese, and the Committee on Canons, if they not be Deputies to the Convention, shall have the privilege of the floor of the Convention, but shall have no votes.

## Canon IV

### **Of Parochial Registers and Reports**

*Section 1.* The Vestry of each Parish shall provide a suitable book to be called the “Church Register”, which shall belong to and remain with the Vestry, as part of the Church records. In this Register the Minister, or, if there be none, the Senior Warden, shall keep a record of all the baptisms, confirmations, marriages, and burials in the Parish; specifying the name and date of the birth of the child baptized, with the names of the parents and sponsors; the names of the persons confirmed; the names of the adults baptized, and of their witnesses; the names of the persons married and the witnesses; the name and, where practicable, the age, of the person buried; and also the time when each rite was performed; and a list of all communicants in the Parish.

## *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 March 1st any and all Clergy and Deputies of such delinquent Parishes shall not be entitled to Seats in the Convention.
- c. Every Bishop, Presbyter, or Deacon whose report is not included in a Parochial Report shall also report on the exercise of his/her office.

*Section 3.* The Minister of each Parish shall keep a list of all baptized persons in connection with the Parish, kept in accordance with the Canons of the General Convention. Such Minister, or, in case of a vacancy, the Wardens, shall in the Parochial Report tabulate as of December 31st of the preceding year, the number of communicants in the Parish, provided that there shall not be counted in that number any person who fails to meet the requirements of the Canons of the Church defining communicants in good standing, unless such failure has been for reasons satisfactory to the Minister.

*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.

*Section 5.* It shall be the duty of every member of the Clergy having a Seat in the Convention to attend every meeting thereof, or to send to the Bishop a sufficient excuse for absence.

## **Canon V** **Of the Board of Trustees**

*Section 1.* District Trustees. Those persons who are to be elected to the Board of Trustees as District Trustees as provided in Article X of the Constitution shall be elected in the following manner. Whenever a vacancy shall occur or be about to occur in a position on the Board of Trustees being filled by a person from a particular District established pursuant to Canon XIX hereof, the District Commission shall nominate at least two Lay persons who are canonically resident within such District. From among those nominated, a successor shall be elected by the members of such District Commission at a meeting of the Commission held during the Convention.

*Section 2.* Those persons who are to be elected to the Board of trustees as Trustees At-large as provided in Article X of the Constitution shall be elected in the following manner. Whenever a vacancy shall occur in a position on the Board of Trustees being filled by a person elected by the Convention, the Nominating Committee shall present nominations of one or more Lay persons to fill such vacancy. From among those nominated, a successor shall be elected at the Diocesan Convention.

*Section 3.* The terms of office of members of the Board of Trustees shall be three years on a staggered basis. No Trustee who has served as such for two successive three-year terms shall be eligible to again serve as Trustee until the expiration of one year.

*Section 4.* In the event a vacancy shall occur in a position on the Board of Trustees during the unfilled term of said position, such vacancy shall be filled as provided by Article IX, section 5 of the Constitution.

## **Canon VI**

### **Of the Diocesan Council**

*Section 1.* The Diocesan Council shall act on behalf of the Convention when the Convention is not in session. In particular, it shall evaluate the policies, programs, and other activities of the Diocese, make recommendations to the Convention, and give general oversight to the work, mission, budget and human resources of the Diocese. The Council shall perform such other functions and tasks as the Convention may assign to it.

*Section 2.* The Diocesan Council shall hold at least six regular meetings each year and such additional meetings as may be called by its presiding officer or by the Bishop.

*Section 3.* Those persons who are to be elected to Diocesan Council as provided in Article XI of the Constitution shall be elected in the following manner. Whenever a vacancy occurs or is about to occur for any reason in a position on the Diocesan Council being filled by a person from a particular District established pursuant to Canon XIX hereof, the District Commission shall nominate one or more persons, Clergy or Lay as appropriate, who are Deputies to the Convention and who are canonically resident within such District. A successor shall be elected by the members of such District Commission at the annual meeting of the Commission held during the Convention.

*Section 4.* The terms of office of elected members of Diocesan Council shall be three years on a staggered basis within Districts. No Council member who has served two successive three year terms shall be eligible for subsequent election until one year has passed since said Council member was last a member of the Council. Members of Diocesan Council whose terms as Deputy to Diocesan Convention expire or whose canonical residence has changed to a different District prior to completion of their term of office to Diocesan Council shall continue, at the pleasure of the electing District, for the remainder of their Council term as a member of Diocesan Council. Vacancies due to death, removal or resignation occurring between Conventions shall be filled as provided in Article IX, Section 5 of the Constitution.

*Section 5.* The Diocesan Council shall elect its presiding officer and such other officers as it shall designate.

*Section 6.* The Diocesan Council shall prescribe its operating rules and procedures which shall, among other things, provide for:

- a. assistance to the Bishop in carrying out the Bishop's responsibilities for budget and financial administration under Canon XIII.
- b. hearing assessment appeals in accordance with Section 4(d) of Canon XIII.
- c. a means to receive, develop and propose resolutions to be presented to Diocesan Convention.
- d. publication of advance agenda and minutes of the meetings.
- e. such working groups as may be required to address current mission goals or strategy.
- f. an executive committee appropriate to effective leadership of the above.
- g. appointment of a Judge of Assessments and a Judge of Audits.

## Canon VII

### **Assistance to the Bishop**

The Bishop, with the consent of the Standing Committee, Diocesan Council and the Convention, shall have the authority to appoint one or more members of the Clergy to assist the Bishop in respect to the mission of the diocese. Said authority shall include the authority to appoint an Assistant Bishop. The mission of the diocese shall include but is not limited to pastoral and counseling functions, visitations to Parishes, development of these parishes, the planting of new congregations, and relationships with and among Parishes and Districts, including continuation of the special relationship to Transitional Parishes. Unless such person be a Bishop-Coadjutor, Suffragan Bishop, or Assistant Bishop, such person or persons so appointed shall bear such title as shall be deemed appropriate by the Bishop.

## Canon VIII

### **Of the Director of Administration**

There shall be a Director of Administration for the Diocese, who shall be appointed by the Bishop with the approval of the Diocesan Council. The term of office and salary shall be determined by the Bishop and the Diocesan Council. The Director of Administration shall be the Treasurer of the Diocese. In addition, the Director of Administration shall have such duties as shall be determined by the Bishop, in consultation with the Diocesan Council.

## Canon IX

### **Committees and Program Units**

The Bishop, with the consent of the Diocesan Council, shall have authority to appoint from time to time such committees and program units, by whatever name called, as the Bishop shall deem necessary or advisable to carry on the work of the Church in this Diocese.

## Canon X

### **Of the Chancellor**

The Bishop of the Diocese, with the advice and consent of the Standing Committee, shall appoint a Chancellor of the Diocese and such Vice Chancellors as the Bishop deems advisable, to hold office until their successors are appointed. They shall be Lay persons learned in the law and communicants of the Church. The duties of the Chancellor shall be to act as legal counselor to the Bishop, the Standing Committee and other Diocesan organizations in matters affecting the interests of the Church. The Vice Chancellors shall perform such duties as shall be delegated to them by the Chancellor or the Bishop.

## Canon XI

### **Of the Committee on Canons**

*Section 1.* The Committee on Canons shall consist of three Clergy and three Lay persons and shall be elected by ballot at Diocesan Convention.

*Section 2.* The terms of office of members of the Committee on Canons shall be three years on a staggered basis. No member who has served for two consecutive three-year terms shall be eligible for re-election as committee member until the expiration of one year.

*Section 3.* The Committee on Canons shall elect a chairman from among its membership.

## Canon XII

### **Of the History and Archives of the Episcopal Diocese of Pittsburgh**

#### **Registrar/Historiographer**

*Section 1.* The Bishop may appoint an Archivist who shall administer the Diocesan archives, including the historical documentation of the Diocese and Parishes, and perform such other duties as directed by the Bishop or Standing Committee. It shall be the duty of the Archivist to issue, on request, proper certification of records in the archives including, but not limited to, Consecration, Ordination, Baptism, Confirmation, Marriage and Burial Records.

