



*The Episcopal Church in Western Oregon*  
CONSTITUTION AND CANONS

Adopted at the 131st Annual Meeting of the Diocesan Convention  
Amended at the 134th Annual Meeting of the diocesan convention



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# THE CONSTITUTION

## ARTICLE 1: TITLE AND BOUNDARIES OF THE DIOCESE

This diocese shall be known as the Diocese of Oregon, and shall include that part of the State of Oregon lying west of the crest of the Cascade Mountains, including Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill counties.

## ARTICLE 2: ACCEDING TO THE CONSTITUTION AND CANONS OF THE EPISCOPAL CHURCH

**Sec. 1.** The Diocese of Oregon accedes to the Constitution and Canons of the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church, which is a part of Christ's Holy Catholic Church, and recognizes the authority of its General Convention.

**Sec. 2.** This Constitution is the fundamental law of this diocese under and in subordination to the Constitution and Canons of The Episcopal Church.

## ARTICLE 3: AUTHORITY

**Sec. 1.** The authority of this diocese is vested in the bishop diocesan, the bishop coadjutor (if there be one), the convention, the standing committee, and the board of trustees.

**Sec. 2.** The bishop diocesan is the ecclesiastical authority of the diocese, unless the bishop diocesan or the presiding bishop has authorized another to act as ecclesiastical authority under the canons of The Episcopal Church.

**Sec. 3.** The bishop is the ordinary of all religious and benevolent organizations of the church within this diocese, and as such is a member ex officio of their governing bodies and may attend and preside at any of their meetings.

**Sec. 4.** The bishop is the chief pastor of the diocese, and may perform episcopal acts, officiate at any public service or preach within any parish or mission or elsewhere in the diocese.

## ARTICLE 4: CONVENTION

**Sec. 1.** The legislative power of the diocese is vested in the convention.

**Sec. 2.** The convention shall be composed of the bishop, and the bishop coadjutor and bishop suffragan, if any, and of priests, deacons, and lay Persons, as hereinafter provided.

**Sec. 3.** The bishop, and the bishop coadjutor and bishop suffragan, if any, shall each have a seat and vote in the convention.

**Sec. 4.** Every member of the clergy who is canonically resident in the diocese and who is ecclesiastically employed or appointed by the bishop to ecclesiastical service in the diocese or

resident within it shall have a seat and vote in the convention. A member of the clergy, licensed by the bishop, who has charge of a parish or mission in the diocese when convention convenes shall also be entitled to a seat and vote.

**Sec. 5.** The lay members shall consist of delegates from the parishes and missions of the diocese according to the schedule set out in the canons. The lay delegates from each congregation shall be elected by its Annual Meeting, unless the congregation's by-laws provide for election by the vestry or Bishop's Advisory Committee. Delegates shall be communicants in good standing in the parishes and missions they represent, and shall be at least 16 years of age. Alternates shall be elected in the same manner, with the same qualifications. Provision may be made by Canon for the election and designation of delegates and alternates from missions failing to elect. Each delegate shall serve for a period of one year from election or until a successor is chosen, and shall have duties between Conventions as shall be determined by the canons or convention. Notice of the election of delegates shall be sent by the congregation to the secretary of convention within 30 days of their election.

**Sec. 6.** The convention shall be the final judge of the qualifications of its members, but no person under Ecclesiastical censure shall be entitled to a seat or vote in the convention.

**Sec. 7. (a)** Except as provided in subsection (b), officers of the diocese and members of permanent commissions, committees, and boards shall be entitled to seats in the convention and all rights except the right to vote.

**(b)** Notwithstanding subsection (a), duly elected or appointed lay members of the board of trustees, standing committee, and Diocesan Council shall have all rights, including the right to vote, at conventions.

**Sec. 8.** Annual or special meetings of the convention shall be called and held as provided by the canons of the diocese.

**Sec. 9.** The bishop is ex officio president of the convention. In the absence of the bishop, the bishop coadjutor, if there be one, shall preside. If no bishop with jurisdiction is present, the President of the standing committee shall serve as president pro tempore. If the president of the standing committee is not available, the convention shall elect a president pro tempore from among its members.

**Sec. 10.** Clergy from a majority of the congregations entitled to representation and lay delegates from a majority of the congregations entitled to representation, when assembled, shall constitute a quorum for the transaction of business.

**Sec. 11.** The convention shall deliberate and act as one body (except as elsewhere provided in this Constitution or the canons), unless a vote by orders be required by five members, each from a different congregation, in which case each clerical member shall be entitled to one vote, and each lay delegate shall be entitled to one vote. When the vote is by orders, the clerical and lay orders shall vote separately and concurrently and a majority of votes cast in each order shall be necessary to an affirmative decision or to an election.

**Sec. 12.** All elections shall be by ballot unless dispensed with by unanimous consent. **Sec. 13.** No vote may be cast by proxy.

## ARTICLE 5: OFFICERS

**Sec. 1.** At each annual meeting, the convention shall elect a secretary, a treasurer, a registrar, and a Chancellor, upon nomination by the bishop. They shall remain in office until their successors are elected and assume office. They shall perform the duties prescribed by canon and by resolution of the convention.

**Sec. 2.** To be elected to any of these offices the nominee shall be either a member of the clergy canonically and geographically resident in the diocese or a communicant in good standing of a parish or mission of the diocese. Additional qualifications may be set out in Canon.

**Sec. 3.** The duties of each office shall be specified in canon.

**Sec. 4.** In case any of the officers provided for in this Article shall die, resign, remove from the diocese, or become incapable of acting, the standing committee shall have the power to fill the vacancy thus created, by the election of a person eligible under the provisions of this article; provided, that the bishop, if there be one, shall exercise the right of nomination.

## ARTICLE 6: STANDING COMMITTEE

**Sec. 1.** The standing committee shall consist of four members of the clergy and four lay persons whose terms of office shall be four years. The convention shall elect at each annual meeting by a vote by orders one member of the standing committee in each order.

**Sec. 2.** Any member of the standing committee who serves one full term shall not be eligible for re-election for a period of at least one year.

**Sec. 3.** Each member of the clergy must be canonically and geographically resident in the diocese, and each of the lay persons must be a communicant in good standing of a parish or mission of the diocese. Vacancies in the committee occurring by death or otherwise shall be filled until the next annual convention by the concurrent vote of the clerical and lay members of the committee.

**Sec. 4.** The authority and responsibilities of the standing committee are set out in the Canons of The Episcopal Church and of the Diocese of Oregon.

## ARTICLE 7: DEPUTIES TO THE GENERAL CONVENTION

**Sec. 1.** At the annual meeting of the diocesan convention occurring two years before the opening date of the next General Convention, the convention shall elect four clergy deputies and four lay deputies, using the electoral standards set out in this Constitution and Canons. They shall continue in office until their successors are chosen. The clerical deputies shall be canonically and geographically resident in the diocese. The lay deputies shall be communicants in good standing of a parish or mission in the diocese.

**Sec. 2.** The convention shall then elect the same number of clergy and lay alternate deputies, with the same qualifications as the deputies, using the electoral standards set out in this Constitution or the canons. In the event an elected deputy cannot serve, the alternates from the same order shall be asked to serve based on the order of their election.



## ARTICLE 8: ELECTION OF A BISHOP

**Sec. 1.** The election of a bishop, bishop coadjutor, or bishop suffragan shall be made only at an “Electing Convention,” which shall be either the annual meeting of the convention or a special meeting called solely for that purpose. The object of the special meeting shall be stated in a notice sent by the secretary to every member of the clergy entitled on the date of the notice to a seat and vote in the convention, to every lay delegate whose election has been certified to the secretary, and to the clerk of every parish and mission in the diocese. The notice shall be sent at least ninety days before the time appointed for the special meeting.

**Sec. 2.** The standing committee shall appoint a search committee which, consistent with the canons of this diocese, will develop the process to receive nominations for preparation of a slate of candidates, prepare the slate, give notice to the diocese and the electing delegates, and provide a process for receiving additional nominations.

**Sec. 3.** The election shall proceed following presentation of the slate of candidates, together with any nominee by petition, to the Electing Convention. There shall be no further nominations from the floor of the Electing Convention. The vote shall be by orders. If no election should result on the first ballot, subsequent ballots shall be taken without taking a recess between ballots, unless the convention should determine otherwise.

## ARTICLE 9: PARISHES AND MISSIONS

**Sec. 1.** The adoption of this revision of the constitution shall in no wise alter the present status of any parish or mission.

**Sec. 2.** A parish may be admitted into the diocese by a majority vote of the annual convention, provided that it shall have met the conditions set out in Canons.

**Sec. 3.** A mission may be admitted into the diocese by a majority vote of the annual convention, provided that it shall have met the conditions set out in Canons.

**Sec. 4.** The convention may, by Canon, prescribe further terms not in conflict with this Article, for the organization, admission, suspension and dissolution of parishes and missions.

## ARTICLE 10: ASSESSMENTS

The convention shall have the power to levy assessments on the parishes and missions by canon or by resolution, as needed to support the budget adopted by convention. The convention shall have the power to fix the dates at which the assessments shall fall due, and to impose penalties as it may see fit for failure to pay the assessments, as provided by canon.

## ARTICLE 11: CATHEDRAL

Trinity Episcopal Cathedral, an Oregon nonprofit corporation, is established and declared to be the Cathedral Church of this diocese. It shall have the rights and duties of a parish except that the Cathedral Chapter may consist of not more than eighteen members.

## ARTICLE 12: DIOCESAN COUNCIL

**Sec. 1.** There shall be a Diocesan Council, the at large members of which shall be elected by the convention, and shall hold office until their successors shall be elected.

**Sec. 2.** The convention shall define by canon the membership and powers of the council.

## ARTICLE 13: CORPORATION OF THE DIOCESE; BOARD OF TRUSTEES

**Sec. 1.** The church in this diocese shall be incorporated under the laws of the State of Oregon under the name and title of THE DIOCESE OF OREGON.

**Sec. 2.** The Canons shall provide for the election of the board of trustees of the corporation and for the definition and exercise of its powers.

## ARTICLE 14: AMENDMENT OF THE CONSTITUTION

**Sec. 1.** Any proposed amendment shall be introduced in writing, by submission to the secretary of convention, at least 90 days before the beginning of the convention at which it is to be considered. Notice of the proposal shall be sent to every clergy and lay delegate to the convention and to every congregation in the diocese. It shall also be referred promptly to the committee on Constitution and Canons, which shall make its recommendation to the convention.

**Sec. 2.** If approved by a majority vote at the convention at which it is initially presented, it shall lie over until the next annual meeting of the convention. Notice of the amendment as passed shall be sent to the congregations and to those eligible to vote at the next convention.

