

Canons of the Diocese of Wyoming

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Canons
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CANONS OF THE EPISCOPAL DIOCESE OF WYOMING

Canon 1.1-1.5

CANON 1

The Ecclesiastical Authority

Section 1. The Ecclesiastical Authority of the Diocese is set forth in Article V of the Constitution.

Section 2. (a) Whenever the Diocesan Bishop shall leave the Diocese for a period of more than three (3) successive calendar months, the Bishop Coadjutor, together with the Standing Committee of the Diocese shall be the Ecclesiastical Authority thereof during such absence, or in the absence of a Bishop Coadjutor, the Suffragan Bishop, and if there be neither Bishop Coadjutor nor Suffragan Bishop, then the Standing Committee of the Diocese, alone.

Absence of Bishop
cf. General Canons

(b) If the process of declaring a Bishop incapacitated exceeds thirty (30) days, the Standing Committee with the approval of the President of the Province may proceed in accord with Section 2 (a) of this Canon.

cf. General Canons

(c) In the event of the death of the Diocesan Bishop, the Ecclesiastical Authority shall be determined in the order of preference set forth in Section 2 (a) of this Canon. If there be no Bishop Coadjutor, a special session of Convention shall be called, as soon as feasible, in accordance with Article VI of the Constitution.

Death of Bishop

(d) When the Standing Committee becomes the Ecclesiastical Authority, by a vote of two-thirds (2/3) of its membership, a Provisional Bishop may be secured in accord with General Canon III, 23.

Provisional Bishop

Section 3. The Diocesan Bishop as Chief Liturgical Presider may officiate in the services of the Church within any Congregation or wherever the members are gathered.

Chief Liturgical
Presider

Section 4. The Diocesan Bishop is the Chief Pastor of all religious and benevolent organizations of the Diocese and may attend and preside at any of their meetings and has power of review of their proceedings, unless specified otherwise by these Canons.

Chief Pastor

Section 5. All controversies, including those between Congregations of the Diocese, between a Congregation and its Vestry, or among the members of a Congregation or among the members of any Diocesan organization, may be referred for resolution to the Ecclesiastical Authority, whose judgment shall be final. Other personnel disputes will be resolved in accord with Canon 10, except to the extent Canon 12 or General Canon IV is applicable.

Chief Arbitrator

CANON 2

The Standing Committee

Section 1. A Standing Committee shall be elected by the Convention to serve as the Bishop's Council of Advice or as the Ecclesiastical Authority, depending on the need of the Diocese, and in accord with General Constitution and Canons, which shall also be the chief authority and guide for the functions of this Committee. The Standing Committee shall also perform the functions set forth in these Canons.

Function

Section 2. The membership of the Standing Committee shall be six (6) of whom three (3) shall be Clergy. All members must be Adult Communicants in Good Standing resident within this Diocese.

Members

Section 3. Each year at the annual Convention two (2) members, one (1) clergy and one (1) lay, shall be elected for three (3) year terms and members shall be elected to fill any vacancies.

Election

Section 4. As soon as possible following the election in Section 3, the Standing Committee shall meet, and shall choose one of their members to be President, another to be vice-President, and another to be Secretary.

Officers

Section 5. The Standing Committee shall meet at least four (4) times a year of which one (1) must be in person. Meetings with the Commission on Ministry may qualify for the requirement. Meetings may be called by either the President or by consensus of four (4) members. The Standing Committee may be called into session by the Bishop who shall not have a vote but shall have a seat and voice in all meetings, including those called to occur electronically. However, by vote of four (4) members of the Standing Committee, the Bishop may be asked to be absent during the discussion of a particular item of business.

Meetings

Section 6. The attendance, whether electronically or in person, of a majority of the Standing Committee members shall constitute a quorum.

Quorum

Section 7. It shall be the duty of the Secretary to a keep faithful record of all their proceedings, and report such proceedings to the Convention at each annual meeting except the confidential minutes of the Standing Committee when it is acting as a Council of Advice to the Bishop under Section 11, below; to preserve the originals of all papers and letters addressed to the Standing Committee; to attest to their acts; and to deliver to a successor all books and papers which, by virtue of that office, have been received, except that records more than seven (7) years old shall be preserved in the Diocesan Archives. The minutes of the Standing Committee, and all papers in their hands relative to the Church, shall be subject to the examination by the Bishop and by the Convention.

Records

Canon 2.8-2.12

Section 8. No person while serving as a member of the Standing Committee shall be a voting member of either the Commission On Ministry, the Disciplinary Board, or the Diocesan Council. However, a member of the Standing Committee shall be entitled to have a seat and a voice on the Commission On Ministry and the Diocesan Council for liaison purposes.

Committee
Limitations

Section 9. The Standing Committee and the Commission on the Ministry shall work together, where appropriate, meeting jointly in person at least once a year.

Joint Meetings

Section 10. Members of the Standing Committee who are not otherwise voting delegates to the annual Diocesan Convention shall be given reimbursement from the Standing Committee budget for expenses incurred in order to attend Convention.

Convention
Reimbursement

Section 11. All proceedings of the Standing Committee, when acting as a council of advice to the Bishop, whether at the request of the Bishop or of their own accord, shall be strictly confidential, unless the Bishop and Committee shall mutually determine otherwise.

Council of Advice

Section 12. The Standing Committee shall have the power to adopt other rules of order and business governing its own deliberations, consistent with the General and Diocesan Canons.

Rules of Order

CANON 3

Convention

Section 1. Every baptized person in good standing in a Congregation in union with this Diocese shall have the right of a seat and a voice during Convention.

Membership

Section 2. Lay Delegates.

(a) Lay Delegates to Convention shall be Adult Communicants in Good Standing in a Congregation in union with the Diocese.

Voting Delegates

(b) Every Congregation in union with the Diocese and not in violation of the Constitution and Canons of this Diocese, shall be entitled to send to the Convention as many lay Delegates as permitted by the following:

Number of Delegates

The number of lay Delegates shall be based on the average Sunday attendance recorded on the Parochial Report for the year prior to the Convention:

- 1 to 50 = 2
- 51 to 100 = 3
- over 100 = 4

(c) Lay Delegates from any Congregation shall be entitled to vote at the same Convention at which the Congregation has been admitted.

(d) There is no limit on the number of Alternates selected. Which Alternate should replace which lay Delegate shall be determined by the procedure of the Congregation they represent. Alternates may replace Delegates for a part or the whole of a Convention upon written notice to the Secretary by the head of the Delegation from the same Congregation. If the status of the original Delegate is resumed, written notice thereof shall be presented to the Secretary.

Alternates

(e) The selection of lay Delegates and Alternates to the Convention shall be according to the custom of that Congregation. Vacancies in the delegation shall be filled from the Alternates.

Selection of Delegates and Alternates

(f) The term of office for lay Delegates and Alternates shall commence upon their election and shall expire upon the election of their successor. All lay Delegates and Alternates, during their term of office, shall be considered lay Delegates and Alternates to any special meeting of the Convention or to any special Convention which may be called to for any purpose. Alternates shall serve as Delegates only for that time during which a vacancy occurs and shall yield to the Delegate, if that Delegate is able and desires to be a voting Delegate.

Term of Office

Canon 3.2.g-3.6

(g) Delegates and Alternates shall be listed on a certificate of appointment form issued by the Secretary of Convention. Said form shall be signed by a Warden or Clerk of the Vestry and presented to the Diocesan office by the time of the Pre-Convention meeting and, additionally, presented by a Delegate to Convention to the Secretary of the Convention before such delegation shall be deemed to be present at the Convention. Said forms shall be transferred to the Committee on Credentials for examination and approval.

Certificate of Delegates and Alternates

Section 3. Clergy Delegates

(a) Members of the Clergy who are canonically resident in the Diocese are entitled to seat, voice and vote. Thirty (30) days prior to any meeting of the Convention, the Diocesan office shall cause the preparation and publication of a list of all the Clergy who are geographically and canonically resident in the Diocese.

Canonically Resident Clergy and List

(b) No person who is under Ecclesiastical inhibition shall be a Delegate to Convention.

Clergy Under Inhibition

Section 4. Additional Delegates

(a) The members of the Episcopal Youth Community of every Congregation may elect one voting delegate who is an Adult Communicant in Good Standing. Such a person must not be over nineteen (19) years of age. Their appointment shall be submitted to the Secretary of Convention in accord with Canon 3, Section 2(g).

EYC Members

(b) Episcopal organizations at any of the colleges and universities within the Diocese who have a sponsor approved by the Bishop shall be entitled to one (1) Delegate to be certified to the Secretary of Convention and transferred to the Committee on Credentials for examination and approval.

College Delegates

(c) Religious orders and other Christian communities as defined by the General Canons under direction of the Diocesan Bishop and resident within the Diocese shall be entitled to one (1) Delegate to be certified to the Secretary of Convention and transferred to the Committee on Credentials for examination and approval.

Religious Orders

Section 5. No Delegate shall have more than one vote or represent more than one Congregation.

One Vote Restriction

Section 6. There shall be a report of a Committee on Credentials presented to the Secretary of Convention on the number of Delegates present, and the number of congregations represented, which numbers shall be announced. The Convention shall be the judge of the qualifications of its own members in case of any dispute.

Section 7. Delegates from a majority of those Congregations, entitled to representation shall constitute a quorum for any Convention, annual or special.