*Section 2.* The Bishop may appoint a Historiographer who shall provide for the safekeeping and preservation of all Diocesan records not otherwise under the custody of the Archivist, and perform such other duties as directed by the Bishop or Standing Committee.

## Canon XIII

### **Budget and Financial Administration**

*Section 1.* The Bishop shall have general authority and responsibility for budgetary and fiscal management. The Bishop shall cause to be prepared, and submitted to the Diocesan Council for its approval, regulations covering the financial system of the Diocese, including collection and handling of funds; authorization of obligations and payment therefore; accounting, including pre-auditing; budgetary control; appointment, compensation and conditions of service of staff; pension arrangements; procurement and handling of equipment, materials and supplies; custody of funds; control of capital assets; post-auditing; delegation of authority for such matters, and other pertinent subjects.

*Section 2.* The Bishop shall cause to be prepared for review by Diocesan Council and submission to the Convention for its approval, a comprehensive budget for the ensuing year. Such budget shall be based on clearly specified missionary objectives, evaluation of program accomplishment and determined priorities.

*Section 3.* In approving the budget for the ensuing year, the Convention shall also adopt a schedule of assessments pursuant to Article XI of the Constitution under which each Parish is assessed a proportionate share based on a uniform formula which recognizes each Parish's ability to pay.

#### *Section 4.* Assessments

a. Each parish shall pay to the Treasurer of the Diocese one-twelfth (1/12) of its assigned annual assessment before the end of each month, starting in January and concluding in December; provided, however, that with the consent of the Treasurer, a parish may adopt a different schedule, with payments no less frequent than quarter-annually.

b. Any payments which are more than three months past due, according to the approved schedule, shall be considered delinquent. Delinquent parishes shall be ineligible to be considered for any Council programmatic grants or Board of Trustees developmental loans or grants, unless Council or Trustees, respectively, consent to the request for consideration, and to the aid itself, by separate majority votes.

c. When a parish begins to become in arrears in its assessment payments, the Bishop and Council, through the Judge of Assessments or such other deputies as specially designated shall contact the parish to help it identify and focus on the problems it is encountering. Findings and recommendations shall be reported back to the Bishop and Council.

d. Any parish desiring an adjustment in its assessment shall appeal at the earliest opportunity to Diocesan Council by notice to the Director of Administration of the diocese and to the Judge of Assessments of Council. After discussion between the appropriate officers (or designees) of Diocesan Council and of the parish, Diocesan Council, having investigated the situation of the parish, shall determine whether or not the assessment should be reduced. If it reduces the assessment, (1) Diocesan Council must determine how either the current or the following year's Budget and Assessment Schedule shall be adjusted to compensate for such reduction, and (2) Council may also recommend to the Bishop and Standing Committee that such parish be designated a Transitional Parish, in accordance with Canon XVI, Section 7.

## Canon XIV

### **Of the Episcopal Funds**

It shall be the duty of the Rector, or Priest/Deacon/ Minister-in-Charge, of each Parish in the Diocese to ask an offering from the people at each annual Episcopal visitation which shall be placed in the hands of the Bishop, to be used at the Bishop's discretion for the benefit of needy persons, and which shall be known as the Bishop's Discretionary Fund.

## Canon XV

### **Of the Diocesan Cathedral**

*Section 1.* Trinity Cathedral Church in Pittsburgh shall be the Cathedral Church of the Diocese of Pittsburgh.

*Section 2.* The Cathedral Church shall have the same proportionate Lay representation in the Convention of this Diocese and shall be subject to the same duties, liabilities and assessments as any Parish.

*Section 3.* The word "Parish" wherever used in the Constitution and Canons of this Diocese shall be taken to include the Cathedral Church.

*Section 4.* At each Annual Convention there shall be elected one member of the Clergy and one Lay person to serve as members of the Cathedral Chapter and its corporation for a period of three years.

## Canon XVI

### **Of Parishes**

*Section 1.* Every Congregation regularly and canonically formed in this Diocese, for receiving the administrations of the Church and for the Worship of Almighty God, according to the faith and doctrine of the Church, and under the discipline and liturgy of the Church, shall constitute a Parish.

*Section 2.* No Parish shall be admitted into union with Convention unless it shall have submitted its Articles of Association, or Charter and By-laws, to the Bishop and Standing Committee two months previous to the meeting of the Convention, nor until the said Articles of Association, or Charter and By-laws, shall have been approved by the Convention. Neither the Articles of Association nor the Charter and By-laws of any Parish shall be changed without the consent of the Convention or of the Standing Committee.

*Section 3.* No Parish, incorporated or unincorporated, shall acquire, or commit itself to acquire, by purchase, exchange, or otherwise, any real estate without the consent, which will not be unreasonably withheld, of the Board of Trustees of the Episcopal Diocese of Pittsburgh nor shall any such Parish, incorporated or unincorporated, alienate or encumber any real estate held by it or for its use without the consent, which will not be unreasonably withheld of the Board of Trustees of the Episcopal Diocese of Pittsburgh. In case any Parish, Church Association, or Corporation, shall be dissolved, it shall be the duty of the Bishop and the Standing Committee, thereupon to take such action as may be necessary and proper to vest all of its property, real and personal, in the said Board of Trustees for the Diocese of Pittsburgh.

*Section 4.* No consecrated Church or Chapel shall be removed, taken down or otherwise disposed of for any worldly or common use without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese.

*Section 5.* No alterations in the Articles of Association, Charter, or By-laws, of any Parish shall be made unless approved by a majority of votes of the members of the Parish qualified to vote for members of the Vestry and who are present at a meeting called on due notice.

*Section 6.* The Convention may, by a two-thirds vote, dissolve its union with any Parish. Provided, however, that, except in such cases as may fall under Canon XXVI, Section 5, notice of said proposed action shall have been given in the preceding Annual Convention.

*Section 7.* When any Parish in union with the Convention (1) shall not have been able to support and maintain a full-time resident member of the Clergy for a period of two consecutive years or such shorter period as the Bishop and Standing Committee shall determine or (2) shall have failed for two years for any cause to meet its assessment or (3) shall be designated a Transitional Parish by the Bishop and Standing Committee pursuant to recommendation of Council in accordance with Canon XIII, Section 4 (d), then in any such case its status shall become that of a Transitional Parish and its status as so changed shall remain until such Parish shall again support and maintain a full time resident member of the clergy and shall again meet its assessment at the uniform formula rate.

*Section 8.* It shall be the duty of the Diocesan Council to report to the Secretary of the Convention before December 31st of each year, any change that may have occurred during that year in the status of any Parish under the preceding Section.

*Section 9.* Where, owing to the change in the character of the neighborhood in which a Parish is located or for any other reason it shall appear to the Bishop that the boundaries of the Parish should be changed, or that the site or location of any Church or Chapel should be changed, the Bishop shall have power to suggest such changes in the boundaries of the Parish or in the site of the Church or Chapel as may seem for the best interests of the Parish and of the Diocese.

a. In such cases the Bishop shall transmit suggestions to the Diocesan Council for advice. Upon receipt of such suggestions a copy thereof shall be sent by the Council to the Parish. In all cases where the title to the property is held by the Board of Trustees for the Diocese, a copy of such suggestion shall be sent to the said Board of Trustees.

b. After investigation, consideration and consultation with the Rector or Priest/Deacon/Minister-in-Charge and Vestry of the Parish, the Diocesan Council shall advise the Bishop in writing, a copy of which shall be sent to the same parties who received the original suggestions.

c. After receiving the advice of the Council, and after consultation with the Rector or Priest/Deacon/ Minister-in-Charge and Vestry of the Parish, the Bishop shall give the final decision and shall send the same to the Parish.

d. If any Parish which is at that time receiving aid from any of the Diocesan funds shall refuse to agree or shall within six months after the receipt of the final decision fail to carry out the same, it shall cease to receive aid from the Diocese.

*Section 10.* The secular affairs of each Parish shall be conducted by a Vestry of not less than five persons to be elected according to the By-laws of such Parish.

*Section 11.* The Vestry shall consist of baptized members of the Church, and, wherever practicable, of confirmed members of the Church, and, when possible, of actual communicants in the Parish. Vestry membership shall not be restricted with regard to sex.