**Sec. 3.** If the amendment is approved at the second convention by a vote by orders, the amendment shall be adopted, and shall be in force from the date of adoption, unless some future date be specified in the amendment itself.

## ARTICLE 15: REPEAL OF FORMER CONSTITUTIONS

All previous Constitutions of this diocese are hereby repealed; provided, that such repeal shall not affect any case of a violation of existing Articles of any previous constitution committed before the date of the adoption of the repeal; but such case shall be governed as if no repeal had taken place.

Date of first reading of present Constitution: Diocesan Convention, Saturday, November 5, 2016: adopted.  
Date of second reading of present Constitution: Diocesan Convention, Saturday, October 28, 2017: adopted.

# THE CANONS

## CANON 1: THE CONVENTION

### CANON 1.1 THE MEETING OF THE CONVENTION

**Sec. 1.** (a) There shall be an annual meeting of the convention, the time and place to be set by the bishop in consultation with the standing committee, and announced at the annual meeting the preceding year.

(b) In the event of an emergency as determined by the bishop in consultation with the standing committee, the bishop, with the concurrence of the standing committee, may call for any Annual or Special Convention to be conducted, in whole or in part, by electronic transmission or by electronic video screen transmission pursuant to rules of order that provide the clerical and lay members a reasonable opportunity to participate in the convention and to vote on matters submitted to the convention, including an opportunity to read or hear the proceedings of the convention concurrently with those proceedings. The secretary of the convention shall maintain a record of any votes or other actions taken by means of electronic transmission or electronic video screen communication. Participation in the convention through the use of electronic transmission or electronic video screen communication pursuant to this Canon constitutes presence in person at the convention for all purposes.

**Sec. 2.** Sec. 2. The bishop may call a special meeting of the convention (and shall call a special meeting upon request of a majority of the standing committee), designating the time, place, and purpose of the meeting. No business other than that stated in the call shall be transacted, except by unanimous vote.

**Sec. 3.** Notice of the time and place of every annual or special meeting of the convention, and of any change therein, shall be given by the secretary to every member of the clergy, to every lay delegate whose election has been certified to the secretary, to the clerk of every congregation in the diocese, and to the Official Youth Presence at least 30 days before the time appointed for the meeting. In the case of a special meeting, the notice shall also include a verbatim copy of the call issued by the bishop. Failure to provide timely notice of the annual meetings of the convention shall not, however, invalidate the convention.

**Sec. 4.** (a) At least six months prior to the annual convention, the bishop shall appoint the committees of Convention which shall include a Committee on Dispatch of Business, a Committee on Constitution and Canons, a Committee on Resolutions, a Committee on Courtesy and such other Committees as may be necessary for the convention to carry out its responsibilities. Each committee shall have an odd number of members. The members of these committees shall be selected from among the lay and clergy delegates certified to the secretary as of the date of appointment, or officers, and shall be, to the extent possible, representative of both orders and the breadth of the diocese. No delegate may serve on more than one of these committees. The appointments shall be communicated to all delegates.

(b) The committee on the Dispatch of Business shall consist of at least 3 [three] members, including at least one lay and one clergy delegate. The secretary of convention shall be an ex officio, voting member. The committee shall meet not later than 60 days prior to the annual

convention, shall prepare the Order of Business to be presented, and shall cause a copy of the Order of Business to be sent to each member of the clergy in the diocese and to each lay delegate not later than 30 days prior to the annual convention. The committee shall also present the Order of Business at the opening of the annual convention for approval, as presented or amended, by the delegates.

(c) The committee on Constitution and Canons shall consist of at least five members, including at least two lay and two clergy delegates. The chancellor shall be a non-voting ex officio member. The committee's duties are to review any proposed amendments to the Constitution or Canons of the diocese for consistency with the Constitution and Canons of The Episcopal Church, to hold at least one hearing, at Convention, on each proposal, to make recommendations on all amendments submitted to the convention, including any further amendments approved by the committee, and to ensure the accuracy of the record of any amendments adopted.

(d) The committee on Resolutions shall consist of at least five members, including at least two lay and two clergy delegates. It shall receive for review all resolutions submitted for consideration by the convention not otherwise assigned to any committee of Convention established under Canon 1.1.4, hold at least one hearing, at Convention, on each one and make recommendations, which may include revisions or substitutes, to the convention.

(e) The committees on Constitution and Canons and on Resolutions may hold additional hearings on the matters before them prior to the convention, by electronic transmission, so long as notice of each hearing and its subject matter is provided at least two weeks in advance to all members of the clergy, certified lay delegates and clerks of the congregations in the diocese. The arrangements must provide reasonable opportunity for full participation by members of the committee holding the hearings, other delegates and members of the diocese, and minutes or a recording of the hearing to be made available to absent committee members.

(f) The committee on Courtesy shall consist of at least three members, including one lay and one clergy delegate. It shall draft one or more appropriate resolutions to express the gratitude of the convention and present them to the convention for approval.

(g) The committee for Certification of Minutes shall consist of the chair of the committee on Dispatch of Business, or designee, the secretary, or designee, and a member of the [Resolutions Committee and] Constitution and Canons Committee. The committee shall review the minutes prepared by the secretary and certify their accuracy and completeness within 30 days of the close of convention.

**Sec. 5.** (a) Any member of a congregation in the diocese or member of the clergy entitled to seat and vote at Convention may propose an amendment to the constitution or canons after obtaining the written sponsorship or endorsement of a lay delegate, a member of the clergy entitled to seat and vote, a vestry or Bishop's Advisory Committee, a convocation, or a commission or committee of the diocese.

(b) All proposals for amendments to the constitution or canons of the diocese, shall be submitted, in writing, to the secretary by the person or persons initiating such changes at least 90 days prior to the annual convention. Within five business days, the secretary shall send copies of the proposed changes to each member of the committee on Constitution and Canons, to each member of the clergy entitled to seat and vote, to each lay delegate, and to the convocations.

**Sec. 6.**(a) Any member of a congregation in the diocese or member of the clergy entitled to seat and vote at Convention may propose a resolution after obtaining written sponsorship or endorsement of a lay delegate, a member of the clergy entitled to seat and vote, a vestry or Bishop's Advisory Committee, a convocation, or a commission or committee of the diocese.

(b) Resolutions shall be submitted, in writing, to the secretary by the person or persons initiating them at least 45 days prior to the annual convention. Within five business days, the secretary shall send copies of the proposed resolution to each member of the Committee on Resolutions, to each member of the clergy in the diocese entitled to seat and vote, to each lay delegate and to the convocations. Resolutions not submitted in accordance with this provision may be referred to the committee on Resolutions at the first business meeting, by a three-fourths vote of the convention based on a reading of the title of the resolution, to be heard in the same manner as set out in Sec. 4(d) above.

**Sec. 7.** At any session of the convention, the bishop, or other duly constituted President of the convention, may designate a temporary presiding officer from among the lay or clerical delegates present at that particular session to preside over the convention.

**Sec. 8** (a) At or before each annual meeting of the convention, the bishop shall appoint a Post-Convention Committee, consisting of five persons, including at least one lay and one clergy delegate from the convention, to serve until the committee reports to the next annual convention. The bishop shall also appoint one of the members as convener, who, working in cooperation with the secretary of convention, shall call the first meeting of the committee, to be held within 20 days after the meeting of convention adjourns.

(b) The duties of the Post-Convention Committee shall be:

- (i) To assign any business referred to it by the convention to the appropriate entity for implementation, and to monitor the progress of any such business;
- (ii) To report to the next annual meeting of Convention and to interim meetings of Diocesan Council concerning the implementation of the business and resolutions of the prior Convention.

## CANON 1.2 CLERGY MEMBERS

**Sec. 1.** It shall be the duty of all clergy entitled to seat and vote in the convention to attend the convention, unless excused by the bishop.

**Sec. 2.** Each member of the clergy, who for good cause is unable to attend the annual convention, shall as early as possible make written application to the bishop, through the secretary, to be excused. The secretary will give notice of the bishop's decision.

**Sec. 3.** One week before every meeting of the convention, the registrar shall prepare a list of all the clergy of the church canonically resident in this diocese. The list shall be given to the secretary, who shall prepare a roster of the clergy entitled to seats and votes in convention in order to determine the number needed for a quorum. The list shall not include those clergy who have been excused by the bishop. The secretary shall make the roster available to the convention and include it in the journal.

## CANON 1.3 LAY DELEGATES

**Sec. 1.** The lay members shall consist of delegates from congregations (parishes and missions) admitted into the diocese. The number of lay delegates to convention for each congregation shall be determined according to the following schedule:

Pledging Units	Delegates to Convention
0 - 50 . . . . .	2
50 - 100 . . . . .	3
101 - 200 . . . . .	4
201 - 300 . . . . .	5
301 - 400 . . . . .	6
401 - 500 . . . . .	7
501 or more . . . . .	8

Pledging units are families, or individuals who are not members of another pledging unit within the Congregation, who have made written pledges for the year in which the selection of delegates takes place.

**Sec. 2 (a).** Lay delegates and alternates to the annual convention, with the qualifications set out in Article 4.5 of the constitution, shall be elected by March 1st of each year and the election certified within 30 days in writing to the secretary of convention by the member of the clergy in charge of the congregation, or by a warden or the clerk of the congregation. The certificate shall specify when the election occurred, the name and contact information for each lay delegate and alternate, and that each is at least 16 years old and a communicant in good standing of the congregation.

(b) In the event a delegate cannot attend the convention, the member of the clergy in charge, a warden or the clerk shall immediately notify the secretary of convention of the change and certify the alternate who will be serving as the delegate.

(c) No delegate will be seated if appropriate certification has not been provided to the secretary. Late registration will be allowed with appropriate certification.

**Sec. 3.** From the certificates received, the secretary shall make a list of names of the delegates to be used in the organization of the convention. Failure to deliver the certificate shall not, however, invalidate the election of any delegate nor any action of the convention.

**Sec. 4.** When a mission fails to elect lay delegates, or its delegates are unable to attend, the bishop may appoint a delegate from among those canonically eligible.

**Sec. 5.** It is the duty of the lay delegates to attend the sessions of the convention to which they have been elected members. If a delegate is not able to attend, it is his or her duty to immediately notify the congregation so that an alternate may attend instead.

**Sec. 6.** If a parish or mission is not represented in any convention or in any session thereof, such parish or mission shall nevertheless be bound by all acts of such convention.

## CANON 1.4 OFFICIAL YOUTH PRESENCE

In addition duly elected lay delegates, up to fourteen youth (two youth from each convocation) who are duly authorized representatives known as the Official Youth Presence shall have seat and voice in a designated section on the floor of the convention. Each convocation may elect or appoint up to two authorized youth representatives and an alternate aged between 16 and 19. Convocation certifications shall be forwarded in writing by the dean/president of each convocation to the secretary of the convention at least 90 days prior to the date of convention.

