

**DIOCESAN CANONS**  
**as of the 174<sup>th</sup> Convention, April 1 and 2, 2011**  
**The Diocese of The Episcopal Church of Louisiana**

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## **CANON 1.**

### **THE CONVENTION**

Section 1. Either preceding or during every annual or special meeting of The Convention of this Diocese there shall be a Celebration of the Holy Eucharist.

Section 2. Not later than the fifth day immediately preceding the meeting of The Convention, the Ecclesiastical Authority shall furnish the Secretary of The Diocese with a complete list of the clergy canonically resident in The Diocese, setting forth those who are entitled to membership, seats and votes in The Convention and giving their respective cures or places of residence.

Section 3. Not later than the thirtieth day immediately preceding the meeting of The Convention, each Ecclesiastical Unit in union with The Diocese shall furnish the Secretary of The Diocese with a certificate showing the names of its lay delegates and alternates and the fact that they are persons qualified to be such delegates and alternates. The Secretary of The Diocese shall at once prepare a list of such delegates and alternates, which shall be used as the roll of the lay delegates.

Section 4. At the time appointed for the meeting of The Convention, The Convention having been called to order, the incumbent Secretary of The Diocese shall determine which clergy and lay delegates are present. If there is a quorum of each order, The Convention shall proceed to elect a Secretary of The Diocese for the ensuing Convention year, after which the chair shall declare The Convention duly organized.

Section 5. At each meeting of The Convention, Rules of Order and An Order of Business shall be adopted for the government of that meeting. But the Rules of Order and Order of Business adopted at the previous Annual Meeting, if no action is taken to the contrary, shall be in force for the succeeding Convention year.

If at any time after the organization of The Convention, the right of any member to sit in The Convention be called in question, the point shall be determined by a vote of The Convention whether the person has been admitted already to a seat or not.

#### Section 6.

(a) The Diocesan Secretary, Treasurer, President of the Board of Trustees, and lay members of the Executive Board (if not members of The Convention by virtue of being either a Clergy person entitled to membership or a Lay Delegate representing an Ecclesiastical Unit of The Diocese) shall be admitted, ex-officio, to seat in The Convention, with all privileges of membership except the right to vote. The Chancellor and Vice-Chancellor(s) shall be admitted ex-officio without vote to seat in The Convention for the purpose of providing legal counsel.

(b) The Convention may accord Honorary Membership with seat and voice, but not vote, to such persons as it deems appropriate.

Section 7. All elections shall be by ballot. Except in the case of the election of a Bishop, the necessity for ballot may be dispensed with by unanimous vote of The Convention.

Section 8. The Convention shall meet annually on a date to be designated by the Ecclesiastical Authority. If by July 1 of any year the Ecclesiastical Authority shall have failed to fix the date of the next Annual Meeting of The Convention, the Standing Committee shall fix a date for the same. The place of such Annual Meeting shall be fixed by any preceding convention; however, if The Convention fails to fix the place of the Annual Meeting the Ecclesiastical Authority may do so.

Section 9. At least sixty days before each annual and special meeting of The Convention, the Secretary of The Diocese shall send a notice of the time and place of such meeting to every member of the clergy canonically resident in The Diocese and to the Secretary of each Ecclesiastical Unit of The Diocese. If the meeting is a special meeting, the notice shall specify the business to be laid before The Convention. No other business may be acted upon at said special meeting, unless a motion to take up additional business not set forth in the notice is approved by a two-thirds vote of the delegates present.

## **CANON 2.**

### **LAY DELEGATES**

Section 1. The evidence of election or appointment of a lay delegate or an alternate shall be a certificate signed by the Rector, Vicar or Chaplain, as appropriate, or by the Secretary or a Warden of the Ecclesiastical Unit. In each case the certificate shall set forth the names of all lay delegates and alternates and the fact of the qualification of each to serve. It shall be the duty of the person who signs the certificate to send the name to the Secretary of The Diocese to reach him not later than thirty days prior to the assembling of The Convention, and such certificate shall be prima facie evidence of such election or appointment and of the qualification of the persons named therein.

Section 2. The lay delegates and alternates duly elected or appointed to serve at any Annual Meeting of The Convention shall be the delegates and alternates to any other meeting of The Convention prior to the succeeding Annual Meeting.