*Section 12.* The appointment of Ministers to and their removal from the Charge of Transitional Parishes shall be vested in the Bishop. Their stipends shall be determined by the Diocesan Council.

*Section 13.* Election to and service on Vestries of Transitional Parishes shall be with the consent and by the authority of the Bishop.

*Section 14.* The title of all property held by or for the use of any Transitional Parish shall be vested in the Board of Trustees for the Diocese of Pittsburgh.

*Section 15.* Transitional Parishes shall nevertheless be subject to all assessments laid by or with the authority of the Convention.

*Section 16.* New congregations not yet recognized as a Parish under Canon XVI, Section 1, or admitted into union with the Convention according to Canon XVI, Section 2 shall be known as Mission Fellowships. For purposes of leadership and organization, the provisions of Canon XVI relating to Transitional Parishes shall, as far as possible, guide oversight and structure of such Mission Fellowships.

## Canon XVII

### **Of the Organization of Unincorporated and Incorporated Parishes**

*Section 1.* Any Congregation may organize as an unincorporated Parish, with the consent of the Bishop and Standing Committee, by the adoption of Articles of Association approved by the Standing Committee, and by the election of a Vestry, who with the Rector or Priest/Deacon/Minister-in-Charge, shall have control of the affairs of the Parish; provided, however, that no such organization shall be effected until a specified annual sum, sufficient for the salary of the Rector or Priest/Deacon/Minister-in-Charge and the support of the Parish shall have been guaranteed to the satisfaction of the Bishop and the Standing Committee, and provided also that such organization shall not prevent a subsequent incorporation of the same Parish as hereinafter provided for.

*Section 2.* Any Parish may become incorporated, with the consent of the Bishop and Standing Committee, under Articles of Incorporation, approved by the Convention, and by the election of not less than five members to the Vestry, whose powers and duties, when not defined by the Articles of Incorporation, may be prescribed by By-laws.

*Section 3.* Until a Parish shall have duly adopted By-laws, its proceedings, and those of the Vestry shall be governed by By-laws recommended and set forth in the Appendices to the Canons of this Diocese.

## Canon XVIII

### **Business Methods in Church Affairs**

In every Parish and institution connected with this Diocese, the following standard business methods shall be observed:

*Section 1.* 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 the Board of Trustees of the Diocese, or with some other agency approved in writing by the Finance Committee of the Diocese, 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.

But this paragraph shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of the persons or corporations properly responsible for them.

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.

*Section 2.* Records shall be made and kept of all trust and permanent funds showing at least the following:

- a. Source and date
- b. Terms governing the use of principal and income.
- c. To whom and how often reports of conditions are to be made.
- d. How the funds are invested.

*Section 3.* Treasurers and custodians, other than banking institutions, shall be adequately bonded, except treasurers of funds that do not exceed five hundred dollars at any one time during the fiscal year.

*Section 4.* Books of account shall be so kept as to provide the basis for satisfactory accounting.

*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.

*Section 6.* The Judge of Audits of the Diocesan Council shall require annual reports and audits of all accounts to be filed with the Director of Administration, shall deliver copies thereof to the Finance Committee of the Board of Trustees for its information, and shall report annually to the Convention of the Diocese upon administration of this Canon.

*Section 7.* All buildings and their contents shall be kept adequately insured.

*Section 8.* The fiscal year shall begin January 1.

# Canon XIX

## Districts

In order to facilitate the cooperation of Parishes with each other and with the Diocese:

*Section 1.* The Diocese shall be divided into such Districts, not less than six nor more than ten, as may be determined from time to time by action of the Convention. The Bishop, with the advice of the Standing Committee, shall formulate the districting plan which, after at least one open hearing, shall be submitted to Diocesan Council for its concurrence prior to presentation of the plan to the Convention for approval.

*Section 2.* Each District shall have a Commission consisting of (1) the Rectors, Priests/Deacons/Ministers-in-Charge and Assistant Ministers of the Parishes in the District, (2) those other active or retired non-parochial and non-stipendiary Deacons and Priests living or working within the District, who are canonically resident in the Diocese, and (3) all Lay Deputies to the Convention designated by the Parishes in the District.

*Section 3.* Each District Commission shall meet annually in order to elect one of its members to serve as members (Pursuant to Article XI, Section 1 of the Constitution, and to Canon VI, Section 3) of Diocesan Council and, where a vacancy is about to occur, one individual to serve on the Board of Trustees. The Annual Meeting of the District Commissions shall take place as part of the order of business for the Annual Convention of the Diocese.

*Section 4.* In addition to such Annual Meeting, a District Commission may meet for purposes of regional missionary work or regional fellowship and programming. District Commissions are encouraged to meet apart from Convention for the following purposes:

- a. to consider regional problems, needs, strategies, evangelization, programs, and budgets;
- b. to enable specialization and particularization of individual congregations on behalf of all the others;
- c. to support and encourage one another as missionary congregations;
- d. to prepare Commission members on budget and policy matters to come before the Diocesan Convention.

A District Commission may elect a presiding officer and such other officers as it shall designate. In cases where no presiding officer has been chosen by a District Commission prior to Convention or to any subsequent meeting, the priest in charge of a congregation within the District who has served longest in his or her current cure shall be the presiding officer.

*Section 5.* A meeting of any District Commission may be called, with appropriate notice to all members as follows: 1) by its presiding officer; 2) by the Bishop; 3) by all the deputies of any one congregation within the District; 4) by the Council members elected by that District Commission; 5) by one quarter of the deputies of such District Commission.

## Canon XX

### **Ecclesiastical Trial Court (The Array)**

*Section 1.* The Ecclesiastical Trial Court shall consist of five (5) priests or deacons and four (4) lay persons, to be elected by the Diocesan Convention to serve three (3) year terms on a staggered basis. At the 1994 Convention, two (2) clergy persons and one (1) lay person shall be elected to serve three (3) years; one (1) clergy person and two (2) lay persons to serve two (2) years, and two (2) clergy persons and one (1) lay person to serve one (1) year. At each Diocesan Convention thereafter, three (3) persons in the appropriate orders shall be elected to serve three (3) years.

*Section 2.* Each member shall serve until his or her successor is elected or until the conclusion of any trial being heard by said member and the rendering of a Verdict thereon, whichever is later. No person who has served two consecutive full terms shall be eligible for election until a full year has elapsed. Eighteen or more months shall be treated as a full term.

*Section 3.* If a vacancy occurs by reason of any of the following events, the Standing Committee shall appoint a replacement from the appropriate order; i.e., clerical or lay: death; disability rendering the member unable to act; resignation; declination to serve; in the case of a priest, election as a bishop or, in the case of a lay person, ordination, subject to Title IV, Canon 4 (6) of the National Canons.

*Section 4.* Within two months after each Diocesan Convention, the Court shall elect one of its members to serve as Presiding Judge. When the need arises, the Court shall designate a Court Attorney, who shall not be a member of the Court.

*Section 5.* The powers, duties and procedures of the Court and the definition of terms used herein shall be governed by Title IV of the National Canons as revised in September, 1994, as if the revision had taken effect immediately.

## Canon XXI

### **Of the Mode of Election of Rector or Other Member of the Clergy**

*Section 1.* When a Parish proceeds to call a new Rector, it shall first consider a list of candidates proposed by the Bishop. The Vestry may reject all of the proposed names after due research and shall thereupon notify the Bishop. The Vestry shall then ask the Bishop for additional names and may reject all of these. They may then proceed to consider other names. The Vestry's choice shall be communicated to the Bishop in writing together with documentation evidencing the qualifications of the candidate to meet the Parish's requirements for priestly leadership. The Bishop shall have 30 days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the Vestry may proceed to consider other candidates.

In the event that the Bishop and the Vestry cannot resolve their differences over Clergy selection, the case shall be taken to the Standing Committee which shall hear the facts from all concerned parties and recommend a course of action.

The Bishop shall thereafter consult with the Standing Committee and the Vestry to effect the final disposition of the issue in the most satisfactory manner possible.