## CANON 1.5 NOMINATIONS

**Sec. 1.** The bishop shall, at least six months before the annual convention, appoint a Nominating Committee, designating one member who shall act as convener. The committee shall consist of one lay person and one member of the clergy from each of the convocations of the diocese.

**Sec. 2.(a)** Within 15 days of the appointment of the committee, the convener shall invite, in writing, every parish vestry, every mission Advisory Committee and every convocation to submit nominations for positions enumerated in Canon 1.5.3. below. Nominations shall be submitted not later than 120 days prior to convention.

(b) The invitation shall be accompanied by a list of the incumbents of these positions, identified by Congregation, with an indication of those incumbents whose terms expire and whose positions are to be filled by election of the convention.

**Sec. 3.** The Nominating Committee shall meet at the call of the convener, no later than 90 days before the annual convention, and shall ensure that not less than two persons are nominated for each of the offices included in the following categories:

Members of the standing committee, members-at-large of the Diocesan Council, Trustees of The Diocese of Oregon, Members of the Chapter of Trinity Cathedral, Deputies to the General Convention

**Sec. 4.** The nominations so made shall be communicated to the secretary, who shall then send a list of the nominations to each member of the clergy and each lay delegate in the diocese at least 30 days prior to the annual convention.

**Sec. 5.** All nominations shall be accompanied by biographical data, parish/mission identification, and the written consent of the nominee. Compliance with this requirement, in cases of nominations from the floor, may be waived by the bishop or by a majority vote of convention.

**Sec. 6.** At the convention, the committee shall place in nomination the names previously distributed, by office. The presiding officer of the convention shall then call for nominations from the floor.

**Sec. 7.** At the proper time in the annual convention, the secretary shall distribute a printed list of all nominations made to the convention. Before voting, a ballot shall be distributed to each delegate present.

**Sec. 8.** Sections 5-7 of this Canon do not apply to nominees for Trustees of Oregon Episcopal School. Nominees for Trustees of Oregon Episcopal School shall be selected by the Oregon Episcopal School Board of Trustees after considering suggestions from the parish Liaison Committee and the diocesan Nominating Committee, if any. The bishop diocesan or, if there is no bishop diocesan, the Ecclesiastical Authority, shall appoint the nominees to the Oregon Episcopal School Board of Trustees. Such appointments shall be ratified by the standing committee and reported to the next annual meeting of the convention of the diocese.

## CANON 1.6 DELEGATES TO PROVINCIAL SYNOD

The deputies of this diocese to the General Convention shall also serve as delegates to the Synod of the Eighth Province, in accordance with the Ordinances of the Province.

## CANON 2: OFFICERS OF THE DIOCESE

### CANON 2.1 THE SECRETARY

**Sec. 1.** The secretary shall serve as secretary of the corporation, secretary of the convention, and secretary of the Diocesan Council, and may appoint assistant secretaries. The Assistant secretaries shall act under the direction of the secretary. In the case of a vacancy in the office of secretary, the duties thereof shall devolve upon an assistant secretary, if there be one, until such time as the standing committee elects a replacement.

**Sec. 2.** It shall be the duty of the secretary to provide the notices required by the constitution or canons; to make provision for reviewing the credentials of each delegate registered for Convention; to take Minutes of the proceedings of the convention and to publish a Journal of the convention when the Minutes have been certified as accurate; to preserve the records and original Minutes and at least three copies of the printed journal, in addition to electronic copies; to attest to the public acts of the convention and the correctness of the printed Journal; and faithfully to deliver to the secretary's successor all documents pertaining to the office.

**Sec. 3.** (a) The secretary shall send annually to the secretary of the House of Deputies of the General Convention as many copies of the Journal as are required by Canon of The Episcopal Church. A copy of the Journal shall also be sent to each member of the clergy canonically resident in this diocese, to each lay delegate and to each Congregation.

(b) As soon as is practical after the adjournment of the diocesan convention at which General Convention Deputies and Alternates are elected, the secretary shall send to the secretary of the House of Deputies of the General Convention the credentials of the persons who were elected.

(c) The secretary shall submit to the diocesan convention notices received from the secretary of the House of Deputies of the General Convention concerning alterations to the Book of Common Prayer, or of the constitution of the church, together with such other notices as are submitted to the diocesan conventions, and shall certify to the secretary of the House of Deputies of the General Convention that this has been done.



**Sec. 4.** After every meeting of the convention, the secretary shall send to the Registrar the number of copies of the Journal as the Registrar shall require, together with all documents bearing upon the Church at large received during the year.

**Sec. 5.** Within 15 days after any meeting of convention, the secretary shall provide to the convener of the Post-Convention Committee a draft copy of the following: a summary of the proceedings of the convention which require action by the committee, Resolutions of Policy adopted by the convention, changes to the constitution or canons adopted by the convention, diocesan reports made to the convention, and such other information as may assist the Post-Convention Committee in carrying out its duties.

**Sec. 6.** It shall be the duty of the secretary, under the direction of the Corporation, to keep the corporate Minutes, to perform the usual secretarial duties, and to join with the President in the execution of instruments in the name of the Corporation.

## CANON 2.2 THE TREASURER

**Sec. 1.** The treasurer of the diocese shall be a person who has demonstrated competence in financial management. The treasurer of the diocese shall also serve as the treasurer of the Corporation and the convention. The treasurer may appoint an assistant treasurer, with the same qualifications as required for the treasurer. In the case of a vacancy in the office of treasurer, the duties thereof shall devolve upon the assistant treasurer, if there be one, until such time as the standing committee elects a replacement.

**Sec. 2.** The treasurer shall oversee receipt and disbursement of all funds collected under authority of the convention, the diocese and the Corporation, and the keeping of its accounts and records, and take charge of all deeds and papers which may be entrusted to the Corporation for the use and benefit of the Church. The treasurer shall ensure that the diocese conforms to the standard business practices set out in Canon 1.7 of The Episcopal Church, including the requirement that all accounts of the diocese and Corporation be audited annually by an independent Certified Public Accountant approved by the board of trustees. Financial accounts of all diocesan funds, including the most recent audit report, with opinion letter and footnotes, an income statement, balance sheet, changes in financial position/cash flow statement, investment account statement, Corporation Sole accounts, and the Episcopal bishop of Oregon Foundation, shall be rendered annually to the convention.

**Sec. 3.** The treasurer shall serve as an ex-officio member of Diocesan Council, and perform such additional duties as may from time to time be ordered by the convention, the board of trustees, or the Diocesan Council.

## CANON 2.3 THE REGISTRAR

**Sec. 1.** The registrar shall be a person experienced in the management of records.

**Sec. 2.** It shall be the duty of the registrar to collect and preserve all journals and other documents relating to the history of the church in this diocese and in its parishes and missions, to arrange, file, and label these publications and manuscripts carefully, and from time to time to make a report of collections to the convention.

**Sec. 3.** The registrar shall also keep a record, in a suitable book, of the ordinations of all bishops, priests, and deacons that take place in the diocese, of transfers of clergy in and out of the diocese, of ecclesiastical sentences, and of other official acts, and prepare the annual reports thereof required by the Canons of The Episcopal Church.

**Sec. 4.** The registrar may issue certified abstracts of any records in the registrar's possession, and upon order of the bishop, shall issue such abstracts.

## CANON 2.4 THE CHANCELLOR

**Sec. 1.** The chancellor shall be an attorney in good standing and licensed to practice law in Oregon. The chancellor shall provide legal advice and counsel to the Ecclesiastical Authority. The chancellor shall serve at the pleasure of the Ecclesiastical Authority. From time to time the chancellor may, with the permission of the Ecclesiastical Authority, provide legal advice to other persons, bodies and entities within the diocese. In the event of a vacancy in the office of Chancellor, the Ecclesiastical Authority may appoint a vice chancellor to be Acting Chancellor until such time as the standing committee elects a replacement.

**Sec. 2.** The Ecclesiastical Authority may appoint one or more vice chancellors, with the same qualifications and under the same terms as the chancellor, to provide legal advice and counsel to the Ecclesiastical Authority, or to other persons, bodies and entities within the diocese as permitted by the Ecclesiastical Authority.

## CANON 2.5 REMOVAL OF LAY OFFICERS

Lay officers may be removed from office by the standing committee, with the consent of the bishop, for misconduct in office. Such officer shall be furnished with written notice specifying the facts upon which the charge is based and shall be allowed opportunity to appear in person and to present a defense before a regularly called meeting of the standing committee at which the bishop shall be present.

## CANON 3: THE ORGANIZATION OF THE DIOCESE

### CANON 3.1 THE STANDING COMMITTEE

**Sec. 1.** The standing committee shall serve as the Council of Advice to the bishop diocesan, including performing the duties related to ordination and property set out in the Canons of The Episcopal Church and other duties set out in these Canons. It shall also serve as the Ecclesiastical Authority in the absence of the bishop.

**Sec. 2.** The standing committee at its first meeting each year shall choose a President and a secretary from its members. The president shall preside at each meeting. The secretary shall record the proceedings of the committee. A full report of the committee's acts shall be made at each annual meeting of the convention.

**Sec. 3.** The standing committee shall establish its own meeting schedule, provided that the bishop may call a meeting when seeking its advice. The president or the standing committee may call a special meeting whenever they deem it necessary or are disposed to advise the bishop. The standing committee shall adopt their own rules of order.

**Sec. 4.** Any five members (all having been summoned) shall constitute a quorum.

**Sec. 5.** Notice shall be sent to all members at least three days before the time of any meeting of the standing committee; provided, however, that with the express consent of every member, a meeting may be held at any time without such notice.

### CANON 3.2 THE CORPORATION OF THE DIOCESE

**Sec. 1.** The Corporation of THE DIOCESE OF OREGON, an Oregon nonprofit corporation, is the legal entity of the diocese. Its purpose shall be to hold and manage all property given or acquired for the Church in the diocese, other than that held by parochial or other corporations duly organized.

**Sec. 2.** The Constitution and the canons of the diocese shall constitute the primary bylaws of the Corporation, but the board of trustees, with the advice and consent of the standing committee, may adopt such additional bylaws as are necessary to its functions.

**Sec. 3.** The Corporation shall be governed by a board of trustees, consisting of the bishop, the bishop coadjutor, if there is one, the chancellor, the secretary of convention, the treasurer, three members of the clergy, geographically and canonically resident in the diocese, and three lay Persons, who are adult communicants in good standing in the diocese.