Quorum

Section 8. (a) Delegates will not be eligible to vote if funds owed to the Diocese for the preceding fiscal year have not been paid by the Congregation they represent or if that Congregation has not functioned in accordance with the General and Diocesan Constitution and Canons. Any exception to this shall be dealt with by the Bishop and Standing Committee on their own initiative or by request from the affected Congregation as soon as feasible before Convention; or, if necessary, at a special hearing during Convention.

Terms of Eligibility to Vote

(b) To have a vote at Convention, a Congregation must have submitted a Parochial Report, including financial statements and audit report, for the prior calendar year unless excused by the Bishop. The reason for said excuse shall be reported to the Convention. Failure to have submitted said report shall not abridge the right to seat and voice.

(c) The President, or designated member of the Standing Committee, shall report to Convention the substance and results of any hearings in connection with Section 12 (a) and (b). The report will conclude with a motion to sustain denial of voting privileges or to grant such privilege with or without conditions.

(d) Denial of voting rights does not deny the right to seat and voice unless it is determined that the Delegates are no longer Adult Communicants in Good Standing in this Diocese.

Denial of Right to Vote

Section 9. Visitors present for a special order of business or to offer a workshop or the featured program may be given voice by a simple majority vote of Convention, but shall not have a vote.

Visitors

Section 10. The Convention shall have the following powers to be exercised in the manner prescribed by this Constitution and Canons:

Powers of Convention

(a) In lieu of a special convention for this purpose: to elect the Bishop of the Diocese; to elect a Bishop Coadjutor; and elect one or more Suffragan Bishops; subject to the requirements of Canon 15.

(b) To elect all such officers, boards and committees of the Diocese as may be provided for in the Canons and in the manner prescribed therein.

(c) To confirm appointments made by the Bishop when so provided by the Canons.

(d) To approve, amend or disapprove the annual budget and set the fiscal year.

(e) To determine the assessments to be received from the Congregations in order to provide for the financing of Diocesan activities.

(f) To amend the Constitution; to adopt or amend the Canons; to adopt or amend the Rules of Order.

(g) To admit any Congregation into union with the Diocese and to determine the status of any Congregation in union with the Church.

(h) To establish such other powers as may be necessary and proper to fulfill the purposes and policies, both religious and temporal, of the Diocese; and, to take such other actions as deemed necessary and appropriate.

Section 11. The Secretary shall inform the Presiding Officer if the delegates who are present constitute a quorum, and, if so, the Presiding Officer shall declare the Convention duly organized for business.

Quorum -
see Section 7

Section 12. The Rules of Order in force at the preceding annual Convention shall continue in force unless changed by the Convention.

Rules of Order

Section 13. The Bishop shall take order for all services of worship and for devotions in connection with the meetings of Convention and shall appoint an Order of Business to be followed during the current session subject to the approval of the Convention; and shall appoint such committees as may be deemed necessary to facilitate the preparation and work of the Convention.

Organizing

Section 14. (a) At each annual Convention of the Diocese there shall be a Secretary of Convention, a Chancellor and a Treasurer to be nominated by the Bishop and confirmed by the Convention annually by simple majority vote.

Officers of Convention

If the nominee is not confirmed by Convention, the Bishop will ask the Convention Committee on Elections to submit a nominee. In the case of a nominee for Secretary not being confirmed, the Bishop may appoint an acting Secretary, other than the rejected nominee, who shall serve until the Convention Committee on Elections submits a nominee who is confirmed by Convention.

(b) These officers shall have seat and voice, but not vote unless they are a member of the clergy or an elected delegate from their respective congregations.

Officers Have Seat and
Voice

(c) The Secretary shall be an Adult Communicant in Good Standing of a Congregation in union with the Diocese. In addition to the offices and duties elsewhere declared by General and Diocesan Constitution/Canons, the Secretary shall take charge of all papers of the Convention, take minutes of the proceedings preserving them in a Journal of Convention which Journal shall be distributed as required by General Canons, as directed by the Bishop. The Secretary shall also discharge the duties set forth by the Rules or Resolutions of Convention.

Secretary

In the event of the death, resignation, or removal from office of the Secretary during the interval between or at the time of the sessions of the annual Convention, the Bishop shall have the power to appoint an acting Secretary subject to approval of Diocesan Council or Convention.

Replacement

The Secretary may appoint one or more Assistant Secretaries who shall serve for the duration of that particular Convention and until such time as the tasks assigned to the Secretary for a particular Convention are completed. Unless designated as a voting Delegate an Assistant Secretary does not have a vote.

Ass't Secretary

The Secretary's term shall not expire until the Convention agenda provides for an election in accord with Section 18 (a) of this Canon.

Term of Office

(d) The Treasurer shall be an Adult Communicant in Good Standing of a Congregation in union with the Diocese. The Treasurer of the Convention shall be the Treasurer of the Diocesan Corporation discharging the duties imposed by Canon or by the action of Convention and shall make reports to each Convention of all monies entrusted to the care of the Treasurer. The Bishop and Treasurer may be authorized by Council to execute documents on behalf of the Diocese.

Treasurer

The Treasurer may appoint assistants including a book-keeper. Any funding for the office of the Treasurer shall be included in the budget presented to the annual Convention.

Ass't Treasurer and Funds

The Treasurer's term shall not expire until the Convention agenda provides for an election in accord with Section 18(a) of this Canon.

Term of Office

The Treasurer and assistants to the Treasurer shall be bonded in such sum as the Diocesan Council may determine, premiums of which are to be paid from Diocesan funds. All funds received and disbursed by the office of the Treasurer shall be audited which report shall be published with the minutes of each annual Convention.

Bonding

Audits

The Treasurer may be removed from office by the Diocesan Council for neglect, misconduct, or incapacity. In the event of such removal or in case of infirmity, resignation or death, the Bishop may appoint for the unexpired term an acting Treasurer with the consent of Diocesan Council. The funds over which the Treasurer had charge will be audited prior to being delivered to the care of the acting Treasurer.

Removal from Office

(e) The Chancellor of the Diocese shall be an Adult Communicant in Good Standing of a Congregation in union with the Diocese, learned in the law, and a member of the State Bar of Wyoming. The Chancellor shall be the legal advisor to the Bishop, the Convention together with all officers, committees, commissions, and organizations of the Convention and the Diocese. The Bishop may appoint one or more Vice- Chancellors.

Chancellor

Vice-Chancellors

Any funding for the office of the Chancellor shall be included in the budget presented to the annual Convention.

The Chancellor's term shall not expire until the Convention agenda provides for an election in accord with Section 18(a) of this Canon.

Term of Office

Should the office of Chancellor become vacant through disbarment, death, resignation or dysfunction, the Bishop shall appoint with the approval of Diocesan Council a suitable person to serve the remainder of the term.

Removal from Office

(f) A Registrar of the Diocese shall be elected annually by the Convention on nomination by the Bishop. The Registrar, being custodian of the archives, shall gather and have in safe keeping the journals, pamphlets, reports and other documents belonging to the Diocese. The Registrar may appoint an historiographer, if needed, The Registrar shall also discharge the duties imposed by Canon or by the action of Convention.

Registrar

Section 15. Unless otherwise specified by Canon or the Rules of Convention, elections shall be by majority vote and votes shall be by ballot, unless by two-thirds (2/3) standing vote the Convention shall dispense with this requirement. Except where otherwise specifically provided, a majority of all votes cast shall be necessary and sufficient for election. However, before a vote is taken, by two-thirds (2/3) standing vote, the Convention may declare that the requisite number receiving the ranking pluralities shall be elected. If after three (3) consecutive ballots an election is not completed, the requisite number receiving the ranking pluralities shall be elected.

Mode of Election

Section 16. Notice of the time and place of every annual or special meeting of Convention shall be given as required in Article IV of the Constitution and shall be in printed or electronic form sent to every member of the Clergy canonically resident in the Diocese and the clerks of every Congregation and posted on the Diocesan website.

Notice of Convention

Section 17. Thirty (30) to fifty (50) days prior to the annual Convention, a Pre-Convention meeting shall be held at a time and place designated by the Bishop. Reasonable notice of Pre-Convention meetings shall be given to all Congregations in the Diocese. All Delegates to the annual Convention are expected to attend Pre-Convention meetings. Pre-Convention meetings shall consider and respond to pre-convention reports including those resolutions submitted prior to the meeting; may recommend additional resolutions and nominations; and, act on any other issues as required by Canon or offered for consideration including the election of a regional representative to Diocesan Council. (Canon 5, Section 4).

Pre-Convention Meetings

Section 18. All resolutions to the annual Convention, except those resulting from the Bishop's address to Convention and courtesy resolutions shall be filed with the Diocesan office at least thirty (30) days before the meeting of the annual Convention. Proposed resolutions that are not submitted in accordance with the above provision may not be considered at the annual Convention except by a vote of two-thirds (2/3) of those present. Any proposed resolutions so authorized for consideration shall be referred to the Chair of the Committee on Resolutions and, if such resolution may involve a conflict with, or an amendment to, the Constitution or Canons, to the chair of the Committee on Constitution and Canons. Resolutions not disposed of by action of the annual Convention shall be referred to the Diocesan Council.

Resolutions

Section 19. If, for whatever cause, a Congregation or Parish is not represented by any meeting of Convention, or session thereof, such Congregation or Parish shall nevertheless be bound by all acts of said Convention.