*Section 2.* When a Rector, Wardens and members of a Vestry proceed to call an Assistant Minister, the Rector shall first consult with the Bishop and submit a list of proposed candidates to the Bishop as well as receive a list of proposed candidates from the Bishop. Only those candidates of the Rector who are approved by the Bishop may be submitted to the Vestry as a whole. The Vestry may reject all the candidates proposed and the Rector, thereupon, would notify the Bishop. The Bishop and Rector in consultation shall then present the names of the additional candidates. The choice of the Rector, Wardens and members of the Vestry shall be communicated to the Bishop in writing, and the Bishop shall have 30 days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the Rector, Wardens and members of the Vestry may proceed to consider other candidates. In the event that the Bishop and the Rector, Wardens and members of the Vestry cannot resolve their differences over the Clergy selection, the case shall be taken to the Standing Committee which shall hear the facts from all concerned parties and recommend a course of action. The Bishop shall thereafter consult with the Standing Committee and the Rector, Wardens and members of the Vestry to effect the final disposition of the issue in the most satisfactory manner possible.

*Section 3.* A Rector, Assistant Minister or Priest, or Deacon-in-Charge of a Parish shall be elected by the affirmative votes of two-thirds of the Vestry, given by ballot; and, in addition, in the election of an Assistant, the consent of the Rector shall have previously been expressed in writing. The election must be made after open nomination at a previous meeting of the Vestry duly convened. The notice for the meeting of the Vestry at which such election is intended shall express such intention.

*Section 4.* The call of the Clergy-elect shall be in writing in a letter of agreement between the member of the Clergy and the Vestry (and in the case of a Transitional Parish, the Bishop and Diocesan Council) and must express distinctly job description and any special conditions, together with the stipulations of salary or support, which salary when the member of the Clergy is settled shall be held a valid legal contract, and the salary as accruing to be an acknowledged debt, recoverable by process of law, if necessary, of which said call shall be held as substantial evidence. Provided, that the salary may be increased or diminished, as the parties may from time to time agree; due notice of which shall be given to the Ecclesiastical Authority by the Clerk of the Vestry.

*Section 5.* On the election of the member of the Clergy as aforesaid, the Vestry shall immediately deliver to the Bishop, or to the Ecclesiastical Authority of the Diocese, notice of said election in the form following, or to this effect, which shall be signed by the names of those who certify: "We, the Church Wardens (or, in case of an Assistant, We, the Rector and Church Wardens), do certify to the Rt. Rev. (naming the Bishop) or to the Reverend (naming the President of the Standing Committee when necessary) that A. B. (naming the person), has been duly chosen Rector, Assistant, or Priest, or Deacon-in-Charge (as the case may be) of (naming the Parish) on the following condition (here shall follow a full copy of the call)."

*Section 6.* The said elected member of the Clergy shall not be recognized by the Bishop as the Rector, Assistant, or Priest, or Deacon-in-Charge of the Parish until said elected member of the Clergy has been canonically transferred to this jurisdiction nor shall the said elected member of the Clergy with or without the consent of the Vestry of said Church perform any of the rites or ceremonies of the Church except with the special permission of the Bishop of this Diocese until the Bishop or the Ecclesiastical Authority shall have certified to the Vestry that such member of the Clergy-elect has been canonically transferred to this jurisdiction. The certificate of the Bishop or Ecclesiastical Authority shall be entered upon the minutes of the Vestry.

## Canon XXII

### **Of the Settled Clergy**

*Section 1.* The Rector or Priest/Deacon/Minister-in-Charge of a Parish has, by virtue of office, the exclusive charge and care of all the spiritual concerns, music and ritual observances of the Parish, subject and answerable only to the Bishop.

*Section 2.* For the purposes of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the Church and Parish buildings with the appurtenances and furniture thereof.

*Section 3.* The Rector shall have the full control and direction of all Guilds, Societies and Associations within the Parish. Unless otherwise provided by the Charter of the Parish, the Rector may call meetings of the Vestry and Congregation as the Rector shall deem proper, and is ex-officio President of the same, and is entitled to speak and vote on all questions before these bodies. The Rector shall call a meeting of the Vestry when requested to do so by a majority of the members of the same.

*Section 4.* The annual salary and other compensations of full time resident Clergy shall be no less than the minimum established in the Clergy Compensation Guide, recommended by Diocesan Council and approved by the Annual Convention, except in special cases as determined by the Bishop and the Standing Committee.

## Canon XXIII

### **Bishop's Authority in Clergy-Parish Relations**

When, in the judgment of the Bishop, it shall appear (a) that there are grounds for believing, whether because of age, infirmity, or other cause, that the relationship between a Rector, Priest/ Deacon/ Minister-in-Charge, or (at the request of the Rector) an Assistant Minister and a Parish is such that it is not in the best interest of the Parish or the Diocese that such person continue to perform Parish duties or (b) that there are grounds for believing that the relations between a Rector, Priest/Deacon/Minister-in- Charge and a Parish are such that the member of the Clergy is prevented from performing ecclesiastic and other duties in a manner which is in the best interest of the Parish and the Diocese, the Bishop shall first

counsel with the member of the Clergy in that Parish, and thereafter shall counsel the Vestry or the member of the Clergy, as appropriate, and attempt to resolve the problem. Failing this, the Bishop, or the Vestry, or the member of the Clergy shall take the case to the Standing Committee which shall hear the facts, call for any records deemed necessary, and recommend a course of action. The Bishop, after weighing the advice of the Standing Committee, shall thereafter consult with the Standing Committee, the Vestry, the member of the Clergy involved, and other concerned parties to effect a final disposition of the issue in the most satisfactory manner possible, including authority to require a Parish to provide for a new election of one or more members of the Vestry.

## Canon XXIV

### **Of Definition of Titles**

*Section 1.* Whereas, the Titles used for the Clergy in settlement are not authoritatively defined in the legislation of the Church, therefore for the purpose of the Constitution and of these Canons these respective Titles shall be understood and received as follows:

- a. A “Rector” is a Priest who is canonically settled in a self-supporting Parish which is fully organized and in union with the Convention; whose settlement is without limitation of time, and whose salary is therefore of the nature of a permanent contract.
- b. An “Assistant” is a Priest or Deacon called by the Vestry to assist the Rector, either for a specified time, or permanently.
- c. A Priest-in-Charge or a Pastor is a Priest or Deacon settled in a Transitional Parish and whose settlement in the Parish is subject to a specific agreement as to time and other conditions. These Titles also apply to all members of the Clergy appointed by the Ecclesiastical Authority to the cure of souls.
- d. Minister-in-Charge is a Lay person appointed by the Ecclesiastical Authority to conduct the religious affairs of a Transitional Parish having no Priest or Pastor.
- e. A “Settled Member of the Clergy” is a Rector or Assistant who has been duly elected and inducted in accordance with the provisions as herein before set forth in Canon XXI.

## Canon XXV

### **Of Persons Repelled from the Holy Communion**

When a person who has been repelled from the Holy Communion appeals to the Bishop, and is not restored by the Bishop, the Bishop may, and if the person repelled demands it, shall appoint one Presbyter of this Diocese, and two Lay persons, Communicants in some other Parish than that of the person repelled, who shall make inquiry into the facts of the case, and shall make report thereof, with their opinion thereon, to the Bishop, who may restore the person, or otherwise, as the Bishop may deem proper.

## Canon XXVI

### Of Vacant Parishes

*Section 1.* The Bishop shall assume ecclesiastical oversight of each vacant Parish.

*Section 2.* When the Vestry is notified by the Rector of an intent to resign, the Bishop shall simultaneously be notified. Upon such notification, the Bishop shall have the authority to examine any Parish records which would assist in evaluating the condition of the Parish. The Vestry shall furnish the Bishop such information as the Bishop deems necessary to assist the Parish in the selection of a new Rector, including but not limited to, parish goals, profile of the Parish, and desired Clergy qualifications.

*Section 3.* In the event of a vacant parish, the Bishop shall take such action as the Bishop deems appropriate to supply said parish for appropriate services, and such supply expenses shall be borne by said parish.