**Sec. 4.** Trustees, other than the bishop, the bishop coadjutor, the chancellor, the secretary of convention, and the treasurer, shall be elected by the convention for terms of three years. Any vacancy occurring between conventions shall be filled by the standing committee until the next meeting of the convention, which shall then fill the unexpired term.

**Sec. 5.** The bishop shall be president of the corporation, serve as the chief executive officer of the corporation and preside at all meetings of the board. The trustees shall elect, at their meeting following the diocesan convention, one of their number to act as vice-president until a successor is elected. The duty of the Vice-President shall be to perform all of the duties and functions of the President, so far as they relate to the affairs of the corporation, during the President's absence from the diocese or inability to act as president.

**Sec. 6.** (a) The duties of the board of trustees are to act as fiduciaries for the diocese in regard to the funds and property in their charge and to manage the business affairs of the corporation.

(b) The board shall organize itself, including establishing its schedule, its rules of order and its committee structure.

(c) The board shall conform to such instruction as from time to time may be given by the convention.

(d) The Board shall report annually to the convention.

(e) Upon written consent of the bishop and the standing committee, the Board may convey title to or agree to the encumbrance of real property belonging to the diocese.

(f) The Board may make loans or grants of funds to ministries of the Church in the diocese only on favorable recommendation of the Diocesan Council. They may make loans or grants to parishes or missions for maintenance and building projects.

## CANON 3.3 THE DIOCESAN COUNCIL

**Sec. 1.** (a) The Council shall be composed of the following:

- [1] The bishop, the bishop coadjutor, the treasurer, and the secretary of convention;
- [2] Convocation representatives consisting of seven members of the clergy and seven lay communicants in good standing selected by their respective convocations as hereinafter provided;
- [3] Members-at-large consisting of six members of the clergy and six lay communicants, elected by convention for three-year terms, two in each order to be elected each year.

(b) Vacancies occurring among convocation representatives shall be filled by the appropriate convocation. Vacancies occurring among members-at-large between Conventions shall be filled by election of the Council. Those so elected shall serve until the next Convention, at which time a successor shall be elected to fill the remainder of the unexpired term.

(c) The bishop shall preside at meetings of the Council. The bishop coadjutor or the secretary, in that order, shall preside in the absence of the bishop.

(d) The Council may appoint other officers and assign their duties.

**Sec. 2.** The Diocesan Council shall oversee the work of the Church in this diocese paid for by the annual diocesan operating budget, including developing the annual income and expense budgets. It shall perform such work as may be committed to it by the convention and initiate and develop such new ministries between meetings of the convention as it deems necessary.

**Sec. 3.** (a) The Council shall:

- [1] Advise the bishop on matters pertaining to diocesan mission and ministry.
- [2] Perform such other duties as required by Canon or by Resolution of the Convention.

(b) The Council may:

- [1] Organize itself and adopt rules for its governance and the administration of the Assessment levied under authority of Article 10 of the constitution.
- [2] Recommend measures to increase the funds under its jurisdiction.
- [3] With the approval of the bishop, request the board of trustees to provide funds for aiding the missionary work of the diocese, other than for clergy salaries.
- [4] Recommend, by three-fourths vote of its members present at a regular meeting and with the approval of the bishop, temporary financial assistance to any parish, upon such conditions as the Council may impose.

**Sec. 4.** The Council shall provide a system for interacting annually with representatives of the several ministries supported by the budget in order to evaluate their progress and continuing needs.

**Sec. 5.** The Council shall meet at least three times each year and at such other times as its rules or the presiding officer shall require. Fourteen members shall constitute a quorum.

## CANON 3.4 LIMITATION ON ELECTIVE POSITIONS

**Sec. 1.** No member of the clergy or lay person shall hold more than one of the following positions at one time: member of the standing committee, member of the Diocesan Council, or Trustee of the diocese. These restrictions shall not apply to an ex officio member of any of these bodies.

**Sec. 2.** No member of the standing committee, board of trustees or Diocesan Council, who has served a full term on that body, may be re-elected to that body until the next annual convention following the end of the member's term. If a person has been appointed or elected to fill a vacancy during a term on any of these bodies and has served for the period between two annual conventions or longer, that person shall not be eligible for reelection to the same body until the next annual convention following the end of the person's term.

## CANON 3.5 CONVOCATIONS

**Sec. 1.** For the more effective prosecution of the work of the Church in this diocese, the following convocations are hereby established:

- (a) The Metropolitan-East Convocation, comprising those parishes and missions within Multnomah and Clackamas Counties, and east of the Willamette River.
- (b) The Columbia Convocation, comprising those parishes and missions in Columbia and Clatsop Counties, and that portion of Multnomah County west of the Willamette River, east of the ridge of the West Hills and north of Taylor's Ferry Road.
- (c) The Sunset Convocation, comprising those parishes and missions in Tillamook and Washington Counties, and in Clackamas County west of the Willamette River, and in Multnomah County west of the ridge of the West Hills, and south of Taylor's Ferry Road.
- (d) The Willamette Convocation, comprising those parishes and missions in Yamhill, Marion, and Polk Counties, and that portion of Lincoln County north of the Siletz River.
- (e) The Central Convocation, comprising those parishes and missions in Linn and Benton Counties, and that portion of Lane County east of the summit of the Coast range, and that portion of Lincoln County south of the Siletz River.
- (f) The Southern Convocation, comprising those parishes and missions in Josephine and Jackson Counties, and in that portion of Douglas County east of the summit of the Coast Range.
- (g) The South Coast Convocation, comprising those parishes and missions in Coos and Curry Counties, and in that portion of Lane and Douglas Counties west of the summit of the Coast Range.

**Sec. 2.** If any one member of the clergy bears primary responsibility for more than one parish or mission, and should the several parishes or missions fall within two or more convocations, the individual parishes and missions involved may elect which of the respective convocations they will join during the period this condition exists.

**Sec. 3.** Any parish or mission desiring to change from its assigned convocation to an adjacent convocation may apply for such change to the Diocesan Council. The Council may grant or deny the application.

**Sec. 4.** In each convocation there shall be a convocation council to carry out any program of the convocation including education about, and preparation for, the annual Diocesan Convention.

- (a) All meetings of the Council shall be open to attendance by clergy and lay members of congregations of the convocation. Participation in discussion at meetings is limited to voting members unless otherwise authorized by the presiding officer.
- (b) Voting membership shall consist of delegates to the current year's Diocesan Convention, including:
  - [1] Convocation clergy eligible to vote,
  - [2] Lay delegates and alternate delegates from each parish and mission in the convocation, and
  - [3] Convocation representatives on the Diocesan Council.
- (c) The convocation council shall meet at least twice annually; initially between January 1 and April; 30; and again during, the period of time 45 days prior to the opening of the annual convention.
  - [1] The initial meeting shall be for:
    - A. Organizing, and
    - B. Recommending a member of the clergy and a lay person from a member congregation to the bishop for appointment to the Nominating Committee for Convention.
  - [2] The last meeting before Convention shall be for:
    - A. Discussing the Diocesan budget and other issues before the convention.
    - B. Electing one member of the clergy (in odd-numbered years) and one lay member of the convocation council (in even-numbered years) to serve staggered two-year terms on Diocesan Council, each with the option of being re-elected for one additional two-year term. During the first year of implementing these staggered terms, when a member of the clergy is elected to a two-year term, a lay member of the convocation council shall be elected to a one-year term on Diocesan Council with the option of being re-elected to a two-year term the following (even-numbered) year. Each person so elected must be a delegate to the convention in the year of the election and will serve the full term of two years on Diocesan Council, reporting back to the convocation for the duration of their term, even if they are not a delegate to Convention in the second year of said term.
- (d) Additional meetings may be held as determined by the convocation president, dean, convocation council vote, or upon call by ten or more members of the convocation council representing at least three congregations.
- (e) A quorum to transact business shall consist of representation from a majority of the congregations in the convocation. Meetings without a quorum may proceed at the discretion of the presiding officer, but for any decisions to be valid, they must be subsequently ratified by majority vote at a subsequent meeting or by 2/3 majority approval of Council members via electronic means.

**Sec. 5.** Each convocation shall have at least two officers for whom the annual term of office shall begin immediately after the close of the annual convention and continue until replaced by a successor. Officers must include:

- (a) A Dean who shall be a member of the clergy serving within the convocation area appointed annually by the bishop. The Dean's duties include the following:
  - [1] develop and maintain communication between the convocation and the diocese; and among the clergy of the convocation.
  - [2] preside at convocation council meetings in the absence, or at the direction of, the convocation president.
- (b) A president, who shall be elected annually at the meeting held within 45 days of Convention from among the lay members of convocation congregations with relevant experience. The president's duties include the following:
  - [1] preside at convocation council meetings; and
  - [2] promote the improvement of mission and ministry within the congregations of the convocation.

**Sec. 6.** Annually, the bishop shall call a meeting with convocation presidents and deans.

### CANON 3.6 THE COMMISSION ON CHURCH ARCHITECTURE AND ALLIED ARTS

**Sec. 1.** The bishop shall appoint a commission on Church Architecture and Allied Art, as necessary. It shall be composed of the bishop and such other persons as deemed appropriate, at least one of whom shall be skilled in one or more of the visual arts.

**Sec. 2.** The proper authorities of the diocese and of every parish and Organized mission therein shall submit to the commission, for its counsel and advice, all plans and specifications for contemplated new buildings, for material changes in existing buildings, and other additions of a permanent nature, to the end that the highest possible degree of appropriateness, utility, and beauty may be attained in the adoption and execution of such plans and specifications.

**Sec. 3.** No parish or mission shall be allocated Diocesan funds for building or remodeling, or for acquisition of furniture or appointments, without first consulting with the commission about the proposed expenditure.

### CANON 3.7 THE COMMISSION ON LITURGY AND CHURCH MUSIC

**Sec. 1.** There shall be a commission on Liturgy and Church Music, composed of the bishop and other persons who are skilled in Liturgics or Church Music. At each annual convention the bishop shall make appointments for terms of three years.

**Sec. 2.** The commission shall serve as an advisory group to the bishop regarding matters pertaining to liturgy and music. It shall also sponsor programs of instruction and activities designed to promote excellence in these areas of the Church's ministry.

### CANON 3.8 THE COMMISSION ON MINISTRY

- Sec. 1.** (a) A permanent commission, consisting of no fewer than eight persons, appointed by the bishop, subject to confirmation by the convention, shall advise and assist the bishop in the implementation of Title III of the Canons of the Episcopal Church.
- (b) All members of the commission shall serve three year terms. The commission con-

sists of persons assigned by the bishop who shall affirm and develop the ministry of all the baptized. The commission shall assist the bishop in providing regular opportunities for discernment for the whole church; the development and support of lay ministries; in matters pertaining to the selection, examination, education, training, pastoral care, and continuing formation of Postulants and Candidates for Holy Orders, including conducting canonical examinations as necessary, interviewing each Candidate before ordination to the Diaconate, and at its discretion, before ordination to the Priesthood, to ascertain the candidate's readiness for such ordination; and reporting in writing its recommendation to the bishop and the standing committee according to the Policies and Procedures of the commission and the Canons of the Episcopal Church.