Section 3. Vacancies occasioned by death, removal, resignation, disqualification or incapacity to serve shall be filled in the same manner as the original election or appointment, or, in the case that it is not possible to so fill such vacancies due to factors of time, then such vacancies may be filled by the Rector, Vicar, or if there is no Rector or Vicar, by the Warden.

## **CANON 3.**

### **OFFICERS**

Section 1. The Treasurer and the Secretary shall be elected at each Annual Meeting of The Convention to serve for the ensuing year. A treasurer shall not serve more than five consecutive years, but can be reelected as treasurer after an absence from the position for at least two years. The Chancellor and Vice-chancellor(s) shall be appointed by The Bishop, subject to approval by The Convention, for three-year terms.

Section 2. THE SECRETARY - The Secretary shall be Secretary of The Diocese as well as Secretary of The Convention. It shall be his duty to give timely notice of all annual and special meetings of The Convention, to prepare the list of lay members of The Convention, to record and publish the proceedings of The Convention, to preserve its journals and records, to attest, as occasion may require, its public proceedings, and faithfully to deliver into the hands of his successor all books and papers in his possession relative to the concerns of The Diocese and of The Convention.

The Secretary shall have authority to appoint an Assistant Secretary; and in case the office of Secretary shall become vacant, the duties thereof shall devolve upon the Assistant Secretary, or, if there is no Assistant, The Bishop shall appoint a Secretary pro tempore.

Section 3. THE TREASURER - It shall be the duty of the Treasurer to receive and disburse the funds of The Diocese in accordance with the annual budget. The Treasurer shall make an annual report to The Convention of all sums received and disbursed during the preceding year and shall include in such report a statement of the condition of the assets of each Parish and Diocesan Mission with regard to its annual financial commitment to The Diocese for the work of the Church. The Treasurer is authorized and empowered, with the approval of The Bishop, to appoint assistants as necessary.

Section 4. THE CHANCELLOR AND THE VICE-CHANCELLOR(S) – The Chancellor shall be learned in the law, and shall be the advisor of The Bishop, The Convention, The Executive Board, and The Standing Committee upon all matters touching the interests of The Diocese. He shall be the custodian of all deeds and other conveyances of property to The Diocese, and of such other documents or records as may affect in any way the Title to real property held by or for The Diocese.

A Vice-chancellor shall be learned in the law and shall act for the Chancellor whenever the Chancellor, for any reason, cannot act.

## **CANON 4.**

### **THE STANDING COMMITTEE**

Section 1. The Standing Committee shall be elected at large by The Convention. It shall be composed of four clerical and four lay members, having the same qualifications as delegates and alternates to The Convention, to serve staggered terms of four years each. If a vacancy has occurred since the last meeting of The Convention, a member of the same order shall also be elected at large by The Convention. Annually, at its first meeting following The Convention, the Committee shall organize by choosing from its own body a President and a Secretary. The President shall be a Presbyterian. He may call a meeting at his discretion and shall do so on the request of two members. The Bishop may summon a meeting of the Committee.

Section 2. Four members shall constitute a quorum, provided that both the clerical and lay orders are represented. The Standing Committee shall have power to fill vacancies in its own body occasioned by death, resignation or otherwise, provided that any vacancy shall be filled only until the next meeting of The Convention. After serving a full term, a member of the Standing Committee shall not be eligible for reelection for a period of one Convention year.

Section 3. The duties of the Standing Committee shall be to fulfill all functions required of it by the Constitution and Canons of The Episcopal Church and of The Diocese and to act as a council of advice for The Bishop.

## **CANON 5.**

### **ELECTION OF A BISHOP**

Section 1. In the event of a vacancy in the office of the Ordinary, the Standing Committee shall consult with the Presiding Bishop of The Episcopal Church. The process for election of the Ordinary shall be determined by the Standing Committee and the Executive Board.

Section 2. At the meeting of The Convention at which the election of a Bishop is held, The Bishop of The Diocese, if there is one and he is present, shall preside, otherwise the President of the Standing Committee shall preside. In order to constitute a quorum for the election of a Bishop, there shall be present and voting at least three-fifths of the clergy entitled to membership and vote in such Convention and one or more Lay Delegates from at least two-thirds of the Ecclesiastical Units of The Diocese.

Section 3. The election of a Bishop shall be by written ballot. The vote shall be taken by orders. A concurrent majority of both orders on the same ballot shall be necessary to elect.

Section 4. Immediately after a Bishop is elected, The Convention shall sign the testimonials.