*Section 4.* When a Parish becomes vacant, it shall be the duty of the Wardens thereof to give notice to the Bishop, or if there be no Bishop, to the President of the Standing Committee, forthwith.

*Section 5.* A Minister canonically resident in this Diocese, without a Parish, may not assume pastoral relations with, nor officiate for longer than one month in a Parish, unless and until he or she shall have obtained from the Bishop a written license authorizing the Minister so to do, and, if such license be refused, by and with the advice and consent of a majority of all the members of the Standing Committee, and if such Clergy shall nevertheless, without such license, officiate in such Parish, or attempt to assume such pastoral relations, the Clergy, by reason of such action on his or her part, shall thereafter not be in regular standing in this Diocese until he or she shall have made satisfaction to the Bishop; and any subsequent Convention of this Diocese may dissolve its union with the offending Parish, provided the Standing Committee shall, at least thirty days prior to such Convention, have sent to the Vestry, or to one of the Wardens, of such Parish written notice that the action of the Parish will be reported to the Convention.

## Canon XXVII

### Of Deputies to the Provincial Synod

*Section 1.* Deputies to a Provincial Synod in which the diocese shall be a participating member shall be elected concurrently with Deputies to the General Convention at the Annual Diocesan Convention which is held within two years preceding the regular General Convention in the following manner: The member of the Clergy receiving the highest number of votes as a Deputy to the General Convention shall be declared the Clerical Deputy to said Provincial Synod, and the member of the Clergy receiving the next highest number of votes shall be declared the Supplemental Clerical Deputy. The two Lay persons receiving the two highest number of votes as Deputies to the General Convention shall be

declared the Lay Deputies to said Provincial Synod, and the two Lay members receiving the next two highest number of votes shall be declared the Supplemental Lay Deputies, with priority of right in rotation according to plurality of the aggregate vote received by them respectively.

*Section 2.* The Deputies so selected shall serve a three-year term, beginning with their election. Should a vacancy occur by resignation, removal from the Diocese, death or otherwise among the Deputies or Supplemental Deputies between the stated times of election, it shall be filled by the Deputy in the respective order to the General Convention who received the next highest number of votes.

*Section 3.* It shall be the duty of the Deputies to make a report as a deputation to the Annual Diocesan Convention following each meeting of the Provincial Synod.

## Canon XXVIII

### **Of the Removal of Churches, or Chapels, to Nearer Sites**

The site of any Church, or Chapel, shall not be changed to a place nearer the site of any other Church, or Chapel, without the consent of the Bishop of the Diocese and the approval of the Standing Committee. One month's notice of any application to the Standing Committee for such approval shall be given to the Rectors or Priests/ Deacons/Ministers-in-Charge and Vestries of the three Churches or Congregations nearest to the proposed site, and action shall not be taken until such Rectors or Priests/ Deacons/ Ministers-in-Charge and Vestries have had an opportunity to be heard thereon.

## Canon XXIX

### **Of Elections**

All elections at the Convention or at meetings of the District Commissions, except as provided for in Article XIV of the Constitution, shall be by ballot (unless the same should be dispensed with by unanimous consent), the Clergy and Deputies acting as one body. PROVIDED, that before or in the course of any election at the Convention, on a call by any ten members of whom at least five must be Clergy and at least five must be Lay Deputies, made just prior to any ballot taken therein, the Convention shall on such individual ballot vote by Orders; and, in such case, no person shall be considered as elected to any office to be filled by the Convention unless such person obtains the concurrent vote of both Orders. All officers and members of committees shall continue in office until their successors are chosen.

## Canon XXX

### Of the Church Pension Fund

*Section 1.* In conformity with the legislation adopted by the General Convention of 1913, pursuant to which the Church Pension Fund was duly incorporated, and in conformity with the Canon of the General Convention, “Of The Church Pension Fund,” as heretofore amended and as it may hereafter be amended, the Diocese of Pittsburgh hereby adopts and acknowledges the Church Pension Fund, a corporation created by Chapter 97 of the Laws of 1914 of the State of New York as subsequently amended, as the authorized and approved pension system for the Clergy of the Protestant Episcopal Church in the United States of America and for their dependents, and declares its intention of supporting said Fund in accordance with its Rules.

*Section 2.* The Bishop of this Diocese shall appoint annually, upon the opening of the Convention, a Committee of the Church Pension Fund to consist of four Presbyters and four Lay persons, for a term of one year and until their successors shall have been appointed or qualified, and the Bishop may from time to time fill by appointment any vacancies in said Committee caused by resignation, death or inability to act.

The duties of said Committee shall be as follows:

- a. To be informed of, and to inform the Clergy and Laity of this Diocese of the pension system created by the General Convention and committed by it to the Trustees of the Church Pension Fund, in order that the ordained Clergy of the Church may be assured of pension protection for themselves in event of old age or total and permanent disability and for their widows or widowers and minor children in the event of death.
- b. To receive reports from the Church Pension Fund, from time to time, on the status of the pension assessments payable to said Fund, under its Rules and as required by Canon Law, by this Diocese and by the Parishes and other ecclesiastical organizations within the Diocese.
- c. To make an annual report to the Convention of this Diocese on such matters relating to the Church Pension Fund as may be of interest to the said Convention.
- d. To cooperate with the Church Pension Fund in doing all things necessary or advisable in the premises to the end that the Clergy of this Diocese may be assured of the fullest pension protection by said Fund under its established Rules.

*Section 3.* It shall be the duty of this Diocese and of the Parishes and other ecclesiastical organizations therein, each through its Treasurer or other proper official, to inform the Church Pension Fund of salaries and other compensation paid to Clergy by said Diocese, Parishes and other ecclesiastical organizations for services rendered, currently or in the past, prior to becoming beneficiaries of said Fund, and changes in such salaries and other compensations as they occur; and to pay promptly to the Church Pension Fund the pension assessments required thereon under the Canon of the General Convention and in accordance with the Rules of the said Fund.

*Section 4.* It shall be the duty of every member of the Clergy canonically resident in or serving in this Diocese to inform the Church Pension Fund promptly of such facts as dates of birth, or ordination or reception, of marriage, births of children, deaths, and changes in cures or salaries, as may be necessary for its proper administration and to cooperate with said Fund in such other ways as may be necessary in order that said Fund may discharge its obligations in accordance with the intention of the General Convention in respect thereto.

*Section 5.* Lay Employees Benefits

a. The diocese shall provide a pension plan for all its lay employees, 21 years of age or older, who have been employed by the Diocese for one year or more and who work a minimum of 1,000 hours annually. Such plan may be provided by participation in the Episcopal Church Lay Employees Retirement Plan or by a separate plan offering equivalent or higher benefits, with contributions at a rate approved by the Trustees of the Church Pension Fund. The Diocese shall encourage each parish and other unit under its ecclesiastical authority to establish a similar plan.

b. The Diocese shall also provide for such lay employees a program of health and life insurance benefits comparable to those provided for its clergy and shall permit similar lay employees of parishes and other units under its ecclesiastical authority to participate in such program.

## Canon XXXI

### **Of the Commission on Ministry**

*Section 1. Duties.* The Commission on Ministry shall assist the Bishop in matters pertaining to the enlistment and selection of persons for Ministry, in the guidance and pastoral care of all Candidates for Holy Orders, in the examination of persons for Holy Orders, and in discharging any additional duties relating to Ministry as are, or may be, required by the Constitution and Canons of the Episcopal Church in the United States of America.

*Section 2. Membership.* The Bishop shall appoint to the Commission on Ministry such persons as the Bishop may deem proper. The term of office shall be one year. Members shall be eligible for reappointment.

*Section 3. Meetings.* Meetings of the Commission on Ministry shall be held upon the call of the Bishop or of the person appointed by the Bishop to act as presiding officer of the Commission. At any meeting, any number assembled after due notice to all members of the Commission shall constitute a quorum.

## Canon XXXII

### **Of the Commission on Church Architecture**

*Section 1.* There shall be a Commission of the Diocese, to be known as the Commission on Church Architecture, which shall consist of the Bishop, together with the Bishop-Coadjutor or Suffragan Bishop, if there be any, together with three Clergy and three Lay persons, of which number two shall be architects skilled or experienced in ecclesiastical design, residing within or without the Diocese, to be appointed annually by the Bishop.