(c) The commission shall establish Policies and Procedures for its organization and governance subject to approval of the bishop. commission representation, lay and ordained, and terms of services shall be outlined in the Policies and Procedures.

**Sec. 2.** Subject to the Canons of The Episcopal Church and of this diocese, Committees of this commission shall have authority to appoint such sub-committees from and beyond its membership as they may find necessary.

**Sec. 3.** The commission shall make a written report to the annual convention.

## CANON 3.9 OTHER COMMISSIONS

**Sec. 1.** The bishop may establish additional commissions charged with particular work in the diocese. The bishop may discharge such a commission, with the consent of the Standing Committee.

**Sec. 2.** Should a vacancy occur in a commission, the convener of that commission may request the bishop to appoint a person to fill that vacancy. The newly appointed person shall complete the term of the person who left the commission.

**Sec. 3.** When such a commission considers its assigned duties to be completed, it shall so report to the bishop and request that it be discharged. The bishop may then discharge the commission or continue it with further instructions.

## CANON 4: MISSIONARY WORK OF THE DIOCESE

### CANON 4.1 THE CONTROL OF MISSIONARY WORK

The bishop shall supervise and control all missionary work within the diocese and shall have authority, with the advice of the Diocesan Council, to establish, organize, merge, and dissolve missions. The bishop shall appoint all vicars and priests in charge, and transfer, remove, or suspend such vicars and priests in charge when permitted by the Canons of the General Convention, and shall provide for the management of mission property and funds.

### CANON 4.2 CITY MISSION SOCIETIES

With the approval of the bishop, City mission Societies may be organized for the purpose of ministering to persons not reached by parishes or missions. All bylaws or rules for their administration shall be subject to the approval of the bishop. The member of the clergy ap-



pointed by the bishop to be in charge of such a Society shall present to each annual Convention a report of its work and finances.

## CANON 5: DIOCESAN FINANCE

### CANON 5.1 THE DIOCESAN BUDGET

The Diocesan Council shall propose a budget to be submitted to Convention delegates at least 45 days prior to the annual convention. All budget requests must be submitted, in writing, to the Diocesan Council pursuant to a process established by the Council for the following year's budget and published to every congregation as early in the prior Church year as is practicable. The proposed budget shall be published to each parish, mission and voting delegate.

### CANON 5.2 THE DIOCESAN PROGRAM FUND

**Sec. 1.** There shall be a Diocesan Program Fund which shall be used for the payment of the expenses of Convention, the charges of the General Convention, the bishop's salary, all administrative costs of the Diocese of Oregon, the Assessment levied by the Executive Council, for all Diocesan missionary projects, and for all charges incurred by the Diocese of Oregon.

**Sec. 2.** The Diocesan Program Fund shall be derived from all interest received from the Episcopal Endowment Fund and other investments, from grants, contributions, and gifts, and from the Diocesan Program Assessments.

**Sec. 3.** Calculation of Diocesan Program Assessments.

- (a) Each parish and mission of the diocese shall pay a Diocesan Program Assessment ("DPA"). The DPA for each parish or mission shall be (i) the amount computed according to subsection (b) below, (ii) the amount computed according to a Covenant of Mutual Ministry between that parish or mission and the diocese entered into in accordance with subsection (c) below, or (iii) the amount computed according to a Covenant of Diocesan Assistance between that parish or mission and the diocese entered into in accordance with subsection (d) below. In any case, the DPA shall be calculated annually for the next succeeding calendar year and paid monthly.
- (b) The amount of DPA owed for any year shall be equal to the Applicable Rate times Assessable Ministry Expenses ("AME"). The Applicable Rate shall equal 10 percent of the Base Amount plus 18 percent of Assessable Ministry Expenses in excess of the Base Amount. The Base Amount for any year shall equal \$30,000 plus a cost of living adjustment for changes after 2009. The cost of living adjustment shall be calculated by the same method as used in calculating cost of living adjustments to Diocesan Stipend, Housing and Utilities. Assessable Ministry Expenses equals the average of the following for the latest two years as reported by the congregation in the Parochial Report: "To diocese for assessment, apportionment, or fair share" (line 12) plus, "All other operating expenses" (line 14). Those lines are defined in the same manner as these terms are defined from time to time in the Instructions for the Episcopal Church Parochial Report as set forth in the Manual of Business Methods in Church Affairs ("The Manual") as published by The Episcopal Church, or any successor publication.
- (c) Diocesan Council has authority, with the approval of the bishop or other Ecclesiastical

Authority, to enter into a Covenant of Mutual Ministry with a parish or mission in order to advance strategic goals and priorities of the diocese. Such a Covenant of Mutual Ministry shall be for a term of no more than five (5) years, and shall supersede the rule of Section 3(b) during its term. Such Covenants of Mutual Ministry shall be public records. Diocesan Council shall, in cooperation with the bishop, create and publish guidelines and procedures for entering into such a Covenant of Mutual Ministry.

- (d) Diocesan Council has authority, with the approval of the bishop or other Ecclesiastical Authority, to enter into a Covenant of Diocesan Assistance (“CDA”) with a parish or mission in order to respond to financial, demographic, or other constraints which may prevent a parish or mission from paying its full DPA. Such a Covenant of Diocesan Assistance shall be for an initial term of no more than three (3) years, shall be reviewed annually, may be renewed for an additional three (3) year term, and shall supersede the rule of Section 3(b) during its term. Such Covenants of Diocesan Assistance shall be public records. Diocesan Council shall, in cooperation with the bishop, create and publish guidelines and procedures for entering into such a Covenant of Diocesan Assistance.

**Sec. 4. Delinquency in Diocesan Program Assessment.**

- (a) Diocesan Council has authority to enter into payment agreements under which a parish or mission in arrears on its DPA is provided time to come into compliance. Such a payment agreement may include a provision for cancellation or reduction of prior DPA. Compliance with such a payment agreement will be considered compliance with Section 3 of this Canon.
- (b) A parish or mission that is not in compliance with Section 3 of this Canon for six (6) consecutive months, and is not currently in the process of negotiating a payment agreement, shall be notified by mail of that non-compliance and given an additional six (6) months to negotiate a payment agreement or return to compliance. Per Canon 6.14, Section 2(c), a parish or mission that is not in compliance with Section 3 of this Canon for one (1) year shall be suspended from voting at Convention until it complies with Section 3 of this Canon.

**Sec. 5.** If the total Diocesan Program Assessment collected pursuant to this Canon, together with all other income available to the diocese, provides an amount less than the total sum needed to meet the budget approved by the convention, the Diocesan Council shall modify the budget as necessary to bring about a balance between income and expenditures. If the total Diocesan Program Assessment collected pursuant to this Canon, exceeds the amount necessary to meet the budget adopted by convention, Diocesan Council shall determine how the surplus is used.

**Sec. 6.** Any motion or resolution from the floor of Convention which would increase any item in the budget submitted by the Diocesan Council, or which would add to the budget any item requiring funding, must include in the resolution or motion an estimate of cost and a means of funding the increase or addition. Any such motion or resolution shall require a three-fourths vote of the members present. Any motion or resolution from the floor of Convention which proposes funding a new item or an increase in an existing item by reducing another item in the budget shall likewise require a three- fourths vote of the members present.

**Sec. 7.** Diocesan Council, working in collaboration with the Treasurer and Finance Officer of the diocese, shall establish by regulation forms and procedures for reporting, calculation and payment of DPA.

## CANON 5.3 BUSINESS METHODS IN CHURCH FINANCE

**Sec. 1.** The Diocese of Oregon, its parishes and missions, and all Institutions of the diocese shall be governed by the provisions of this Canon.

**Sec. 2.** (a) Trust and permanent funds and all securities shall be deposited with a Federal or State Bank, or a Diocesan Corporation, or with some other agency approved in writing by the board of trustees. These deposits shall be under a trust or an agency agreement and provide for at least two signatures on an order of withdrawal. This paragraph shall not apply to funds or 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.

- (b) Records shall be made and kept of all trust and permanent funds, showing at least the following: source and date; terms governing the use of principal and income; to whom and how often reports of condition are to be made; and how the funds are invested.
- (c) Treasurers and custodians, other than banking institutions, shall be adequately bonded, but this requirement shall not apply to treasurers of funds that do not exceed \$500 at any one time during the fiscal year.
- (d) Books of account shall be so kept as to comply with generally accepted accounting methods.
- (e) All accounts of the diocese and diocesan institutions shall be audited annually by an independent Certified Public Accountant. All accounts of parishes and missions shall be audited annually by an independent Certified Public Accountant or a local audit committee conforming to the requirements of Section 2(f) of this Canon. All reports of such audits covering the financial records of the previous calendar year, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Ecclesiastical Authority not later than 30 days following the date of such report, and in any event, not later than September 1 of each year.
- (f) Unless otherwise directed by their bylaws, parishes and missions are expressly authorized to form local audit committees for the purpose of meeting the requirements of Sec. 2(e), so long as they are organized, operate, and report in conformance with the requirements of the Manual of Business Practices in Church Affairs and any successor guidance issued by The Episcopal Church.
- (g) All buildings and their contents shall be kept adequately insured.
- (h) As part of its report to each Annual Convention, the Treasurer shall present information on the administration of, and compliance with, this Canon.

**Sec. 3.** No vestry, Trustee, or other body authorized by Civil or Canon law to hold, manage, or administer real property for any parish, mission, may encumber or alienate the same or any part thereof without the written consent of the bishop and Standing Committee of the diocese, except under such regulations as may be prescribed by Canon. For the purpose of

this Canon, the word “encumber” shall be construed to include execution of a mortgage, a trust deed, and a contract of sale of real property.

**Sec. 4.** The fiscal year of this diocese and of every parish and mission therein shall begin January 1st.

## CANON 5.4 CANONICAL OFFERINGS

**Sec. 1.** The offering, on the occasion of the regular episcopal visitation of the bishop, in each parish and mission of the diocese, not otherwise restricted by the donor, shall be transmitted to the Treasurer of the diocese and paid into the Bishop’s Discretionary Fund to be used in assisting persons preparing for the Ordained Ministry or for emergencies for which other funds are not available.