Absent Congregations Bound by Convention Acts

CANON 4

Diocesan Council

Section 1. The Diocesan Council, acting as trustees for the Diocesan Corporation, is authorized to:

Diocesan Council to Serve as Trustees

(a) Acquire and hold in trust for the use and benefit of any Congregation of the Episcopal Diocese of Wyoming, the legal title to any and all property real or personal belonging to such Congregation or which may be held by any person or corporation in trust for such Congregation which may be devised, granted or conveyed to this Corporation in trust for the use and benefit of such Congregation.

Legal Title to Property

(b) Acquire and hold in trust for the use and benefit of the Episcopal Diocese of Wyoming any and all property real and personal which may be deemed necessary or desirable in connection with the religious, educational, benevolent, charitable and missionary work of said Diocese.

(c) Contract with reference to property so held by it, and to convey the same by deed, mortgage, or in any other lawful manner.

(d) Exercise those corporate powers vested in it in accordance with the laws of the State of Wyoming so far as those powers are consistent with the object of the Diocesan Corporation which is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

Corporate Powers

(e) The Diocesan Council shall report to the annual Convention their acts and proceedings since the preceding annual Convention which report shall be provided in written or electronic format. The report will include the following information:

Report to Convention

A listing of the specific investments held by the Diocese;

The amount of fees or commissions paid to, and the names of, financial advisors, investment managers, or brokers; and

The total amount of investment income earned on these investments.

(f) In managing the affairs of the Diocesan Corporation, the Diocesan Council shall among other things, order and provide for the prudent investment, care and disbursement of all the funds and investments coming into the hands of the Diocesan corporation.

(g) The Diocesan Council is authorized to appoint an Investment Committee for the management of funds and investment of trust property provided:

May Appoint
Investment Committee

- (1) the Investment Committee report to the Diocesan Council all transactions and account for all assets at least quarterly;
- (2) the Investment Committee provide to the Diocesan Council a summary of all transactions for inclusion with the report of investments to the Diocesan Convention;
- (3) the Investment Committee is authorized, with the approval of Diocesan Council, to employ agents for management of funds and investment of trust property.
 - (a) Agents shall be financial institutions regularly audited by the Federal Reserve System or the Securities and Exchange Commission.
 - (b) members of the Investment Committee may not have a financial interest in or be employed by such agents.

Provisos

Section 2. The Diocesan Council shall have full power and authority to act for the Convention between meetings of the Convention in all matters not expressly reserved to the Convention. This is not limited to but shall include:

Authority Between
Meetings of
Convention

(a) Provision for the support, salary, residence, equipment and expenses of the Bishop and the staff of the Bishop and any other employees of the Episcopal Diocese of Wyoming;

(b) Oversight of the Program and Policies adopted by the Convention;

(c) Administration of the budget adopted by Convention;

(d) Review and revision, as necessary, of the Program of the Diocese;

(e) Initiation, development, consolidation and/or termination of work in the Diocese, according to the Program and Policies adopted by the Convention.

(f) Preparation of programs and budgets for presentation to the next Convention; and

(g) Oversight of the Convention Program Planning Committee and a Convention Arrangements and Hospitality Committee.

Section 3. The Council shall formulate its own rules of procedure and have the power to create such departments, commissions and committees necessary to execute its task. These bodies and their membership shall be listed in the Journal.

Rules of
Procedure

Section 4. (a) The Council together with the Committees, Commissions and Task Forces it has created shall render a full report concerning their activities, plans, and recommendations since the last annual Convention, and this material shall be available at each annual Pre-Convention Meeting.

Accountability

(b) As a witness to its accountability and service to the congregations:

- (1) Minutes of Council meetings shall be posted to the Diocesan website and all Congregations should post a copy for public reading.
- (2) Summary of the actions of Diocesan Council meetings shall be printed in *The Spirit Of Wyoming*.
- (3) Time shall be given during annual Convention for any questions, comments, motions to be made concerning the actions of Council since the last annual Convention.
- (4) All groups for which funding has been provided through the Diocesan budget shall furnish an annual report to be included in the Pre-Convention reports. Said reports must be in the Diocesan Office no later than fifteen (15) days prior to Pre-Convention meetings for inclusion in the material presented at Pre-Convention meetings; and, to be presented by title at the annual Convention for acceptance and/or other actions. These reports should include:
 - (i) an update on the current year's activities, including how budgeted funds are being spent
 - (ii) a projection of funds and activities for the upcoming year.
- (5) A summary of Council actions and the group reports required in Section 4(b)(4) of this Canon shall be printed in the Journal.

Section 5. The Diocesan Council shall be composed of:

Composition

- (a) The Bishop.
- (b) A representative from each region elected as specified in Canon 7.
- (c) Six Adult Communicants in Good Standing: three (3) of whom shall be clergy and three (3) of whom shall be lay members. These Council positions shall be three-year terms. One-third of such Council persons shall be elected at each annual Convention.
- (d) One (1) Adult Communicant in Good Standing who shall be between 16-19 years of age. This Council position shall be a one-year term, elected at each annual Convention.

(e) Ex-officio Members with seat and voice but not vote:

- (1) if there be one: Bishop Coadjutor, Suffragan Bishop, Assistant Bishop serving in this Diocese.
- (2) The Treasurer of the Diocese
- (3) The Chancellor of the Diocese
- (4) Members of the Bishop's Staff when invited
- (5) President of the Diocesan ECW
- (6) Representative of the Standing Committee
- (7) Representative of Ministries with Young Christians
- (8) The Executive Director of the Foundation for the Episcopal Diocese of Wyoming
- (9) Additionally, the Bishop may appoint three (3) Adult Communicants in Good Standing in this Diocese, one each year for three-year terms.

(f) No employees of the Diocese, excepting the Bishop, shall be eligible to serve as a voting member on Diocesan Council.

Section 6. Officers and Finance Committee

(a) The Bishop is the President of the Diocesan Council.

(b) One of the members elected by Convention or by a region shall be elected Vice-President of Council.

(c) One voting member shall be elected Secretary.

(d) The President shall appoint six (6) or more Council members (elected or appointed) who, with the Treasurer, shall comprise the Diocesan Finance Committee. The Committee shall function in accordance with the General Canons.

Section 7. Those elected from each Region or by Convention or appointed by the Bishop may serve no more than six (6) consecutive years after which one (1) year must elapse before being again eligible to serve on Council.

Section 8. Should any vacancy occur in the Council through death or resignation of a member elected by the Convention, the Council shall fill such vacancy by election of a suitable person to serve until a successor is elected by the next annual Convention. If the vacancy be created by a person appointed by the Bishop, the Bishop shall appoint a suitable replacement. If the vacancy be created by a person representing a region, that Region shall elect a person to serve until the next annual Convention.

Section 9. No elected member of Council, nor a person appointed to fill a vacancy of an elected member, shall be eligible for election or appointment to the Standing Committee.

Section 10. The Diocesan Council shall meet at least four (4) times each calendar year. Additional meetings may be called as the Diocesan Bishop deems necessary, or on the written request of any (6) members, elected and/or ex-officio. Meetings may occur electronically but at least one (1) shall be held in person, not counting an organizational meeting if held at the time of or immediately following the adjournment of the annual Convention.

Section 11. A majority of the non-ex-officio members of the Council shall be necessary to constitute a quorum at any meeting of the Council. No action shall be taken in the name of the Council except when a quorum, so defined, is present and voting.

Section 12. The payment of the annual expenses of the Diocese shall include a fund drawn from assessments assigned to all Congregations in the Diocese each year. The manner of apportionment shall be upon some fixed and uniform plan recommended by the Diocesan Council and approved by the representatives of the Congregations gathered at the annual Convention.

Section 13. The Diocesan Council shall have power to expend all sums of money provided for in the budget, and also any money actually received by it in any year over and above the amount required for the budget of that year.

CANON 5

Regional Convocations

Section 1. The Diocese shall be divided into geographical regions by the Diocesan Council. Each Region may hold convocations for the encouragement and enhancement of the ministry of its member Congregations.

Section 2. The elected Regional Representative to Diocesan Council shall act as the Presiding Officer.

Section 3. The convocation may exercise the following functions:

(a) to formulate programs and plans, and assign responsibilities necessary for the effective work of the Church in that region;

(b) to facilitate communication among local congregations and the Diocese, interpreting Diocesan program, and promoting active participation of its member congregations in Diocesan Convention and other Diocesan functions.

Section 4. (a) Election of Regional Representatives, ballots on resolutions and other matters relating to Convention shall be by a majority of the delegates to Diocesan Convention from the congregations of the Region.

(b) The Representative may be of the Clerical or Lay order which orders will alternate in representing the Region.

Section 5. If the Regional Representative vacates that position, the Bishop shall appoint someone to convene a Regional meeting for the election of someone to complete the Representative's term.

CANON 6

Commission on Ministry

Section 1. There shall be a Commission on Ministry which shall perform those functions set forth in the General Canons pertaining to such a Commission.

Function
cf. Gen Canon III.2

Section 2. The members of the Commission shall consist of seven (7) members of whom four (4) shall be Members of the Clergy, with at least one (1) being a Deacon. The members will be appointed by the Bishop in consultation with the Standing Committee. Members shall be appointed to a three (3) year term. Those appointed shall serve no more than two (2) consecutive three (3) year terms after which one (1) year must elapse prior to eligibility to be re-appointed. The Bishop may appoint ex-officio members to enhance the work of the Commission. Members of the Commission may not be members of the Standing Committee.

Members

Section 3. The Bishop shall appoint the person who chairs the Commission. This person shall serve as chair at the pleasure of the Bishop.