*Section 2.* It shall be the duty of every Parish of the Diocese to lay before this Commission the preliminary sketches of any new Church, Chapel, parish house or rectory, or of proposed changes of importance in any such existent buildings, and no such work of erection or changes shall be undertaken until the plans shall have received the approval of the Commission. The counsel and advice of the Commission shall be given in writing to the parish requesting the same within one calendar month after the receipt of the plans by the said Commission.

*Section 3.* If any Parish shall undertake such work of new construction or changes of importance in existing buildings as described in Section 2 of this Canon, either without first requesting the approval of the Commission on Church Architecture pursuant to Section 2 of this Canon, or having been denied such approval within thirty days, any subsequent Convention of this Diocese, may suspend its union with the offending Parish, provided the Bishop and the Standing Committee shall, at least thirty days prior to such Convention, have sent to the Vestry of such Parish written notice that the action of the Parish will be reported to the Convention. Such suspended Parish may be restored to union with the Convention by a majority vote at any subsequent Convention.

## Canon XXXIII

### **Of Amendments**

The Canons may be amended in the following manner only: Amendments must be proposed in writing to the Annual Convention and be referred to, and reported upon by, the Committee on Canons.

## Canon XXXIV

### **Definitions**

Except as may otherwise be provided within these Canons, for purposes of the Canons of the Diocese of Pittsburgh:

- a. "constitution" shall mean the Constitution of the Diocese of Pittsburgh.
- b. "The Bishop" shall mean the Diocesan Bishop of the Diocese of Pittsburgh.

# Rules of Order

Established by the Convention of the Diocese of Pittsburgh for conducting the business of the Convention. These Rules shall not be amended, suspended or repealed except by an affirmative vote of a majority of the members present.

## A. Organization and Business

1. Subject to the provisions of the Constitution and Canons and these Rules of Order, the organization, order of business, and program of work of the Convention shall be determined by the Convention Committee with the approval of the Bishop and Diocesan Council. The work of the Convention for the twelve-month period beginning with its fall session may be conducted in one or more sittings, or by special sessions convened by the Bishop.
2. The Convention shall be called to order and presided over by the Bishop, acting as the President thereof, or in the Bishop's absence or inability to act, then by the person designated in Article IV of the Constitution.
3. It shall be the duty of the Secretary of the last Convention, or in the Secretary's absence some other person appointed by the Bishop or officer presiding, to certify the roll of the Clergy entitled to Seats in the Convention, and the roll of the Lay Deputies authorized to represent Parishes entitled to representation at the Convention.
4. The Convention having been thus organized, the first business thereafter shall be the election of a Secretary. To this end, the President shall call on the presiding officer of the Diocesan Council to place in nomination the person recommended by the Council to serve as Secretary of the Convention.
5. The President shall then appoint the following regular committees:
  - a. On the claims of Lay Deputies to Seats in the Convention; to consist of three Lay persons.
  - b. On the admission of Parishes into union with the Convention; to consist of one member of the Clergy and two Lay persons.
6. The agenda for the Convention shall make provision for the celebration of Holy Communion, an address by the Bishop, a report of the Nominating Committee and elections, for reports by the Standing Committee, the Diocesan Council, Board of Trustees, and Committee on Canons, and for consideration and action on proposed policies, programs, budgets (including assessments), resolutions, motions, reports, and notices, as may be provided by the Constitution and Canons or otherwise be in order.

7. Any sitting of the Convention may be recessed upon motion duly acted upon to a fixed time and place, or immediately after to such time and place as the Bishop in consultation with the Convention Committee, may determine. Each sitting shall be closed with such religious observance as the Bishop may direct.

8. Upon final adjournment of any sitting, the Secretary of the Convention shall submit the minutes of the proceedings to the Bishop, the Chairperson of the Committee on Canons, and the Chairperson of the Convention Committee, who shall read and approve them prior to their publication and distribution.

## B. General Rules

1. The following, if they are not Deputies shall be admitted to the sittings of the Convention without vote and, except for Chairpersons of Boards and Commissions and except as provided in Canon III, Section 3, without voice: all Clergy of the Protestant Episcopal Church who are not canonically resident in the Diocese and of Churches in full communion with the same; candidates for Holy Orders; members of all Diocesan Boards and Commissions; and the Vestry of the Church in which the Convention is held. Upon their reporting themselves to the Secretary, their names shall be entered in the Journal.

When the Convention is sitting as the Committee of the Whole, for the election of a bishop or for other purposes, the following shall be entitled to Seats but, if not deputies, shall be without vote and without voice: members of the Nominating/Search Committee, the Chairman of the Convention Committee, the Vice Chancellors, the Diocesan Administrator and the Judge of Elections.

2. Elections by ballot. Elections by ballot shall be in the following mode and order:

Tickets shall be printed with all the names proposed and with half as many blank spaces as there are candidates to be elected in which other names may be added in writing by the voter. The voting shall be by the system commonly known as the Australian ballot, the candidates desired being indicated by a cross (X) placed opposite each name.

There shall be a Judge of Elections, appointed by the Bishop and the Standing Committee before the meeting of the Convention, who shall arrange all necessary details for balloting, including the appointment of Tellers, and shall preside and act as Judge in all matters governing the voting.

If only one nomination shall be made for any office to be filled, the Convention may, by unanimous viva voce vote, direct the Secretary to cast the vote of the Convention for such nominees without further delay.

The Judge of Elections shall report to the Convention the number of ballots cast and the number of votes received by each candidate. Except in the case of candidates for election as Deputies or Alternate Deputies to the General Convention or for election to the Standing Committee, the candidates receiving the highest number of votes for the respective offices shall be declared elected.

Four Deputies in each order to General Convention are to be elected by a majority of those present and voting. If after the first ballot sufficient Deputies have not been elected, there shall be a second ballot prepared by eliminating from the ballot such nominees in each order, beginning with the nominee in each order who received the least number of votes on the first ballot, as may be necessary to reduce the number of nominees in each order to twice the number of vacancies to be filled from that order.

If after the second ballot, all vacancies have not been filled, by consent of a majority of those present, a motion may, then or after any succeeding ballot, be entertained to elect unanimously to the vacancy or vacancies still existing in each order the nominee or nominees of that order who received the highest number of votes, but less than a majority, on the preceding ballot and the same shall be declared duly elected.

Alternate Deputies shall then be elected from among the remaining candidates in each order by plurality vote and shall rank in the order of the number of votes received.

Candidates for the Standing Committee must receive a majority of the votes cast in order to be elected. If after the first ballot a vacancy remains in either order because no candidate received a majority, a second ballot shall be prepared for that order which eliminates the candidate who received the least number of votes on the first ballot unless there was a tie for the least number. If subsequent re-balloting is necessary, each new ballot shall eliminate the candidate receiving the least number of votes on the immediate preceding ballot.

### 3. Nominations

a. Parishes and district commissions shall be encouraged to and provided opportunity for recommending to the Nominating Committee persons who are deemed to have exceptional qualifications for the posts to be filled. Deadline for these recommendations shall be June 15th each year. At least three months prior to the sitting of the Convention in which an election is to be held, the Nominating Committee, to be constituted as hereinafter provided, shall nominate at least one candidate, for each office to be filled by the Convention by election: provided, however, that in accordance with Canon V, Section 2, there shall be at least two nominees for each office of Trustee-At-Large, and provided, further, that in accordance with subsection A 4 of these Rules of Order, Diocesan Council shall nominate a person to serve as Secretary of the Convention. The list of such nominations shall be published, including biographical data on each nominee, in an appropriate organ of Diocesan-wide circulation and distributed to each member of the Clergy, the Deputy Leader and the Senior Warden of each Parish at least one month before the sitting of the Convention in which the election is to be held. Except as otherwise provided in the Constitution and Canons, any candidate nominated must be a Communicant in good standing of the Episcopal Church in the Diocese of Pittsburgh.

b. Thereupon and until two weeks before such sitting, any ten members of the Convention may make additional nominations to the Convention through the Nominating Committee, providing that such nominations shall be made in writing and signed by the members making such nominations.