**Sec. 2.** Each parish and mission shall designate at least 1% of its budget for theological education. In lieu of such payment each parish and mission shall take up a special offering for theological education on the Sunday closest to the Conversion of St. Paul the Apostle (January 25) (unless some other Sunday is appointed by the vestry of the parish or the vicar of the mission.) The designated funds or offering, not otherwise restricted by the donor, shall be transmitted to the Seminary of the Church designated by the vestry the parish or Bishop’s Advisory Committee of the mission.

**Sec. 3.** The offering in conjunction with Thanksgiving Day, in each parish and mission of the diocese, not otherwise restricted by the donor, shall be transmitted to the Treasurer of the diocese. The offering shall be given to the Fund for the Poor and Homeless unless otherwise designated by Diocesan Council.

**Sec. 4.** The offering on Pentecost Sunday, in each parish and mission of the diocese, not otherwise restricted by the donor, shall be transmitted to the Treasurer of the diocese. The offering shall be used as designated by Diocesan Council.

## CANON 5.5 THE CHURCH PENSION FUND

The Diocese of Oregon hereby participates in the system of the Church Pension Fund as established by Canons of The Episcopal Church.

## CANON 6: PARISHES AND MISSIONS

### CANON 6.1 DIOCESAN ORGANIZATION

The Diocese of Oregon is organized for ministry into local congregations. These include parishes, missions, and other formations as needed to carry out the work of the Gospel.

### CANON 6.2 MISSION ORGANIZATION

**Sec. 1.** Whenever at least 25 baptized persons of at least 16 years of age (at least three of whom shall be confirmed communicants of The Episcopal Church) desire to establish the Church in any city, town, or unincorporated area, they shall make written application, in the form and manner specified by the diocese, to the bishop to be organized as a mission.

**Sec. 2.** (a) If the bishop consents to the organization of the mission, a meeting shall be called, with at least two week's notice, of those desiring its organization. At this meeting, the bishop or some other member of the clergy appointed by the bishop, shall preside.

(b) All persons qualified to sign the application and intending to be members in good standing of the mission, shall be entitled to attend and take part in the meeting, whether they are actual signers or not. The meeting shall choose a name for the mission, whether the name proposed in the application or another, which name, if approved by the bishop, shall become the name of the mission. The meeting shall also elect two wardens, a clerk, and a treasurer, all of whom shall be communicants of the age of at least 18 years. It shall also decide the initial size of the Bishop's Advisory Committee, consistent with Canon 6.2.2 and elect the additional members thereof.

**Sec. 3.** A mission may then apply for admission into the diocese, provided that it submits its application to the bishop at least six months prior to the meeting of the convention to which it applies.

**Sec. 4.** When such application has been made, the bishop shall certify to the convention whether the mission is duly organized and shows sufficient financial stability to warrant its admission into the diocese.

**Sec. 5.** A mission may be admitted into the diocese by a majority vote of the delegates at Diocesan Convention upon receipt of the mission's application and the bishop's certificate.

## CANON 6.3 MISSION GOVERNANCE

**Sec. 1.** There shall be an Annual Meeting of the members of each mission for the purpose of receiving and acting upon the reports of the vicar, the Treasurer, and all ministries functioning in the mission; for the election of members to the Bishop's Advisory Committee, and for the transaction of any other business which may canonically come before it.

(a) The Annual Meeting shall be held at a time, date, and place of the Bishop's Advisory Committee's choosing.

(b) Notice of the Annual Meeting shall be given by the vicar, or the wardens (if there is no vicar), in the same manner as provided for parish Meetings.

(c) The qualifications of voters shall be the same as in a parish.

**Sec. 2.** In every mission there shall be a Bishop's Advisory Committee, consisting of the vicar (if there is one; otherwise, the bishop), who shall preside, and wardens, and the other elected members. The Advisory Committee shall consist of no fewer than five nor more than 12 members, excluding the vicar. The duties of this body shall be to manage all temporal concerns of the mission, subject to such civil and canonical limitations as are applicable. The initial Committee, established under Canon 6.1.2(b) shall prepare bylaws for the mission to be presented for adoption at the first Annual Meeting of the mission.

**Sec. 3.** All members of the Bishop's Advisory Committee, except the vicar, shall be lay Persons qualified to vote, and a majority of such lay Persons shall be confirmed communicants. The Bishop's Advisory Committee shall have the power to fill any vacancy

which may occur in that body until the next regular election of members. Members shall continue in office until their successors are elected.

**Sec. 4.** Both the wardens must be confirmed communicants in good standing in the Church. After the initial selection of wardens by the organizational meeting of the mission, they shall be selected and hold office as set out in the bylaws of the mission.

**Sec. 5.** It shall be the duty of the wardens, under the direction of the vicar, to provide a proper place to be used as a place of worship; to see that the same is kept clean and in good repair; and that it be provided with all things necessary for conducting the services of the Church decently and in good order. They shall also have charge of all property of the mission, and shall cooperate with the bishop in maintaining services in the absence of a vicar.

**Sec. 6.** It shall be the duty of the vicar (or in case of the vicar's absence, of the clerk) to call a meeting of the Bishop's Advisory Committee promptly after the Annual Meeting. At this meeting, the Bishop's Advisory Committee shall elect a clerk and a treasurer to serve for a term of one year or until their successors are elected. Such officers may, but need not, be elected from the membership of the Advisory Committee, and may be re-elected without limitation.

**Sec. 7.** It shall be the duty of the clerk to keep a record of events of importance to the mission and a list of its families and members. It shall also be the duty of the clerk to keep the Minutes of all meetings of the mission and of the Bishop's Advisory Committee.

**Sec. 8.** It shall be the duty of the Treasurer to collect and receive all moneys contributed to the mission and to remit or disburse them according to the canons. It shall also be the duty of the Treasurer to remit to the Diocesan Treasurer, not later than the 15th day of each month, the portion of the Diocesan Program Assessment then due, together with all moneys designated for missionary purposes that have been received during the preceding month.

**Sec. 9.** Title to real property acquired by or for any mission shall be vested in the diocese of Oregon. No real property shall be acquired on behalf of any mission without the consent of the bishop and Trustees of the Diocese of Oregon. The bishop may convey to the Diocese of Oregon title to any mission property held by the bishop as Corporation Sole or otherwise.

**Sec. 10.** Every mission in which a vicar ministers shall contribute toward the stipend such an amount as may be agreed upon between the mission and the bishop. The failure of a mission to make any such payment shall be sufficient grounds for discontinuance of the vicar's services.

#### CANON 6.4 PARISH FORMATION

**Sec. 1.** Whenever at least 50 communicants of a mission, of whom at least 10 are confirmed and are 16 years of age, desire to organize a parish within the diocese, they shall make written application, in the form and manner specified by the diocese, to the bishop for permission to organize.

**Sec. 2.** Upon receipt of the application, the bishop shall submit it to the Standing Committee. If the bishop and a majority of the committee approve the organization of the proposed parish, formal consent shall be given, in the form and manner specified by the diocese. A copy of the consent shall be included in the Minutes of the standing committee.

**Sec. 3.** Upon receipt of the formal consent of the bishop and Standing Committee, the persons interested may proceed to organize the proposed parish, at a public meeting of which two weeks' notice shall be sent to each person signing the application. At the organizational meeting, a member of the clergy appointed by the bishop shall preside.

- (a) After offering suitable prayers, the first order of business shall be the election of a clerk pro tempore.
- (b) Next shall be the adoption of the constitution of parishes prescribed in Diocesan policy. After adoption by majority vote, all the baptized persons present, being at least 16 years of age, who intend to be members in good standing of the new parish, shall sign the constitution. Only the persons who have signed the constitution shall be entitled to take part in the further proceedings of the meeting.
- (c) The meeting shall thereupon proceed to adoption of parish By-laws, as required by Canon 6.5, which shall include a determination of the number of members of the vestry to be elected, no fewer than 5 nor more than 12, exclusive of the rector.
- (d) The members of the vestry shall be elected, by ballot, by a majority vote of those entitled to vote.

**Sec. 4.** The original copy of the constitution, signed as provided in Sec. 3(b) of this Canon shall be a part of the permanent parish records. A duplicate copy of the constitution shall thereafter be certified by the wardens and members of the vestry elected at the meeting provided for in Sec. 3(d), and this copy shall be filed with the secretary of the diocese.

**Sec. 5.** There shall also be filed with the secretary of the diocese a written statement, which shall constitute presumptive evidence of the facts contained therein, subscribed by the wardens and other members of the vestry, certifying that:

- (a) The parish is regularly organized by the election of no fewer than five nor more than twelve persons to the vestry, including the two wardens, and that
- (b) The parish has no fewer than 50 members and has assumed the entire support of a person for the three preceding years without missionary or diocesan aid, has paid its Diocesan Program Assessment and all other operating expenses, and will assume and agree to pay any and all indebtedness that it owes.

**Sec. 6.** There shall also be filed with the secretary of the diocese a statement, signed by the wardens and other members of the vestry of the proposed parish, including:

- (a) A financial statement showing the assets and liabilities of the proposed parish, including the indebtedness thereof, if any;
- (b) A statement of the amount which has been pledged for its support for its first year of operation as a parish; and
- (c) A statement of the stipend which the proposed parish agrees to pay its rector for the first year.

- Sec. 7.** (a) When a proposed parish has complied with the foregoing provisions of this Canon, it may apply for admission to the diocese, provided, that it submits its application to the bishop at least six months prior to the meeting of the convention to which it applies.
- (b) Upon receipt of the application, the bishop shall certify to the convention whether all the applicable requirements have been met.
- (c) A parish may be admitted into the diocese by a majority vote of the delegates at Diocesan Convention upon receipt of the parish's application and the bishop's certificate, provided that if the parish fails within 60 days to incorporate under the laws of Oregon as required by Canon 6.4, as hereinafter required, the action of the convention in admitting the parish into the diocese shall be null and void, and the status of such organization shall be that of a mission.

## CANON 6.5 INCORPORATION OF PARISHES

**Sec. 1.** Within 60 days after a parish has been admitted into the diocese, it shall file Articles of Incorporation in the form approved by the bishop in accordance with the laws of the State of Oregon for nonprofit corporations.

**Sec. 2.** The Articles of Incorporation and Bylaws of the parish shall be consistent with the Constitution and Canons of The Episcopal Church and the Diocese of Oregon unless they are contrary to the laws of the State of Oregon. The Constitution and Canons of The Episcopal Church and the Diocese of Oregon (in that order) shall prevail in the event of any conflict with the constitution, bylaws, or articles of incorporation of a parish.

## CANON 6.6 PARISH BYLAWS

**Sec. 1.** Each parish shall prepare and adopt Bylaws providing organizational details about parish governance, terms of office, committees, elections and officers.