The Chair

Section 4. The Commission on Ministry and the Standing Committee shall work together where appropriate, meeting jointly in person at least once a year.

Standing
Committee

Section 5. With the approval of the Bishop, the Commission shall set forth the educational and competency standards and method of supervision of the education for those ordained or commissioned and/or licensed by the Bishop for specific ministries in a Congregation and/or on behalf of the Diocese. These standards shall be available through the designated Diocesan staff person.

Training Standards

Section 6. The Commission on Ministry shall make a report of its activities to each annual Convention which report shall be available at the Pre-Convention meeting.

Reports

CANON 7

Congregations

Section 1. A new Congregation in the Diocese shall be established by vote of the Convention accepting the Congregation into union.

Establishment of New Congregations

Section 2. Whenever in this Diocese, any number of persons (not fewer than ten (10)) wish to unite together for the purpose of regular worship and desire to form a new congregation under the direction, authority and care of the Episcopal Church, application shall be made substantially as follows:

Application of New Congregations

To the delegates of the Episcopal Diocese of Wyoming meeting in Convention:

We, the undersigned, residents of _____(area) in the County of _____ in the Diocese of Wyoming desire to organize a Congregation in union with The Episcopal Church.

-We believe we are ready, according to our ability, to develop the ministry we received at our Baptism. We therefore request you to guide us in developing our talents so that we can better serve in Christ's Name.

-We declare ourselves individually and collectively ready to do what is necessary to establish and sustain the regular worship of the Church, and to promote the ministry of Christ in our community.

-We pledge ourselves to work cooperatively with all congregations of the Diocese.

-We associate ourselves for the purpose of maintaining the sacramental worship of God and the preaching of the Gospel, according to the Doctrine, Discipline, and Worship of the Episcopal Church, and we promise conformity and obedience to the Constitution and Canons of the Episcopal Church in the United States of America and of the Diocese of Wyoming.

-In accordance with these obligations and rules, we now ask the privilege of being known as a Congregation under the name of_____.

Section 3. After such form of application has been signed by the requisite number of adults, a meeting of the same may be called on ten (10) days written notice to all persons who have signed the application. At this meeting no person shall be entitled to vote who has not signed the application required by Section 2 of this Canon. Wardens and Vestry shall be elected and the name of the Congregation adopted. The minutes of the meeting shall be recorded in a book to be kept as a record of the proceedings of the Vestry.

Organizational Meeting

Section 4. A certified copy of the Application and of the Minutes of the meeting for organizing the Congregation, shall be sent to the Bishop without delay, together with a notice that the Congregation will apply for admission into union with the Convention.

Certification of Meeting

Section 5. (a) Members of the proposed Congregation are invited to come to the Convention to present their application for union.

Application to
Convention

(b) Acceptance into union with the Convention may be at that same Convention to which the proposed Congregation has applied and shall be by a simple majority vote. With the approval of the Bishop, Delegates of the newly accepted Congregation are eligible to vote immediately upon acceptance of the Congregation.

Acceptance

(c) The title of real estate given to or purchased by any new Congregation, or any investment property, real or personal, acquired by a new Congregation shall be promptly transferred to the Diocese upon acceptance of the Application of the Congregation.

Title to Property

Section 6. (a) A Congregation desiring to incorporate must notify the Bishop in writing submitting a copy of the proposed articles of incorporation and bylaws. Before proceeding the Congregation must have the consent of the Bishop with approval of the articles and bylaws by the Bishop and the Standing Committee. Subsequent amendments to the articles of incorporation or the bylaws must be approved by the Bishop and the Standing Committee.

Incorporation

(b) Upon acceptance of the incorporation by the office of the Secretary of State, the title of real estate and any investment property, real or personal, held by the Diocesan Corporation shall be transferred to the non-profit corporation subject to a statement attached to the title in conformity with Section 9 of this Canon.

Transfer of Property

(c) An incorporated Congregation may, upon agreement of the Vestry the Standing Committee and the Bishop, become an unincorporated Congregation, in which case the title to all property shall then be transferred to the trust of the Diocesan corporation known as the Episcopal Diocese of Wyoming.

Corporation
Dissolved

Section 7. (a) All real and personal property held by or for the benefit of any Parish or Congregation is held in trust for this Diocese. (General Canon I.7.4)

Property Held in Trust

(b) No real property of a Parish or Congregation, whether or not incorporated, shall be conveyed, purchased, acquired, accepted as a gift, placed under lien, encumbered or otherwise alienated without the prior written consent of the such Parish or Congregation, the Bishop and the Standing Committee. (General Canon I.7.3). No real property of the Diocese may be purchased, acquired, accepted as a gift or otherwise encumbered, sold, conveyed or alienated without the prior written consent of the Bishop and the Standing Committee.

Alienation of Property

(c) Title to any real property held now or in the future in the name of any Parish or Congregation shall be held in trust for the Diocese with the Diocese shown as an owner of record. Title of all real property of this Diocese shall be vested in "The Episcopal Diocese of Wyoming".

Title to Real Property

(d) That the proceeds of any casualty insurance policy paid in settlement of any claim for damage to such real property shall be considered real property for the purposes of this Canon.

Insurance Proceeds

Section 8. (a) If a Congregation does not comply with its obligations in:

Dissolution

- (1) conforming to the Constitution and Canons of The Episcopal Church USA; or,
- (2) meeting established Diocesan standards for support of the Diocesan and General Church program; and,

after the Bishop having given the Vestry written notice of the failure of compliance with opportunity to rectify the deficiency; and, after the Vestry of that Congregation fails to negotiate an acceptable resolution of the matter with the Bishop, or a representative of said Authority, and a representative of the Standing Committee; then, the Bishop with the consent of the Standing Committee shall report to the Convention recommending to the Convention that the Congregation should be dissolved.

(b) Convention shall take action for or against said recommendation.

Section 9. Upon dissolution of a Congregation, the title to all property and other assets not already held by the Diocese shall vest automatically and forthwith with the Diocesan corporation known as the Episcopal Diocese of Wyoming and any non-profit corporation of said Congregation which may have been chartered by the State of Wyoming shall be dissolved.

Title of Property upon
Dissolution

Section 10. Any remnant of a dissolved Congregation may petition the Bishop and Standing Committee to continue as a Congregation by submitting a plan of reorganization to the Bishop and following Sections 2 through 5, above.

Remnant of Dissolved
Congregation

Section 11. Two or more Congregations may be joined to form one by submitting their plan of union to the Bishop and following Sections 2 through 5, above.

Joining of
Congregations

Section 12. A Congregation of Christian people using a rite other than that set forth in the Book of Common Prayer as adopted by the General Convention and desiring affiliation with this Church while continuing to use their own rite, may make application in accordance with Canon 1.16.1 of the Canons of the Episcopal Church.

Congregations Using
Other Rites

Section 13. (a) Every Congregation in this Diocese will hold an Annual Meeting. Public notice of the time and place (of such meeting shall be given by the leadership of the Congregation at the regularly scheduled services on the two Sundays immediately preceding. In case services shall not be held on those days, notice shall be given either by publishing or posting, as the Vestry may direct, written notices thereof signed by the Clerk of the Vestry at least ten (10) days prior to such meeting.

(b) Special meetings of the Congregation may be called by the Bishop, the Rector, if there is one, or by the Vestry, or by a Warden and a member of the Vestry, and a like notice shall be given of any such special meetings as is required for an annual meeting and the object of the meeting shall be stated.

(c) A Warden or the Presbyter, if there be one, or another person appointed shall preside at all meetings of the Congregation. Another person shall be appointed to preside in the absence of the Presiding Officer.

(d) The right of voting at all meetings of a Congregation subsequent to the organizational meeting shall be confined to Adult Communicants in Good Standing.

(e) Unless the bylaws of a Congregation provide for a higher or lower quorum, at an annual or special meeting of Adult Communicants in Good Standing ten percent (10%) of the votes entitled to be cast on a matter shall be represented to constitute a quorum on that matter.

(f) Unless one-third (1/3) or more of the voting power is present in person or by proxy, the only matters that can be voted upon at an annual or special meeting of members are those matters that are described in the meeting notice.

(g) A full and complete record of all meetings of the Congregation shall be kept by the Clerk of the Vestry and shall, at all times, be open to all members of the Congregation and the Bishop.

Records to be kept

(h) At the Annual Meeting a report on the State of the Congregation shall be made, in accord with local procedure.

Report to be made

(i) At the Annual Meeting a program and budget for the next fiscal year shall be presented.

Budget to be
presented

Section 14. (a) At the Annual Meeting of the Congregation a Vestry, consisting of not less than three (3), nor more than fifteen (15) members shall be elected, who shall continue in office until the next Annual Meeting or until their successors are elected. If desired by a Congregation, a portion of the Vestry may be elected at each Annual Meeting to serve for a stated term, longer than one year. A member may serve no more than six (6) consecutive years with eligibility for re-election.

Composition of the Vestry

(b) To be eligible to be a member of the Vestry, one must be at least sixteen years of age, a baptized person, and a Communicant in Good Standing.

Vestry Membership Requirements

(c) Members of the Vestry shall be elected by ballot. The Presiding Officer may appoint tellers of the election to tabulate the votes cast. A majority of all votes cast by those present shall be necessary to elect.