- c. At the Convention, any ten members may make additional nominations for any office, providing that such nominations shall be made in writing and signed by the members making such nominations. The Nominating Committee shall report orally to the Convention the names of candidates nominated pursuant to this paragraph.
- d. Only the names of candidates nominated in accordance with Rules 3a and 3b shall be printed upon the ballot to be used at the election.
- e. After all candidates have been nominated as provided by Rules 3a and 3b, their names shall be listed upon the ballot as determined by lot, accomplished by drawing successively the names for each elective office by the Chairperson of the Nominating Committee.
- f. The Diocesan Nominating Committee shall be appointed by the President of Diocesan Council in consultation with the Diocesan Bishop and the Presidents of the Standing Committee and Board of Trustees. The Diocesan Nominating Committee shall be organized in January of each year, consisting of one person from each District, with representation by both clergy and laity. A chairperson shall be appointed by the President of Diocesan Council with the Consent of the Bishop and the Presidents of Standing Committee and Board of Trustees. All members will be appointed annually with no member serving more than four consecutive years. The duty of the Nominating Committee shall be to present a full slate of nominees as required by subparagraph B3a above and shall include, but not be limited to, soliciting, receiving and screening recommendations from individuals, parishes and District Commissions.

#### 4. Pre-Convention Journal

- a. A Pre-Convention Journal with such supplements as may be necessary shall be reproduced and made available to all Deputies, Clerical and Lay at least two weeks prior to the first or any subsequent sitting of the annual Convention in which the business set forth in the Journal is to be acted upon.
- b. No resolutions, reports, or changes in Canon Law shall be considered in any sitting of the Convention except they shall be published in said Journal. This rule shall not be interpreted to exclude resolutions, which, in the opinion of the President of the Convention, do not affect the financial or canonical life of the Diocese or which for any other reason should be considered by the Convention.

### C. Parliamentary Procedure

1. No motion shall be put or debated until it is seconded, and, when seconded, it shall be stated by the President before it is voted on; and every motion, when required, shall be reduced to writing.
2. If the question in debate contains several distinct propositions, any member may have the same divided.

3. When a question is under consideration, no motion shall be received unless to lay upon the table, to postpone indefinitely, to postpone to a certain time, to commit, or to amend; and motions for any of these purposes shall have precedence in the order herein named. If the motion to lay an amendment on the table be carried, the Convention shall proceed as if no such amendment had been offered.

The motion to lay on the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order.

4. On a question being put by the President, it shall be determined by the sound of voices for or against it; but any member may require the count of votes, and Tellers for that purpose shall be appointed by the President; or a majority of the members present, may, previous to a decision by count, require the ayes and nays to be taken, which shall be done by calling the names of the Clerical members and then of the names of the lay deputies of each parish, and all votes by ayes and nays shall be entered upon the minutes.

5. A question once decided shall not be reconsidered during the same session without an affirmative vote of two-thirds, nor without a motion for that purpose being made by one of the majority on the prior decision; nor shall any question be reconsidered more than once.

6. All questions of order shall be decided by the President, subject to an appeal to the House.

## **D. Rules of Order at the Election of a Bishop, Bishop-Coadjutor, or Suffragan Bishop**

The election of a Bishop for this Diocese shall be made in Convention in the following manner:

1. At such times as the Nominating Committee for the election of a Bishop has determined the final slate of nominees, it shall give Deputies to Diocesan Convention opportunity to submit to it questions to be answered by such nominees and it shall communicate their responses.

2. Pursuant to Article II, Section 3 of the Constitution of this Diocese, the Secretary of the Convention shall send to each Deputy and Alternate Deputy, as well as to every member of the clergy entitled to vote, the following sections of our Constitution and Canons:

- a. Article II of the Constitution of the Episcopal Church, (national)
- b. Canons 22 and 25, Title III, (national)
- c. Article XIV of the Constitution of the Diocese, and
- d. Section D, Rules of Order of the Diocese.

3. The President of the Convention shall, in the hearing of the Convention, read Sections 1 and 2 of Article II of the Diocese of Pittsburgh, and Section D of its Rules of Order, that all may prepare themselves for the duty about to be performed. Then the President shall read

the form of testimonials which are to be signed in behalf of the Bishop-elect and shall then announce that nominations will be next in order.

4. For the purpose of discussing the nominations, the Convention shall go into Committee of the Whole, and shall sit with closed doors. The purpose of the Committee of the Whole is not to legislate but to deliberate matters and nominations to be presented to the Convention. Only certified deputies, lay and clerical, sit in the Committee of the Whole. These persons specified in paragraph B1 of the Rules of Order shall be entitled to seats, but not to voice.

a. The nominating Committee shall present its list of candidates for nomination, permitting discussion on its report.

b. Any nominations intended to be made from the floor of the Convention shall be offered at this time in order that opportunity for discussion and information is afforded the deputies. All nominations from the floor shall be permitted, provided:

- they be made in writing, signed by ten members of Convention representing five churches,
- consent has been given, in writing, by the nominee,
- that certified clearances, as used by the Nominating Committee, accompany the nomination, and
- that copies are laid before the Chair of the Committee of the Whole and the Secretary of Convention.

c. No word of comment as to any nomination, or in praise or censure of any person nominated shall be in order except in Committee of the Whole. If during the election process a candidate withdraws or is withdrawn from the ballot, no endorsement of another candidate will be in order.

d. When the Committee of the Whole has risen, the Chair of that Committee shall report its work to the President of the Convention, who shall then call upon the Nominating Committee to present its slate of nominees. Opportunity shall be given to any member of convention to make a nomination from the floor, providing all requirements of 4b of these rules have been met. All nominations are to be made without comment or discussion.

e. The Convention may return to the Committee of the Whole at any time upon consent of the majority of the Convention.

5. The order of names of nominees on the ballot shall be chosen by lot.

6. When all things are ready, all present shall be called to prayer, the Veni Creator shall be said, and other supplications added by the President of the Convention, followed by silent prayer and The Lord's Prayer.

7. Then, with the Tellers having taken their places, the names of Clergy and Deputies shall be called, all other voices being suppressed. Ballots shall be given to those who respond. If a Deputy does not answer to a roll call, the name of an elected and certified Alternate may be announced by the deputation, and such Alternate may receive a ballot after his or her name has been verified and announced by the Secretary of the Convention. The Tellers shall count the ballots aloud in open Convention, the Clergy votes being counted first. Silence shall be maintained by the assembly while this is done. The ballots being counted, the Tellers shall report, and the President shall declare the result.
8. If there be no election by concurrent majority of both Orders, new balloting must be made with all solemnity as before, until, under the guidance of the Holy Spirit, a Bishop is duly chosen and elected.
9. When an election has taken place, appropriate prayers and praises shall be offered. The Bishop or President of the Convention shall appoint a committee to notify the Bishop-elect and to seek consent of the same.
10. All deputies, clerical and lay, shall then sign the required form of testimonials certifying the election.

# Financial Regulations

## Of the Episcopal Diocese of Pittsburgh

In accordance with Canon XIII of the Diocese of Pittsburgh, the following regulations have been prepared under the direction of the Bishop and approved by Diocesan Council for the management of the fiscal affairs of the Diocese.

### I. Collection and Handling of Funds

1. All funds received by the Diocese, whether in the form of cash, check, money order, or securities, are to be processed by the Office of the Treasurer. Upon receipt such funds are reviewed by the Treasurer and transmitted to the Diocesan Accounting Department with instructions for deposit. Appropriate entries are made to record the credit to the account and fund for which the funds are received. For internal control purposes two persons are responsible for receiving, posting and depositing all funds.

2. A checking account shall be maintained for the general fund of the Diocese in the name of the Diocese. All checks drawn on the account shall require the signature of the Treasurer or other officers authorized to do so by resolution of the Board of Trustees. The monthly statement for the checking account shall be received directly from the bank and reviewed by the Treasurer along with the canceled checks. The statement and canceled checks are then transmitted to the Accounting Department for reconciliation. All items on the bank statement are to be reconciled to the general ledger. The canceled checks are to be retained for a period of seven (7) years in the diocesan archives.