**Sec. 2.** Bylaws and amendments to Bylaws must be approved by the parish at an annual meeting.

## CANON 6.7 PARISH MEETINGS

**Sec. 1.** There shall be an Annual Meeting in every parish, for the purpose of hearing and acting upon reports of the rector, the treasurer, and all ministries functioning in the parish; for the election of vestry members; and for the transaction of such other business as may legally and canonically come before the meeting.

- (a) The Annual Meeting shall be held at a time, date and place determined by the vestry.
- (b) Notice of the Annual Meeting, signed by the rector or by one of the wardens, shall be provided at least two weeks before the date of the meeting.
- (c) All communicants of the church at least 16 years of age, who have received Communion in the parish during the year preceding; and all baptized persons of like age who contributed to the support of the parish shall be legal voters of the parish. Voting shall be limited to those present at the Annual Meeting, and voting by proxy shall not be allowed.

**Sec. 2.** The rector shall preside at all Annual Meetings, or may designate one of the wardens to preside in case of the rector's absence or inability to act or for other good cause, as



provided in Canon 6.8. The clerk of the vestry shall be clerk of the parish and shall act as such at all parish meetings. In case of the clerk's absence, the meeting shall elect a clerk pro tempore.

**Sec.3.** The election of vestry members shall be by ballot. The presiding officer shall act as inspector of elections and certify who are elected members of the vestry.

**Sec. 4.** Special parish meetings may be called at any time by the rector or the vestry. Notice of any special meeting shall be given in the same manner as the notice of the Annual Meeting. The notice shall set forth the business which is proposed, and no other business than that specified in the notice shall be in order.

## CANON 6.8 PARISH VESTRY

**Sec. 1.** In every parish there shall be a vestry, consisting of the rector (if there is one) and the wardens and other members of the vestry. The duties of the vestry shall be to manage the temporal concerns of the parish. In case of a vacancy in the office of the rector, the vestry shall elect a rector in accordance with the provisions of these canons and the Canons of The Episcopal Church; but no rector shall have a vote in the election of a successor.

**Sec. 2.** All members of the vestry shall be lay Persons of at least 16 years, of age, qualified to vote in the parish, and a majority of such lay Persons must be confirmed communicants.

**Sec. 3.** vestry members shall be elected for the term set out in the parish bylaws. If a vacancy occurs in the vestry between Annual Meetings, the vestry may fill the vacancy in accordance with the parish bylaws.

**Sec. 4.** The wardens must be confirmed Communicants in Good Standing in the Church. They shall be selected and hold office in accordance with the parish bylaws

**Sec. 5.** It shall be the duty of the rector or priest in charge, or if absent or unable to act, of the clerk, to call a meeting of the vestry promptly after the Annual Meeting. At the meeting, the vestry shall elect a clerk and a treasurer, either of whom may, but need not be a Member of the vestry.

**Sec. 6.** The clerk and Treasurer shall, by virtue of their elections, become clerk and Treasurer, respectively, of the parish Corporation. They shall continue in office until their successors are elected.

**Sec. 7.** The vestry of each parish shall establish a regular meeting date and time; but special meetings may be called at any time by the rector, or both the wardens, or by any three members of the vestry, by giving written notice to each Member of the vestry.

**Sec. 8.** A quorum of a vestry shall consist of a majority of all its members, and no meeting shall be held without the attendance of the rector or one of the wardens.

## CANON 6.9 DUTIES OF WARDENS

The wardens, under the direction of the rector or priest in charge, shall see that the Church

building is kept from all secular or other uses prohibited by Canon Law; that it is kept clean and in good repair as becomes the House of God; and that the premises are kept in proper order. They shall also see that the parish is provided with all things necessary for conducting the services of the Church decently and in good order; shall gather the alms and other offerings of the people; and shall preserve order and decorum in and around the Church building. When designated by the rector, or if the rector is absent or unable to act, the senior warden or the junior warden shall preside at all meetings of the vestry and of the parish. The wardens shall perform all other duties which are assigned to them by the Canons of the General Convention and of this diocese.

## CANON 6.10 DUTIES OF OFFICERS

**Sec. 1.** The clerk shall attend all meetings of the vestry and of the parish, take Minutes of their proceedings, and when approved, enter and attest them in the Book of Minutes of the vestry and parish; act as clerk of the parish Corporation and, as such, attest to the public acts of the vestry; preserve the journals and records of the parish; and perform such other duties as may be legally assigned. Books and papers relating to the affairs of the parish shall be delivered to the clerk's successor.

**Sec. 2.** The treasurer shall receive all money collected under authority of the vestry, the receipt and disbursement of which is not otherwise provided for. Money shall not be disbursed by the Treasurer except on order from the vestry. The treasurer shall present to the parish, at its Annual Meeting, a full and accurate statement of all money received and disbursed during the year preceding, accompanied by vouchers. The treasurer shall be subject to the direction of the vestry and shall answer all questions as to the state of the Treasury and shall attend meetings of the vestry when requested. The books and accounts of the Treasurer shall be open at all times to the inspection of the rector, wardens, and members of the vestry.

## CANON 6.11 FILLING CLERICAL VACANCIES

**Sec. 1.** Whenever the office of the rector of a parish becomes vacant, the wardens shall immediately give notice to the bishop, who may appoint a Priest or bishop to fill the vacancy until a rector is elected and takes charge.

**Sec. 2.** No election of a rector shall be held until the name of the proposed Priest has been made known to the bishop, and sufficient time, not exceeding 30 days, has been given to the bishop to communicate with the vestry and to take such other action as may be required by the Canons of The Episcopal Church.

**Sec. 3.** Upon receiving notice that any clerical position in the diocese is expected to become, or has become vacant, the bishop shall notify all members of the clergy canonically resident in the diocese.

**Sec. 4.** No priest or deacon shall be permitted to render full time service in a parish at a stipend below the minimum approved by Diocesan Council.

**Sec. 5.** Every parochial assistant shall be recommended by the rector and approved by the vestry prior to appointment to the staff of a parish.

**Sec. 6.** A parochial assistant shall be given at least three months' notice of dismissal, during which time the stipend and perquisites shall continue, unless other employment is accepted. The provisions of this section shall not apply if the dismissal is upon grounds which would make the assistant subject to deposition.

## CANON 6.12 DETERMINATION OF CONTROVERSIES

**Sec. 1.** All controversies between the rectors of two or more parishes, or between a parish and its vestry, and its rector, or between persons adversely claiming to be members of the vestry of a parish, shall be referred to the bishop for determination.

**Sec. 2.** The bishop shall have final authority to determine a particular matter within his or her sole authority and may refer any such matter to arbitration or mediation for help in obtaining an appropriate resolution.

## CANON 6.13 CHANGING THE NAME OF A PARISH OR MISSION

Whenever a parish or mission desires to change its name, application shall be made by the rector and vestry of the parish, or the vicar and wardens of the mission, to the bishop and Standing Committee, with reasons given for the proposed change. The bishop and Standing Committee may give consent to the change; but no such application shall be made, nor consent given, without the prior approval of a duly convened meeting of the legal voters of the parish or mission.

## CANON 6.14 CHANGE IN STATUS OF PARISHES AND MISSIONS

**Sec. 1.** A parish may become a mission upon petition by the rector and vestry, with the approval of the bishop and the standing committee and confirmation by the convention. Upon approval being given, the property of the parish shall be conveyed to the diocese and the parish Corporation shall be dissolved.

**Sec. 2.** After notification to the parish, the bishop shall report to Convention any parish that is subject to suspension or dissolution. Reasons for suspension or dissolution of a parish are:

- (a) Failure for two successive years to make a Parochial Report;
- (b) Failure for two successive years to have the services of a rector or appointed priest in charge, and failure to request the bishop to appoint a Priest as rector or priest in charge;
- (c) Disregarding, for one year, any provision of the Constitution or Canons of The Episcopal Church or of the Diocese of Oregon, notice of the violation having been given to the parish by the bishop;
- (d) Being essentially defunct.

**Sec. 3.** Upon the bishop's notification, the convention may proceed by a two-thirds majority vote of Convention delegates to suspend the parish from representation in the Convention, or to change it to the status of mission, or to dissolve it.

**Sec. 4.** Any parish which may have been suspended or changed to the status of mission, may be restored to its former standing at any subsequent annual meeting of the convention by a two-thirds majority vote of Convention delegates.

**Sec. 5.** After notification to the mission, the bishop shall report to Convention any mission that is subject to suspension or dissolution. Reasons for suspension or dissolution of a mission are:

- (a) Failure for two successive years to make a Parochial Report.
- (b) Failure for two successive years to have the services of a vicar of appointed priest in charge, and failure to request the bishop to appoint a Priest as vicar or priest in charge;
- (c) Disregarding, for one year, any provision of the Constitution or Canons of The Episcopal Church or of the Diocese of Oregon, notice of the violation having been given to the mission by the bishop.
- (d) Being essentially defunct.

**Sec. 6.** Upon the bishop's notification, the convention may suspend the mission from representation in the convention by a two-thirds majority vote of Convention delegates.

**Sec. 7.** Any mission thus suspended from representation in the convention may be dissolved by the bishop and the property thereof, real and personal, disposed of by the bishop with the advice and consent of the standing committee; any mission thus suspended and not dissolved by the bishop may be restored to its former standing at any subsequent annual meeting of the convention by a two-thirds majority vote of Convention delegates.

**Sec. 8.** In the event that a parish becomes a mission or is dissolved, the property of the parish shall be conveyed to the diocese, and the parish Corporation shall be dissolved.

## CANON 7: PARISH LEADERSHIP AND RESPONSIBILITIES

### CANON 7.1 VICARS AND OTHER MISSIONARIES

**Sec. 1.** Vicars and other missionaries shall be appointed, transferred, removed, or suspended by the bishop. The rector of a parish, with the consent of the vestry, or a parochial assistant with the consent of the rector, may be assigned to additional duty as a vicar or other missionary.

**Sec. 2.** The duties of a vicar in charge of a mission shall be, as far as applicable, the same as those of the rector of a parish.

**Sec. 3.** The title of a member of the clergy in charge of a mission shall be "vicar."

**Sec. 4.** For purposes of advertising or other communication with the community in which the mission Congregation is resident, the congregation may be titled "church," "mission," "chapel," or "congregation," as best serves the purposes of the congregation.

### CANON 7.2 RECTORS

The control of the worship and the spiritual jurisdiction of the parish are vested in the rector, subject to the Rubrics of the Book of Common Prayer, the Canons of The Episcopal

Church, and the Godly counsel of the bishop. It shall be the rector's duty and right to give order for public worship, together with all that pertains thereto. The rector shall, at all times, have access to the church buildings and shall have the custody of the keys to the same. The rector shall have the spiritual direction and control of all associations of the parish, and shall preside, with right to vote, at all parish and vestry meetings; provided, that the presiding officer of the vestry or parish meeting, having voted as a member thereof, shall not have an additional vote to break a tie.