Conduct of Election

(d) Officers of the Vestry

Officers and Duties

- (i) Wardens shall be elected whose primary duties are administrative as set forth in General and Diocesan Canons. One or two persons may be elected to serve as Wardens of the Vestry. The manner of their selection shall be in accord with the by-laws of the Congregation.
- (ii) A Clerk and a Treasurer shall be appointed or elected annually either by the Vestry or the Annual Meeting. They need not be members of the Vestry, and they may appoint or employ other agents as may be required. The Clerk and the Treasurer may be the same person.
- (iii) The Clerk shall keep a record of the actions of the Vestry following an appropriate format. These minutes are to be reviewed and approved or amended at the following Vestry meeting prior to which they shall be posted for members of the Vestry to read and, after approval posted in such a manner that members of the Congregation might read them. The Clerk shall perform such other duties as assigned by the Vestry, General and Diocesan Canons.
- (iv) The Treasurer shall receive and disburse the monies of the Congregation keeping an accurate account of all receipts and disbursements and render an account of the receipt and disbursement of funds as required by the Vestry. In addition the Treasurer shall perform those duties set by the Vestry, General and Diocesan Canons.

cf. Canon 9

(v) The records of both the Clerk and Treasurer shall be open to inspection by the Rector or Priest in Charge, the Congregation, and the Bishop or the person designated by the Bishop.

(e) Meetings of the Vestry may be called by a Warden or Presiding Officer, Rector, the Bishop or any two members of the Vestry. Notice of any such meeting shall be given to all members of the Vestry and to the Rector or Priest in Charge, if there be one, at least seven (7) days prior to the meeting. When any notice of meeting is required to be given under these Canons or under a provision of the bylaws of a Congregation, a waiver thereof in writing signed by the person entitled to such notice, whether before, at, or after the time stated therein, shall be equivalent to the giving of such notice.

Meetings of Vestry

(f) At least six (6) regular meetings of the Vestry shall be held annually at stated intervals and at a time and place fixed by the Vestry.

Number of Meetings

(g) Congregations with fewer than forty (40) Adult Communicants in Good Standing and wishing to dispense with the organization of a Vestry may elect to conduct the affairs of the Congregation at a series of not fewer than four (4) congregational meetings annually. Such meetings shall exercise the full responsibility and authority of a Vestry as set forth in this Canon, provided that there is present at least half of the adult communicants of the Congregation who are in good standing.

Alternative Vestry

(h) A majority of the Vestry shall constitute a quorum for the transaction of business. The Vestry may not take formal action except at a regularly scheduled meeting or properly noticed special meeting which may be held electronically and with a majority of all members present.

(i) If a vacancy occurs in the Vestry before the next Annual Meeting of the Congregation, members of the Vestry shall select a replacement to fill the vacancy until the elections at the next Annual Meeting.

Section 15. (a) The Vestry shall seek to further the ministry of Christ through the daily life of the Congregation. The Canons of the Episcopal Church and the Canons of the Diocese of Wyoming are the framework for this authority.

Duties of Vestry

(b) It shall be the responsibility of the Vestry to ensure that Holy Eucharist and other worship services are provided within the Congregation. The ministry of all the baptized is to be recognized and encouraged.

(c) It shall be the responsibility of the Vestry to manage the income, disbursements, property and endowments of the Congregation with the guidance of the Manual of Business Methods in Church Affairs.

(d) It shall be the responsibility of the Vestry of each Congregation to provide for the collection and payment of such sums as shall be apportioned them by the Diocesan Convention and to transmit the same to the Treasurer of the Diocese as required.

(e) It shall be the responsibility of the Vestry, with the advice and consent of the Bishop: (i) to elect and call a Rector, if fiscally able, and to provide for the maintenance and support of the ministry of the Congregation; or (ii) to consult with the Bishop, and the Bishop's Staff, to provide for the development of congregational leadership and organization for ministry in that Congregation.

Section 16. If a Congregation is in transition due to changing leadership structure, the annual meeting of the Congregation may by majority vote extend the terms of the officers and members of the Vestry for one year.

Congregation in
Transition

CANON

Records of Congregation

Section 1. Rectors, or if there be no Rector, the Vestry, shall be custodians of the Register and other records. An administrator may be appointed by the Vestry to exercise this responsibility.

Responsibility for
Records

Section 2. A record of all public services shall be kept, which record shall note the place, date, nature of each service, and the attendance.

Section 3. Each Congregation shall keep those lists which shall be the basis of the Annual Parochial Statistical Report.

Section 4. Letters of Transfer and Certificates of Membership shall be issued and received insofar as possible, as outlined in the General Canons of the Episcopal Church.

Section 5. Other records shall be kept as required by General or Diocesan Canon, the Bishop or Convention, such as a complete financial statement of every organization and foundation affiliated with each Congregation on a form provided by the Diocesan Office to be submitted with the Parochial Report.

CANON

Finances

Section 1. The General Canon “Of Business Methods in Church Affairs” shall apply and be controlling in all matters to which it pertains in the operation of the Vestry and the conduct of the Officers, including where it may be supplemented by the Canons and Rules of Procedure of the Diocese and the non-profit corporation statutes of the State of Wyoming not in conflict with Church practices.

Business Methods

Section 2. Each year all accounts having to do with the receipts or expenditure or investment of money of Church organizations shall be audited by an accountant licensed in the State or an Internal Audit Committee as authorized in accord with General Canons.

Audit

Section 3. The annual budget of every Congregation shall contain, in addition to the amount agreed upon to be paid as required by Canon 11, sums adequate for the following:

(a) Public liability insurance procured from an insurance carrier approved by the Diocese with combined single limit coverage of at least \$500,000 and naming the Congregation/non-profit corporation and the Diocesan corporation known as the Episcopal Diocese of Wyoming as insureds; provision for worker's compensation or disability insurance for all employees including an interim-Presbyter.

Liability and
Workman’s
Compensation
Insurance

(b) Casualty insurance procured from an insurance carrier approved by the Diocese. Such insurance shall name the Diocesan corporation as a loss payee. The Diocesan Council will authorize payment of these funds as is appropriate and will not withhold funds in a punitive manner detrimental to the continuance of a Congregation in union with the Diocese. Any dispute about this may be referred for judgment to the Standing Committee.

Casualty Insurance

(c) It shall be the duty of the Vestry of each Congregation to provide for the collection and payment of such sums as shall be apportioned them by the Diocesan Convention and to transmit the same to the Treasurer of the Diocese (Canon 7, Section 15(d)).

Section 4. On the occasion of the Bishop’s Visitation to a Congregation, the offering not otherwise specifically designated, shall be given to the Bishop’s Discretionary Fund.

Bishop’s
Discretionary
Offering

Section 5. Every Congregation shall every month send to the Diocesan Office a detailed statement of its receipts that are deemed net disposable income for the prior month.

Monthly Statement to
be sent to Diocesan
Office

Section 6. Quarterly statements of apportionment payments and Diocesan expenses shall be sent to all Congregations.

Section 7. Each year at such time(s) designated by the Bishop, every Congregation shall send to the Diocesan office a copy of the budget adopted by it for the ensuing year and the Annual Parochial Report in the form prescribed by General Convention.

Section 8. Every organization affiliated with a Congregation shall submit a yearly financial report to the Vestry for inclusion in the annual report to the Congregation.

Section 9. Any Congregation which is unable to provide for its financial needs may apply to the Diocesan Council for assistance and shall abide by the terms set forth in the agreement whereby assistance is granted.

Section 10. If a Congregation is in arrears of its fiscal obligation to the Diocese more than six months of the current fiscal year, consultation with the Congregation shall take place in accord with procedures set forth by Diocesan Council. If a Congregation is in arrears more than one year, action may be taken with the Congregation in accord with procedures set forth by Diocesan Council. The procedures required by this Section of this Canon shall be published in every annual Journal.

Section 11. All memorials and other gifts to a Congregation are subject to the acceptance of the Vestry and the Rector or Priest-in-Charge, if any. Memorials and other gifts to a Congregation that could have a material and substantial impact on the present or future finances or operation of the Parish shall also be subject to the acceptance of the Ecclesiastical Authority. Memorials may be repaired, altered or removed if they become obsolete, worn out, or are no longer needed for use.

Budget to be Submitted to Diocesan Office

Affiliated Organizations Financial Reports

Financial Aid

Memorials/Gifts

CANON 10

Ministry

Preamble: The following definitions are assumed in this Canon:

MINISTRY IS TO SERVE IN RESPONSE TO GOD’S MINISTRY TO US THROUGH JESUS, OUR LORD AND SAVIOR. THIS MINISTRY SHARES GOD’S GIFTS WITH ONE ANOTHER. EACH BAPTIZED MEMBER IS A MINISTER AND SHARES IN THE MINISTRY OF THE CHURCH.

MINISTRY IS EMPOWERED BY THE HOLY SPIRIT. (ACTS 2:1-4)

IT IS ENABLED BY GOD’S GIFTS. (1 CORINTHIANS 12; EPHESIANS 4)

IT IS AUTHORIZED BY CHRIST. (MATTHEW 28:18-20)

IT DOES NOT SEEK TO GLORIFY ITSELF. (MATTHEW 20:25-28; 1 CORINTHIANS 13)

The Congregations and Diocese working together are instruments through which the Congregations and members are empowered, enabled, and authenticated for ministry.

Section 1. Definition of the terms “Members”, “Adult Members”, “Communicants”, “. . .in good standing” are in accordance with the definitions provided in the General Canons.

