

Deputy Term: Deputy terms begin on July 1st. Election is for three years on a staggered basis.

CERTIFICATION OF LAY DEPUTIES

Name of Church _____

City/Town/Neighborhood _____

District Number _____

It is hereby certified that the following persons are authorized to represent the above named church at the Convention and for the items specified.

Warden or Officer of the Vestry (*signature*) Date

Name _____ Address _____

City, State, Zip Code _____

Email address _____ Phone _____

Year Term Commenced _____ Year Term Expires _____

Name _____ Address _____

City, State, Zip Code _____

Email address _____ Phone _____

Year Term Commenced _____ Year Term Expires _____

Name _____ Address _____

City, State, Zip Code _____

Email address _____ Phone _____

Year Term Commenced _____ Year Term Expires _____

LAY DEPUTIES – Please denote the Lay Deputation Leader with an asterisk (*)

If sending more than two (2) Deputies, please certify your number of Communicants in good standing. _____

I certify that this parish has Communicants in good standing in The Episcopal Church, USA equal to _____

Warden or Officer of the Vestry (*signature*) Date

ADDITIONAL LAY DEPUTIES (IF parish qualifies)

Name of Church _____
City/Town/Neighborhood _____
District Number _____

Name _____
Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____
Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____
Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____
Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____
Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Return by **August 10, 2009** to the Secretary of the Convention
The Rev. Canon James D. Schoucair
c/o The Episcopal Diocese of Pittsburgh
4099 William Penn Highway
Suite 502
Monroeville PA 15146

Please retain a copy of this form for parish use.

ALTERNATE LAY DEPUTIES

Name of Church _____
City/Town/Neighborhood _____
District Number _____

Name _____ Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____ Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

Name _____ Address _____
City, State, Zip Code _____
Email Address _____ Phone _____
Year Term Commenced _____ Year Term Expires _____

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Episcopal Diocese of Pittsburgh Constitution & Canons

Article III

Members of Convention

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

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

**Canon 1
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 2
Of Deputies**

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

For each Parish, two Lay Deputies.

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

Section 2. Lay Deputies

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

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

Canon 3

Section 2. Parochial Reports

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.

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.