### CANON 7.3 PARISH AND MISSION REGISTERS

**Sec. 1.** Every rector or member of the clergy in charge of a parish or mission, or if there is no priest in charge, then one of the wardens, shall keep in a suitable book, to be provided by the parish or mission, a record of all families, baptisms, confirmations, marriages, and burials within the Cure, specifying the names, time and place of birth, and parents and sponsors of each person baptized; the names of all communicants; the time when persons became communicants under the rector's charge and whether by confirmation, transfer from another parish, or otherwise; the names of those confirmed, and by whom; the names of persons married, and of persons buried, and the time and place of such acts. This book shall be known as THE PARISH REGISTER, and shall be preserved as a part of the record of the parish or mission. It shall be the duty of every rector or priest in charge, upon dissolution of the pastoral relationship, to deposit this Register with the wardens. The Register shall, at all times, be open to the inspection of the wardens and members of the vestry, and of the bishop, or any person deputized by the bishop, to inspect it.

**Sec. 2.** Upon the dissolution of a parish or mission, the Register provided for by this Canon shall immediately become the property of the diocese and shall be deposited with the bishop.

### CANON 7.4 PAROCHIAL REPORTS

**Sec. 1.** Every parish and mission shall prepare a report annually for the year ending December 31st, upon the form adopted by the General Convention, and shall send it no later than March 1st to the bishop, or if there is no bishop, to the secretary of the diocese.

**Sec. 2.** In every parish the preparation and delivery of this report shall be the joint duty of the rector and vestry, and in every mission the duty of the vicar and the Bishop's Advisory Committee.

### CANON 7.5 READING OF PASTORAL LETTERS

Whenever the bishop shall issue a Pastoral Letter, it shall be the duty of every member of the clergy in charge of a congregation to read the Letter to the congregation on an occasion of public worship, on the Lord's Day, not later than one month after receiving it.

### CANON 7.6 DISSOLUTION OF THE PASTORAL RELATIONSHIP

**Sec. 1.** Whenever it appears to the satisfaction of the bishop, on competent medical evidence, that, by reason of incurable mental or physical disability, a member of the clergy has become incapable of discharging the duties of the Cure, the bishop may, upon the application of the vestry of the parish, and upon reasonable notice to all parties concerned,

dissolve the pastoral relationship between the member of the clergy and the Cure.

**Sec. 2.** The pastoral relationship may also be dissolved as provided by Canon 6.12 above and the Canons of The Episcopal Church.

## CANON 8: ELECTION OF A BISHOP

**Sec. 1.** When the election of any bishop shall be necessary, the standing committee shall appoint a Search Committee broadly representative of the breadth of the diocese, including persons from both orders and all convocations. The names of the members shall be published to diocese as soon as possible after appointment.

**Sec. 2.** The committee shall periodically provide the congregations information on its process and progress, consistent with its rules of confidentiality.

**Sec. 3.** The committee shall present a list of at least three nominees to the Standing Committee and the diocese at least 100 days before the stated date of the Electing Convention. The names, with biographical information, shall be presented to every member of the clergy entitled to a seat and vote in the Electing Convention, every lay delegate certified to the secretary and the clerk of every parish and mission within 10 days. The notice shall also describe the process for submitting additional nominations by petition in such time as is necessary to complete the necessary background checks.

## CANON 9: ECCLESIASTICAL DISCIPLINE

### CANON 9.1 TITLE IV OF GENERAL CANONS

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

### CANON 9.2 DISCIPLINE STRUCTURE

**Sec. 1. Disciplinary Board.** There shall be a Disciplinary Board (Board) consisting of four clergy members, who may be priests or deacons, and three lay persons. members of the standing committee shall not be members of the Board.

**Sec. 2. Clergy Members.** The clergy members of the Board shall be canonically and geographically resident within the diocese.

**Sec. 3. Lay Members.** The lay members of the Board shall be adult communicants in good standing, and geographically resident in the diocese.

**Sec. 4. Election.**

- (a) The members of the Board shall be nominated by the bishop and elected by convention as provided in (b) below.
- (b) In years divisible by 3, one clergy and one lay member shall be elected; in the next year, one clergy and one lay member shall be elected; in the third year, one lay and two clergy members shall be elected.

- (c) The term of Board members shall be three years commencing on the first day of the calendar year following election.
- (d) The bishop may nominate Board members for reelection.

**Sec. 5. Vacancies.** Vacancies on the Board shall be filled as follows:

- (a) Upon the determination that a vacancy exists, the President of the Board shall notify the bishop of the vacancy.
- (b) The bishop shall appoint a replacement Board member who shall be of the same order as the Board member being replaced.
- (c) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.
- (d) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the end of the term of the Board member being replaced. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.

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

**Sec. 7. President.** Within thirty (30) days following the annual convention, but no later than December 31, the Board shall convene to elect a President from among its members to serve for the following calendar year.

**Sec. 8. Intake Officer.** The Intake Officer shall be appointed from time to time by the bishop after consultation with the Board. The bishop may appoint one or more Intake Officers according to the needs of the diocese. The bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the diocese.

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

**Sec. 10. Church Attorney.** Within sixty (60) days following each annual convention, but no later than December 31, the bishop in consultation with the Disciplinary Board shall appoint a Church Attorney to serve for the following calendar year. The person so selected must be a Member of the Church and an attorney duly licensed to practice law in Oregon, but need not reside within the diocese. The Church Attorney may be removed for cause by

the bishop in consultation with the Disciplinary Board. If the Church Attorney is so removed, the appointment of a new Church Attorney shall be subject to the provisions of this Section.

**Sec. 11. Pastoral Response Coordinator.** The bishop may appoint a Pastoral Response Coordinator, to serve at the will of the bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the General Canons and this Canon. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Canon.

**Sec. 12. Advisors.** The bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent in accordance with the provisions of Title IV of the Canons of the Episcopal Church. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Canon, and shall not include chancellors or vice chancellors of this diocese or any person likely to be called as a witness in the proceeding.

**Sec. 13. clerk.** The Board shall appoint a Board clerk to assist the Board with records management and administrative support. The clerk may be a member of the Board.

### CANON 9.3 COSTS AND EXPENSES

**Sec. 1. Costs Incurred by the Church.** The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board clerk and the Pastoral Response Coordinator shall be the obligation of the diocese, subject to budgetary constraints as may be established by convention.

**Sec. 2. Costs Incurred by the Respondent.** In the event of a final Order dismissing the complaint, or by provisions of a Covenant approved by the bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the diocese, subject to budgetary constraints as may be established by convention.

### CANON 9.4 RECORDS

**Sec. 1. Records of Proceedings.** Records of proceedings before the Board, including the records of any appeal, shall be preserved and maintained in the custody of the Diocesan offices.

**Sec. 2. Permanent Records.** The bishop shall make provision for the permanent storage of records of all proceedings under this Canon at the diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.

### CANON 9.5 PRIVILEGES

The privileges set forth in Rule 502 of the Federal Rules of Evidence and Oregon Revised Statutes 40.225 through 40.255 apply to proceedings under this Canon, e.g., attorney-client, husband-wife, psychotherapist-patient, and physician-patient privileges.



## CANON 10: THE CATHEDRAL

**Sec. 1.** The Cathedral Church of the diocese shall provide in its constitution and by-laws for three members of its Chapter to be elected by the diocesan convention.

**Sec. 2.** The Chapter members elected by the convention shall serve three year terms, staggered so that one member is elected for a full term at each annual convention. Each term begins on January 1 of the year after election. No member elected by the convention who has served a full term on that body may be re-elected to the Chapter until the next annual convention following the end of the member's term.

**Sec. 3.** (a) Vacancies occurring in the members of the Chapter elected by convention may be filled until the next annual convention by the standing committee based on nomination by the bishop after consultation with the Dean of the Cathedral. (b) Notice of such replacement appointments shall be reported promptly to the Nominations Committee in order that persons may be nominated at the next Convention to fill the remainder of the term vacated.

## CANON 11: DIOCESAN INSTITUTIONS

**Sec. 1.** A diocesan institution is a nonprofit corporation, not primarily related to a parish or mission, that is of a charitable, educational, religious, or health care nature.

**Sec. 2.** Each diocesan institution's Articles of Incorporation shall provide that:

- (a) There shall be representation of the diocese on the governing body by members elected by convention or members appointed by the bishop, or by the bishop; and
- (b) Those portions of the Articles of Incorporation which provide for Sec. 2 (a) representation, and for the corporation's relationship with the diocese, shall not be amended without the consent of the convention.

**Sec. 3.** A nonprofit corporation may be recognized by convention as a diocesan institution if it applies for such status and if the bishop has first recommended such action and the chancellor has certified that its Articles of Incorporation meet the requirements of this Canon. A controlled subsidiary of a diocesan institution may be granted status as a diocesan institution by the convention in the same manner.

**Sec. 4.** The convention shall have the power to withdraw recognition of any organization as a diocesan institution.

**Sec. 5.** By recognizing a nonprofit corporation as a diocesan institution, the diocese does not assume any financial or legal responsibility for its debts, operations, or activities.

**Sec. 6.** The secretary of convention shall certify the names of all diocesan institutions in the Journal of Convention.

## CANON 12: CANONS AS ECCLESIASTICAL LAW

### CANON 12.1 THE REPEAL OF FORMER CANONS

All former canons of this diocese are hereby repealed; provided, that such repeal shall not affect any case of a violation of existing canons committed before the date of the adoption of the repeal, but such case shall be governed as if no repeal had taken place.

### CANON 12.2 AMENDMENT OF CANONS

Canons of this diocese shall be adopted, amended, or repealed by a two-thirds majority vote of Convention. Notice of any proposed adoption, amendment or repeal of a Canon must be given to all clergy and lay delegates certified to the secretary of the diocese, and to the clerk of every parish and mission in the diocese, at least 90 days before the opening of Convention. Any change adopted shall become effective on January 1 of the next year unless otherwise specified by the convention.

### CANON 12.3 THE RECORD OF CONSTITUTION AND CANONS

The secretary shall keep a suitable written record, of the constitution and canons of the diocese, with a certificate of the adoption or amendment of each signed by the President of the convention and the secretary. All Constitutions and Canons, and all amendments thereof and additions thereto, hereafter adopted by the convention, shall be certified by the President of the convention and the secretary as having been adopted, and shall, with the certificate of adoption, be so recorded and retained in perpetuity. This record shall be taken and regarded as presumptive evidence of the due adoption and correctness of all papers recorded therein under this Canon.





*the*  
**EPISCOPAL**  
**CHURCH** *in*  
WESTERN OREGON