Definitions of Terms

Section 2. It shall be the responsibility of the Bishop, in cooperation with Diocesan Council, the Standing Committee, the Commission on Ministry, vestries, Rectors, priests in charge, and planning groups, to authorize and support ways and means through which the Congregations shall be empowered to share God’s gifts with one another in order to fulfill our Baptismal Covenant.

Ministry Ensured
cf. BCP pp. 304-305

Section 3. It shall be the duty of Congregations to cooperate with the Bishop in providing for the support of the baptismal ministry of each Congregation.

Cooperation
with Bishop

(a) A Congregation meeting all its financial obligations and able to provide salary and benefits meeting Diocesan standards of employment, may choose to call a Rector, in which case the following apply:

Rectors

(i) The Vestry, in consultation with the Bishop, shall elect the Rector; a Rector shall not be called without prior approval of the Bishop in writing and in accord with General Canons.

Approval of the
Bishop

(ii) The Vestry shall set forth terms of employment in a Letter of Agreement and the terms shall comply with all Diocesan and Episcopal Church standards. The terms of employment must be reviewed annually and other than the nature, extent, and form of compensation, may be changed only with the approval of the Diocesan Bishop. Any termination of employment shall be consistent with the provisions of General Canons.

Terms of Employment

(iii) The Rector and Vestry are expected to work and plan together. An annual review of the performance of both parties shall follow any guidelines provided by the Commission on Ministry and be reported to the Diocesan Bishop within thirty (30) days of its completion.

Annual Review

(iv) The Rector, duly called and installed, shall be an ex-officio member of the Vestry with all rights of other members, including the right to vote.

Rector an ex-officio member of the Vestry

(v) The Vestry and the Rector share responsibility for the leadership, life and ministry of the Congregation. They, with the assistance of the Commission on Ministry and other diocesan resources may call out individuals to be equipped, then commissioned and/or licensed or ordained to provide leadership in designated areas of ministry on behalf of the Rector's and Vestry's responsibilities. Such leaders shall report regularly to the Vestry as to activities in their areas of ministry seeking the advice and support of the Vestry and the Rector. These areas may include but are not limited to: Administration, stewardship of time, talent and treasure, property care, education, evangelism, prayer and worship, pastoral care, sacramental ministry, outreach and service. Such leaders may be asked to consult with the Rector and one another.

Shared Responsibility for Leadership

(vi) Whenever the rectorship of a Congregation shall become vacant, it shall be the duty of the Wardens or other officers to give immediate notice of such vacancy to the Bishop. In case of a vacancy the Wardens shall exercise the obligations of a rector set forth in General and Diocesan Canons. The Bishop, in consultation with the Vestry, may appoint a presbyter to serve the Congregation under mutually agreed upon terms of employment.

Vacancies

(vii) The organization, administration and responsibilities of the Congregation and cure are to be governed by the General and Diocesan Canons concerning rectors.

(c) A Congregation in consultation with the Bishop may develop an alternate plan.

Section 4. Disputes

(a) In the event of an unresolved dispute between the Rector and the Vestry, the dispute shall be resolved in accord with the provisions of the General Canons.

Disputes with
Rector-Vestry

(b) In the event of an unresolved dispute between the Rector and the Bishop, the dispute shall be resolved by the Standing Committee in accord with the provisions of the General Canons. These procedures shall be appended to the Canons in the Annual Convention Journal.

Disputes with
Rector-Bishop

(c) In the event of an unresolved dispute between the Bishop and any member of the Diocesan staff, termination shall be in accord with the prior agreed upon terms of employment, if any.

Bishop-Staff

(d) In the event of a dispute between a Rector and a person licensed and/or commissioned by the Bishop to a particular ministry as to that person's adequate adherence to the guidelines as set forth either by the Commission on Ministry or through the office of the Bishop, as such guidelines are locally applied, the dispute will be referred to the Vestry for resolution. If said resolution is not acceptable to one of the parties involved, it shall be handled by the Bishop in consultation with the Standing Committee.

Licensed/
Commissioned
Minister

(e) Whenever it shall appear to the satisfaction of the Bishop that by reason of mental or physical disability, the Rector has become incapable of discharging his or her duties, the Bishop may, either on application of the Vestry of the Parish or by the Bishop's determination, upon reasonable notice to all parties concerned, and with the advice and consent of the Standing Committee, dissolve the pastoral relation between such Rector and the Parish.

Section 5. In addition to their presence at each annual and special Convention, unless excused by the Bishop for good cause, all Presbyters and Deacons canonically resident, and not retired, shall spend a reasonable amount of time each year in the service of the Diocese assisting in its program and administration.

Clergy in Service
to the Diocese

CANON 11

Clerical and Lay Professional Compensation

Section 1. Each Presbyter employed by the Diocese or a Congregation of the Diocese shall receive compensation as follows:

- | | |
|--|-----------------------------|
| (a) A mandatory minimum stipend as established by Convention; | <u>Stipend</u> |
| (b) Housing, with adequate provisions for the cost of maintenance and utilities (except for personal telephone calls) provided by the Congregation, or cash allowance for the same; | <u>Housing</u> |
| (c) Church Pension Fund Premiums; | <u>Pension</u> |
| (d) Major medical and life insurance under the group plan of the Diocese, as may be modified from time to time; or, agreed upon compensation if covered through the employment of a spouse, plus Worker's Compensation or disability insurance; or, under Medicare with a supplemental plan that meets Diocesan standards. | <u>Medical</u> |
| (e) Adequate provision for sick leave and/or pregnancy leave; | <u>Sick Leave</u> |
| (f) Provision shall be made for leave with full salary for up to two (2) weeks per year, or as per employment agreement, for the purposes of receiving continuing education. | <u>Continuing Education</u> |
| (g) Twenty (20) days (including 4 Sundays) of vacation per year or compensation time as necessary, with full salary and allowances. | <u>Vacation</u> |
| (h) Two (2) days off each week, or compensation time as necessary, with full salary and allowances. | <u>Days Off</u> |
| (i) Travel, automobile, business expense reimbursement. An Accountable Plan, in accord with IRS regulations, is recommended. | <u>Business Expenses</u> |
| (j) Expenses for travel to and attendance at Convention. | <u>Convention Expenses</u> |
| <u>Section 2.</u> Optional additions to the above requirements may be: | <u>Optionals</u> |
| (a) Contributions toward F.I.C.A. in accord with IRS regulations; | |
| (b) Designated business allowances such as for educational material or entertainment expenses; | |
| (c) Initial moving expenses; | |

(d) Medical deductible in accord with Diocesan plan.

Section 3. The Convention shall have the power to establish and alter minimum amounts with regard to this Canon. Violation of the established minimums is a violation of Canons and shall be handled with the same due process given to unpaid assessments. This process may be initiated either by the Diocesan Office or by the affected Congregation or Presbyter.

Violation of
Minimums

Section 4. Lay Employees shall be paid a fair and just wage commensurate with similar positions in the surrounding community.

Lay Employees

(a) For lay persons employed over 1000 hours per year (or 20 hours per week) retirement benefits shall be provided. For lay persons employed over 1500 hours per year (or 30 hours per week) medical insurance and retirement benefits shall be provided.

(b) All Congregations will have a Personnel Committee which will be appointed by the Vestry or the full Vestry may function in that capacity.

(c) Congregations should adopt a written Personnel and Benefits Manual that applies to their particular situation.

(d) Employment laws of the State of Wyoming must be followed where applicable.

Section 5. There shall be an annual review of compensations by each Vestry of both clergy and lay employees of the Congregation and the results and decisions of such review shall be appended in writing to the Annual Parochial Report.

Annual Review

Section 6. The Diocesan Council shall conduct a similar review for the Bishop and other employees of the Diocese, both clergy and lay.

of Compensations

Section 7. A person appointed by the Bishop shall from time to time, and at least at every third annual Convention, report on the current levels of compensation within the Diocese and in such neighboring dioceses as may be helpful to establish comparable markets for employment of clergy. Such report shall include a recommendation of a minimum salary and allowance necessary to encourage the retention of qualified clergy with the Diocese. The report may include such other information as the reporting officer shall deem appropriate and may include a recommendation to the Diocesan Convention that it adopt minimum amounts.

Compensation
Evaluation Report to
Convention

Section 8. The person as appointed in Section 8 shall annually provide Convention and governing boards of Congregations such information and statistics as will be useful in compensation review and further will:

Duties of
Evaluator

(a) Advise and consult with Vestries and Bishop's Committees;

(b) Promote the broadest awareness of and compliance with this Canon;
and

(c) Make recommendations to the Diocesan Council and Convention concerning compensation of the Bishop, the Bishop's Staff, and full and part-time Rectors and Priests-in-Charge.

Section 9. A Presbyter may apply for an extended leave or sabbatical in consultation with the appropriate parties.

Extended Leave/
Sabbatical

CANON 12

Discipline of Clergy and Those Licensed by Bishop

Section 1. The ecclesiastical discipline of Clergy shall be governed by Title IV of the General Canons of The Episcopal Church. Those provisions of Title IV of the General Canons that 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. For the purposes of this Canon, the term “Clergy” shall mean Bishops, Priests, and Deacons of the Church.