After checks are issued, a duplicate copy is to be filed in alphabetical order by vendor with the supporting documentation. These copies and documentation are to be retained in the Accounting Office.

### II. Authorization and Payment of Obligations

1. After the approval and ratification of the Diocesan Budget by the Diocesan Convention, the Accounting Department shall establish a schedule of automatic disbursements of all regular payments authorized.

An original invoice and written authorization must be given to the Treasurer for the disbursement of all other budgeted items, including salaries. A "Request for Cash Disbursement" form giving the date, name of payee, amount, purpose, account and signed by the person making the request should be prepared for all disbursements that do not contain all of the required information on the invoice. After review by the Treasurer to determine appropriateness of the expenditure and budget availability, the request is approved by signature and forwarded to the Accounting Office for disbursement.

2. Disbursement of endowment and other reserve funds is made only on action by the Board of Trustees or its Executive Committee as reflected by a resolution in the minutes. The recorded minutes of the Board of Trustees, with resolutions therein, signed by the Secretary of the Board, shall be the authority for disbursement of said funds by the Accounting Department and the Treasurer. Spending policy disbursements from the endowments of individual parishes and other diocesan organizations, held by the Board of Trustees for investment and management shall be disbursed automatically to the recipient as approved by the Board of Trustees each year.

### III. Accounting and Pre-Auditing

1. The accounting functions of the Diocese shall be handled by an Accountant who is under the supervision of the Bishop and Treasurer. This Department shall maintain the daily transactions in proper accounts in the chart of accounts for all of the fiscal operations of the Diocese. Records of every financial transaction are to be kept by the Accountant according to the established fiscal regulations for non-profit organizations. Quarterly, financial statements are to be distributed to the Diocesan Council and Board of Trustees for review.

2. The Accountant shall establish records of the assessments for all parishes at the beginning of each year and will maintain accurate records of all payments received. In addition, records will be maintained of obligations for health insurance and any other reserve accounts of the various parishes.

3. Individual records shall be established for all loans made by the Diocese from Growth Fund with confirmations of outstanding balances made periodically by the external auditors. Reports are to be made to the Treasurer periodically, but at least once a year, of any delinquent loan accounts and letters sent to the parish or individual in arrears.

4. The chart of accounts shall include individual accounts for all saving accounts and other investment accounts and the Accountant will post all income or interest earned. Pre-audit confirmations will be sent to the banks and brokers periodically to confirm the balances.

5. A schedule of all personnel salaries is to be prepared twice monthly and appropriate accounts kept reflecting all tax withholding and insurance payments for Diocesan personnel.

### IV. Budgetary Control

Budgetary control shall be under the general authority and responsibility of the Bishop who will delegate to and coordinate such activity with the Treasurer. A quarterly report of operating income and disbursements versus budget shall be made by the Treasurer to the Diocesan Council and Board of Trustees.

The disbursement of all budgetary moneys shall be made only with appropriate authorization by the responsible individual having authority for a budgetary account and approval by the Treasurer.

If the Treasurer questions the propriety of any disbursement, he/she shall verify the facts with the individual requesting such payment. In the event that a satisfactory agreement regarding the disbursement cannot be reached, the matter shall be referred to the Bishop, and, if necessary, to the Diocesan Council for decision.

The Accountant shall not prepare any checks for payment without written authorization and shall maintain appropriate files for the retention of all written authorizations for budgetary expenses disbursed by the Diocese.

Regular reviews of the status of all budgeted accounts shall be made by the Treasurer with the assistance of the Accountant. Where overspending is imminent in any budgetary account, immediate consultation will be held with the individual responsible for the account to bring the account into line with the amount budgeted.

Should the Bishop and Treasurer in consultation with other appropriate Diocesan officials and committees conclude that insufficient funds have been budgeted for a particular purpose, the matter shall be submitted to the Diocesan Council for a reallocation of budgeted moneys, the curtailment of spending, or whatever action is deemed appropriate.

## V. Appointment, Compensation, and Conditions of Service of Staff

1. The appointment of diocesan professional personnel shall be under the direct control of the Bishop, or delegated to such other diocesan officer as the Bishop shall determine. The hiring of secretarial and clerical staff shall be under the direct control of the Treasurer in consultation with the Bishop. The number and qualifications of staff shall be based on the needs of the diocesan operation in accordance with the established priorities for the diocese as determined by the Bishop with advice and consent of the Diocesan Council and Board of Trustees.

The responsibilities and terms of employment of ordained staff members shall be negotiated by the Bishop or his representative at the time of appointment. The responsibilities and duties of both ordained and lay staff members shall be incorporated in Ministry Descriptions and maintained by the Treasurer. Lay staff members will be employed under the *Episcopal Diocese of Pittsburgh Diocesan Office Lay Employee Manual* approved by the Standing Committee and updated on a regular basis to ensure compliance with all federal and state laws.

2. Compensation of staff should be based on individual performance and comparable rates of compensation and benefits for similar personnel in other small and non-profit businesses in Allegheny County. The Bishop shall meet with the President of Standing Committee, President of Diocesan Council and the President of the Board of Trustees serving as the Compensation Committee of the Diocese, for their input and recommendations on compensation for senior staff and the Bishop, himself, at least annually.

## VI. Pension Arrangements

All ordained clergy that are employees of the diocese shall be covered by the Church Pension Group of the Episcopal Church. All lay employees of the diocese shall be covered by the Defined Contribution Plan of the Episcopal Church. The contributions made on behalf of both clergy and lay employees will be in accordance with the requirements of the applicable plan and approved by the Standing Committee.

## VII. Procurement and Handling of Equipment, Materials, and Supplies

The procurement and handling of all equipment, materials and supplies for the diocesan office will be under the supervision, direction, and control of the Treasurer. An inventory of office furniture and equipment is to be maintained by the Accounting Department. The Treasurer will be responsible for seeing that adequate office supplies are on hand at the best possible price. All orders for new equipment and supplies are to be processed through and approved by the Treasurer.

## VIII. Custody of and Procedure for Investment of Funds

The investment of all funds, whether for short term or otherwise will be the responsibility of the Treasurer under the control and authorization of the Finance/Investment Committee of the Board of Trustees. The temporary or short term investment of cash shall be in accordance with guidelines established by the committee for the guidance of the Treasurer. The investment of all diocesan funds shall be in securities which are legal for the investment of funds by fiduciaries in the Commonwealth of Pennsylvania, conforming to the legal doctrine known as the “prudent investment rule.”

The responsibility for the investment and reinvestment of funds may be delegated to a professional investment manager or firm. When such delegation is made, the Board shall require regular reports from the investment manager to the Finance/Investment Committee and the Board of Trustees.

## IX. Control of Capital Assets

1. All capital assets of the Diocese shall be titled in the name of the Board of Trustees as specified in the Constitution and Canons of the Diocese. Sales and dispositions of assets must be authorized by resolution of the Board and all agreements of sale, contracts, deeds and indenture shall be signed by the President or Vice-President of the Board, such signature to be attested to by the Secretary or Assistant Secretary of the Board.

2. All bequests, gifts and other conveyances to the Diocese, including the properties of any parishes required by the Constitution or Canons to be held in the name of the Board, shall be received by the Board for the purposes specified. Such control or management, with regard to the property as required under the circumstances, shall be exercised by the Board or such person(s) or committee as delegated by the Board of Trustees to handle such responsibility. Periodic reports shall be made to the Board of Trustees by the Bishop, Treasurer or such other person(s) or committee involved regarding the status and condition of such capital assets.

## X. Post-Auditing

The Diocesan Council and Board of Trustees shall receive regular reports from the Bishop, Treasurer and/or other authorized party regarding the financial, budgetary and fiscal condition of all assets and accounts of the Diocese. The Audit Committee of the Board of Trustees shall make a report to the Board and The Diocesan Council of the results of the annual audit by a public auditor or auditing firm of the accounts of the Diocese and the recommendations of such auditor for the improvement of the accounting system and internal fiscal controls. The Board of Trustees shall instruct the Treasurer as to the feasibility and acceptability of such recommendations and shall receive follow up reports on the implementation of accepted recommendations.