Section 2. (a) There is hereby established a Disciplinary Board consisting of nine (9) members, five (5) of whom shall be Clergy, canonically and geographically resident in the Diocese, and four (4) of whom shall be adult Communicants in Good Standing and geographically resident and domiciled in the Diocese. The existing members of the Ecclesiastical Court shall serve on the Disciplinary Board until their individual terms expire. Three (3) members of the Disciplinary Board shall be appointed by the Bishop and six (6) shall be elected by the Diocesan Convention. The Bishop shall appoint two (2) clergy members and one (1) lay member. The Diocesan Convention shall elect three (3) clergy members and three (3) lay members. Each member shall serve a three (3)-year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The terms of the members shall commence on the first (1st) day of the year following election, provided that, the terms of office of all members elected in 2010 shall commence on July 1, 2011. The terms of office of the Board shall be staggered and arranged into three classes, with the first class of membership first expiring on December 31, 2011, the second class on December 31, 2012, and the third class expiring December 31, 2013. Membership in each such class shall be determined among the members of the Disciplinary Board by agreement or if no agreement then by drawing of lots. No member shall be eligible for reelection for a year after the end of his or her second consecutive full term. Members of the Standing Committee are not eligible to serve on the Disciplinary Board.

Disciplinary Board

Membership and Terms

(b) Vacancies on the Board shall be filled as follows:

- (i) Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.

(ii) The Bishop, following consultation with the Standing Committee, shall appoint a replacement Board member of the proper class who meets the same eligibility requirements as apply to elected Board members. The appointment shall be ratified by Diocesan Council, unless within thirty (30) days before a meeting of the Diocesan Convention, in which event the appointee shall be presented to Diocesan Convention for ratification.

(iii) 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 continue until the next annual Convention. 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 serving as a result of the challenge.

(c) A Board member may be removed from office by the Bishop, following consultation with the Standing Committee, and with ratification by the Diocesan Council, whenever in the judgment of the Bishop the best interests of the Diocese would be served thereby.

Section 3. In any proceeding under this Title, if any member of a Conference Panel or Hearing Panel 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 be appointed to his or her place on the Panel. Respondent, 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, who are 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.

Conflict of interest

Section 4. Within sixty (60) days following the annual Convention, the Board shall convene by telecommunication or in person to elect a President from among its members to serve for the following calendar year, provided that, in the case of the initial election of members, the members shall meet and select a President prior to July 1, 2011 to serve during the short year of 2011.

Elections

Section 5. One or more Intake Officers shall be appointed from time to time by the Bishop, who shall serve at the pleasure of the Bishop. 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 together with an explanation that any person believing that he or she is aggrieved by the actions of Clergy or knowing or acting upon reasonable belief of any Offense having been committed by a member of Clergy shall be encouraged to make such complaint known to the Intake Officer.

Intake Officer

Section 6. When appropriate, the Bishop shall appoint an Investigator in consultation with the President of the Disciplinary Board. The Investigator may, but need not, be a Member of the Church.

Investigator

Section 7. The Bishop shall annually appoint one or more attorneys to serve as Church Attorney, subject to the approval of Diocesan Convention, for the following calendar year. In the alternative, the Bishop may agree that the Church Attorney shall be selected from a panel of qualified persons identified in a process by which two or more dioceses cooperate in the implementation of Title IV. The person(s) so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the Diocese. The Bishop, acting in consultation with the Standing Committee, may remove a Church Attorney for cause. In the event of vacancy, the Bishop may appoint a successor Church Attorney with the consent of Diocesan Council and said successor shall serve until the next annual Convention.

Attorney

Section 8. The Bishop may appoint an Advisor for the complaining party or the aggrieved party or parties and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Title, and shall not include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

Advisor

Section 9. 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. All records maintained by the Board Clerk shall be deposited in the Diocesan Archives at the completion of the matter.

Board Clerk

Section 10. (a) 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 such budgetary constraints as may be established by Diocesan Council.

Fees/Reimbursements

(b) The reasonable defense fees and costs incurred by a Respondent may be paid or reimbursed by the Diocese, in whole or in part, subject to the following:

- (i) In the event of a final Order dismissing the complaint, and a finding made by the Hearing Panel that the matter was without basis in fact, brought in bad faith, or was frivolous; or
- (ii) In the event of dismissal by an Accord approved by the Bishop prior to a Hearing having commenced, if such Accord provides that the matter was without basis in fact, brought in bad faith, or was frivolous; and

- (iii) A determination made by Diocesan Council that in the interests of justice such payment or reimbursement is proper and within the budgetary constraints of the Diocese.

Section 11. Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Diocesan offices.

Records

Section 12. The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.

Storage of records

Section 13. Any meeting required under these disciplinary canons, other than a hearing at which evidence may be taken or examined, may be conducted either in person or through telephonic or other electronic communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

Meetings

Section 14. In appointing members of a Hearing Panel, the President of the Disciplinary Board shall endeavor to ensure an adequate level of legal expertise among its members and in the event that is not possible, the President may authorize the Disciplinary Board to engage the services of an attorney to advise the Hearing Panel on legal issues or other qualified individual to advise on technical or scientific matters.

Hearing Panel

Section 15. The Bishop, with the consent of Standing Committee, is empowered to negotiate and enter into agreements with other dioceses within the Church for mutual cooperation with and assistance in effectuating the language and intent of this Canon. Such agreements may include creation of panels of advisors, advocates, and attorneys to serve as resources to the Diocese in the application of this Canon.

Agreements

CANON 13

Deputies to General Convention

Section 1. The Convention shall elect eight (8) deputies to represent the Diocese at General Convention of whom four (4) shall be Presbyters or Deacons. There shall also be elected eight (8) alternates, four (4) of whom are Presbyters or Deacons. All those elected shall be Adult Communicants in Good Standing in a Congregation in union with this Diocese. This election shall occur at the Convention held no later than twelve (12) months preceding the opening date of the General Convention for which they are chosen.

Who Elected

Section 2. Voting shall be done in accord with the procedure set forth in Canon 3, Section 15. The names of the Deputies and Alternates shall be entered in the minutes in descending order, based upon the number of votes, and shall be sent to the Secretary of the General Convention as provided in General Canons.

Voting

Section 3. The deputation shall elect two (2) deputies, one (1) clergy and one (1) lay, to serve as co-chairs of the deputation.

Co-Chairs Elected

Section 4. In the absence or non-attendance of a Deputy, the Alternates, in the order of their election, shall act for such Deputies.

Alternates Becoming Deputies

Section 5. Any vacancy in the representation of the Diocese in General Convention which cannot be filled by an Alternate, shall be filled by appointment of the Bishop.

Vacancies

Section 6. A Deputy who moves to another Diocese and ceases regular attendance at worship in a Congregation in union with this Diocese after election as a Deputy and before the meeting of the General Convention shall have vacated the office of Deputy and shall be replaced.

Deputies who move from the Diocese

CANON 14

Deputies to Provincial Synod

Section 1. Deputies and Alternates who are elected to General Convention under Canon 13 shall be appointed as Deputies and Alternates to represent the Diocese at Provincial Synod. In the absence or non-attendance of a Deputy, the Alternates, in the order of their election, shall act for such Deputies.

General Convention
Deputies and
Alternates Appointed

Section 2. Deputies and Alternates shall continue in office until a successor is elected.

Terms

Section 3. A Deputy or Alternate who moves to another Diocese and ceases regular attendance at worship in a Congregation in union with this Diocese after election as a Deputy or Alternate shall have vacated the office of Deputy or Alternate and shall be replaced.

Deputies who Move
from the Diocese

Section 4. If a vacancy occurs, the Bishop may appoint a replacement with the approval of Council.

Vacancy

CANON 15

Election of a Bishop

Section 1. The election of a Diocesan Bishop, or of a Bishop Coadjutor, or of a Suffragan Bishop, for this Diocese shall adhere to the General Canons, shall be by a majority vote by lay delegates and clergy voting separately, and shall be in accord with the procedure developed by the Committee on Constitution and Canons as approved by the electing Convention.

CANON 16

Cathedral and Chapels

Section 1. The Bishop shall designate the church building to serve as the Diocesan Cathedral.

Section 2. The Bishop may designate one or more buildings to be Diocesan Chapels.

Section 3. The Convention must give approval to those designations stated in Sections 1 and 2 of this Canon.

Section 4. The Bishop and any Vestry of the Congregations associated with the designated buildings will negotiate the terms of their relationship, which terms must be approved at the annual meeting of the Congregation or a special meeting called for said purpose.

Section 5. It shall be the obligation of the Warden(s) of the Congregation to have the documents of Incorporation, if there be such, conform to the approved agreement with the Bishop.

CANON 17

Procedure for Filling Vacancies

Section 1. All Diocesan and Congregational bodies whose members are elected, shall have the power to fill interim vacancies in their membership. Power to Fill

Section 2. Unless otherwise stated by these Canons, the body concerned shall fill the vacancy through a simple majority vote of the remaining members. Method

Section 3. Such person elected shall serve until election of a successor at the next regular annual meeting of the parent elective body (i.e. Diocesan Convention or the Annual Meeting of the Congregation). Election Limits

Section 4. At the time of the next meeting, the voting members, by majority vote, shall: Election

(a) Confirm the interim election for the balance of the remaining term; or,

(b) Elect a new nominee to serve out the balance of the remaining term.

Section 5. All elected members, regular or interim, shall remain in office until their successors are elected and qualified.

Section 6. Any interim member who serves less than one-half of an unexpired term whose membership is confirmed by Convention or Annual Meeting shall be eligible for election to a full term when the interim term expires. Interim May Have Full Term

Section 7. Unless stated otherwise in these Canons, one (1) year must elapse after expiration of term eligibility before a person may be re-elected or re-appointed to membership on that particular body. Re-election

Section 8. A person who has two (2) consecutive unexcused absences will be considered as having resigned. A person who fails to attend four (4) of six (6) consecutive meetings will be considered as having resigned, even if excused. Absences

Section 9. Even if a person fails to submit a resignation, membership will be nullified by removal from a position to which that person was elected or appointed to represent, or by a change in the status which qualified that person for election or appointment. If a dispute arises as to whether a position has been vacated, the question of the right to membership may be referred to the Bishop and Standing Committee for a determination. Their decision is binding if they concur. If the Bishop and the Standing Committee are divided, the membership shall not be considered vacated. Removal

CANON 18

Amendment of Canons

Section 1. These Canons may be altered, amended, added to, or repealed at any Convention by a simple majority of the members present and voting. Any proposal for any amendment of these Canons shall be first referred to the Committee on Constitution and Canons for a recommendation on the proposal.

Section 2. A Committee on Constitution and Canons shall be appointed to work in consultation with the Bishop and Chancellor to serve at the pleasure of the Bishop.

(a) Duties of the Committee on Constitution and Canons:

- i. To make recommendations and resolutions to the Convention for proposed changes to the Constitution and Canons of the Diocese.
- ii. To receive amendments offered by members of Convention for proposed changes to the Constitution and Canons and make recommendations on those amendments.
- iii. To consult with the Bishop on the proposed changes.

(b) Membership of the Committee on Constitution and Canons:

- i. Not fewer than three (3) nor more than seven (7) members of the Episcopal Church of the Diocese of Wyoming shall be appointed by the Bishop, in consultation with the Committee and the Chancellor.
- ii. The Committee shall have representation of laity and clergy of the Diocese of Wyoming.

(c) Term. Terms of Committee members shall be three (3) years and members may be reappointed for successive terms.

(d) Materials. The Diocese shall provide to each member of the Committee a copy of the current Constitution and Canons of the Episcopal Church and the Constitution and Canons of the Diocese of Wyoming.

Section 3. No proposed amendment to these Canons shall be voted on by Convention unless it shall have been submitted to the Secretary of Convention and the Chancellor at least forty (40) days prior to the date of the next annual Convention.

Section 4. Upon receipt of any proposed amendment within the time above specified, the Secretary of Convention shall cause copies thereof to be sent to each Congregation entitled to representation in convention at least thirty (30) days prior to Convention.

Section 5. If a change in Canon is proposed for the purpose of clarifying an existing Canon, then, with the consent of the Bishop and the Committee on Constitution and Canons, such change may be made at Convention without the notice requirements in Sections 3 and 4.

Section 6. (a) An exception shall be made to the notice requirements in Sections 3 and 4 if an amendment is presented at a Pre-Convention meeting, referred at Convention to the Constitution and Canons Committee, and said Committee reports to Convention that favorable action be taken on the amendment as submitted or as altered by the Committee.

Exception

(b) The Convention may alter the wording and/or the placement in the Canons of the proposed amendment, but may not change its intent.

NOMENCLATURE AND DEFINITIONS

Baptismal Ministry: The ministry or ministries to which all Christians are called based upon the promises made at baptism and/or renewal of baptismal vows. (BCP, pp. 304-5; see also BCP, pp. 855-6, pp. 292-4). This term implies a conscious, intentional, public commitment on the part of each Christian to discern and carry out the ministries to which God is calling them.

BCP: An abbreviation for *Book of Common Prayer*, also known as the *Prayer Book*.

Bishop: (see "Diocese", "Ecclesiastical", "Episcopal", "Ordinary" and General Canons III, 18-28) Bishops are addressed as "Right Reverend Sir/Madam" and introduced as "The Right Reverend Mr./Mrs./Ms. ____". "Right" recognizes the entitlement to do the ministry described in the BCP, p. 855.

Catholic: (derived from a Greek word meaning "universal" or "embracing all"). "The Church is catholic, because it proclaims the whole Faith to all people, to the end of time." (BCP, p. 854). There are several catholic Churches besides the Roman Catholic.

Clergy: (from the Greek word "kleros" meaning "lot" or "heritage" through the Latin "clericus" meaning "one in a religious order"). The term has evolved from meaning the particular lot or order (part) a Christian took within the Community to a member of the ordained ministry.

Communicants: "All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church." "Communicants sixteen years of age and over are to be *considered adult communicants*." (General Canons 1.17.2).

Communicants in Good Standing: "All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God, are to be considered *communicants in good standing*." (General Canons 1.17.3).

Congregation: Any organized group of worshippers in union with the Diocese in accord with Article IV, Section 10, and pertinent Canons, particularly Canons 7 and 8.

Constitution and Canons: The Constitution sets forth the basic structure of our Church organization. In this regard, Canons are the rules which expand upon the articles in the Constitution to detail the functioning of the organization.

Convention: The legislative authority of the Diocese that meets annually whose membership and powers are set forth in Canon 3. Special Conventions may be called for a specific purpose.

Deacon: (from the Greek for "server") One of the three ordained orders of the ministry within our catholic tradition. Its institution is found in Acts 6:1-7. The first deacons attended to the benevolent work of the Church, but they later became also preachers of the Word. A deacon becomes an icon of servant ministry in a Congregation and may have a particular role in the celebration of the Eucharist. (BCP, p.856; General Canons III, 6-7).

Diocesan Council: An administrative body composed of the Bishop, members elected by Regions and Convention, and ex-officio members who function in an advisory capacity. (See Canon 4).

Diocese: A geographical area under the jurisdiction of a Bishop who is known as the *Diocesan*. The General Constitution and Canons set forth the requirements for the establishment and the functioning of a diocese. In these Canons "Diocese" means the Episcopal Diocese of Wyoming (Article I).

Ecclesiastical: (derived from a Greek term for a political assembly) refers to the Church as an organized institution.

Episcopal Church: "The Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church (which name is hereby recognized as also designating the Church), is a constituent member of the Anglican Communion, a Fellowship within the One, Holy, Catholic, and Apostolic Church, of those duly constituted Dioceses, Provinces, and regional Churches in communion with the See of Canterbury, upholding and propagating the historic Faith and Order, asset forth in the Book of Common Prayer." (Preamble, General Constitution). ECUSA and TEC are often used to designate The Episcopal Church. Not all Churches claiming to be Anglican are members of the Anglican Communion. (Episcopal is derived from the Greek word for "overseer". "Overseer" was the word chosen to designate the person with ecclesiastical oversight of an area. The Greek word "episkpos" evolved through the Latin and Middle English to become "bishop".)

Episcopal Church Women (ECW): All women members of the Episcopal Church.

Episcopal Youth Community (EYC): Members of the Episcopal Church generally in grades 6 through 12.

General Constitution/Canons: The Constitution and Canons of the Protestant Episcopal Church in the United States of America—otherwise known as The Episcopal Church—as adopted and amended by its General Convention.

General Convention: The legislative body of the Episcopal Church which convenes every three years. It consists of two bodies: the House of Bishops and the House of Deputies. The latter has an equal number of clergy and laity with each Diocese permitted to seat as voting members four of each ministry.

Journal: The published Annual Report of the proceedings of the Convention together with such other data as is required by Canon, the Convention, the Diocesan Council, or the Bishop.

Laity: (from the Greek for "people" used in the early Church to refer to all Christians, but now used to denote a particular order ("kleros") within the Church distinct from those in the ordained ministry.) The ministry of the laity "is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and governance of the Church." (BCP, p. 855).

Minister: (from the Latin word for "servant") Although the word may be used for members of the clergy, in the Episcopal Church the word means all members who are carrying out the mission of the Church. (See BCP, pp. 855-856).

Order: (1) The method by which a service is arranged. (2) A rule by which Convention functions. (3) A role within the ministry of the Church such as the Order of Presbyters.

Ordinary: (from a Latin word for "ordering/commanding") Another name for the Bishop who has principal jurisdiction of a diocese.

Ordination: The act of setting apart through the laying on hands by a bishop or bishops for the ministry of deacon or presbyter or bishop in accord with the General Constitution and Canons.

Partnering Congregation: A Congregation that adheres to the principles set forth in Canon 10.

Presbyter: (from a Greek word for "elder" which evolved into "prester", then "priest") One of the three ordained orders of the ministry within our catholic tradition. (BCP, p.856; General Canons III, 8-9).

Province: The Dioceses of the Episcopal Church are united in one of nine geographical groupings called "provinces" in accord with General Constitution Art. VII and General Canon I.9.1. The Episcopal Diocese of Wyoming is in Province 6. According to General Canon I.9.2: "The primary purposes of the Provinces are to facilitate interdiocesan collaboration to achieve Diocesan and Episcopal Church goals, and to enable more effective communications and regional advocacy of significant programmatic efforts." Each Province has a Synod consisting of a House of Bishops and a House of Deputies meeting separately or together on a meeting basis established by the Synod to carry out the responsibilities set forth in the General Canons.

Rector: A Presbyter, who, for a full-time or part-time basis, has responsibility to provide leadership for a congregation in accord with General and Diocesan Canons. (See Canon 10).

Region: In this document "region" refers to a geographical area of the Diocese so constituted as to make convenient assembly for meetings designated by the Bishop, Convention, Council or by the authority of some other Diocesan staff member, officer, committee or commission. (See Canon 5).

Spirit of Wyoming: The name of the official newspaper for the Diocese.

Worshipping Fellowship: House Church, Ranch Church, Small Community, and other groups in process of formation not having reached the point in development to apply for status as a Congregation.

NOTE: For other definitions see General Canon V.2.1.