## **CANON 6.**

### **DEPUTIES TO THE GENERAL CONVENTION AND TO THE PROVINCIAL SYNOD**

Section 1. The Convention shall elect, in conformity with the Constitution and Canons of The Episcopal Church, deputies and alternate deputies to represent this Diocese in the General Convention. Deputies shall be elected first by a majority vote, after which nomination shall then be open for alternate deputies, who shall likewise be elected by majority vote. The alternates shall be ranked in the order of their election, provided that if more than one alternate is elected in a single ballot, the alternates so elected shall be ranked in accordance with the relative number of votes received by each.

Section 2. Unless otherwise provided by The Convention at its Annual Meeting in the year next preceding a General Convention year, there shall be a special meeting of The Convention to elect deputies and alternates to General Convention.

Section 3. The deputies and the alternate deputies to the General Convention shall hold office until their successors are elected and shall have qualified.

Section 4. It shall be the duty of the deputies-elect to the General Convention to inform The Bishop, thirty days before the meeting of the General Convention, whether or not they intend to be present to perform the duty assigned them. If they, or any of them, shall decline or fail to attend the sessions, The Bishop shall call upon the alternate deputies in the order of their rank. In the event of a failure to secure a complete deputation from the persons elected deputies and alternate deputies, The Bishop may, at his discretion, appoint a sufficient number of provisional deputies in either order to complete the deputation; such provisional deputies to serve only during the particular session of the General Convention for which they are appointed.

Section 5. Preceding any meeting of the Synod of the Fourth Province, The Bishop shall appoint delegates to represent The Diocese.

Section 6. Each lay delegate and alternate delegate to General Convention or to Synod shall be a confirmed Communicant in good standing of this Diocese and shall be eighteen years of age or older.

## **CANON 7.**

### **THE EXECUTIVE BOARD**

Section 1. The Executive Board shall have charge of the development and prosecution of the work of the Church, subject to the provisions of the Constitution and Canons of The Diocese and to the direction of The Convention. It shall have the power and authority to implement and carry out the programs and policies adopted by The Convention and to act for The Convention between meetings thereof, except where the authority is reserved to the Standing Committee. The Bishop shall be the executive head of all such work, and the Board shall assist The Bishop in the administration thereof.

Section 2 The Executive Board shall be composed of the following:

- a) Ex officio members with vote: The Bishop, the Bishop Coadjutor if there is one, any Suffragan Bishop, any Assistant Bishop, the President of the Standing Committee, the Secretary of The Diocese, and the Treasurer of The Diocese.
- b) Elected members with vote: There shall be nine members elected at large by The Convention of The Diocese, three of whom shall be members of the clergy and six of whom shall be members of the laity. They shall serve three year staggered terms. In the event of a vacancy among elected members, the Board shall fill the vacancy of the unexpired portion of the term. After serving one full term of three years or more than eighteen months of an unexpired term, a member of the Board shall not be eligible for election to the Board for a period of one Convention year.
- c) Election of members with vote: The Standing Committee of The Diocese shall nominate to The Diocesan Convention two persons for every vacancy on the Executive Board. The Committee will make every effort to balance the nominees by geography and by talent. Members of the Diocesan Convention shall have the right to make additional nominations as per the rules of Convention or from the floor.
- d) Appointed members with vote: The Bishop may appoint not more than two members for a term of office of one year. Those so appointed shall not serve more than three successive appointments. However, appointed members of the Board shall not by reason of such appointment or reappointment be ineligible for election to the Board.
- e) Ex officio members without vote: The Headmaster and the Chair of the Board of each Diocesan School.
- f) Chancellor of the Diocese: The Chancellor of the Diocese shall be an ex-officio member without vote, for the purpose of providing legal counsel.

Section 3. The Bishop shall be the President of the Board. The Bishop Coadjutor, if there is one, shall be Vice-President. If there is no Bishop Coadjutor, the Board shall elect annually one of its members to serve as Vice-President. In the absence of the President and the Vice-President, the Board shall elect a temporary presiding officer from the members present.

Section 4. The Board shall meet not less than twice a year and at such other times as necessity shall require. A majority of the voting membership of the Board shall constitute a quorum. The President, or in his absence the Vice-President, shall have authority to call special meetings of the Board. Reasonable notice must be given of the time, place, and purpose of all meetings.

Section 5. The Board shall provide for the work of The Diocese through whatever committees, commissions, departments, or agencies it deems fit.

Section 6. The Secretary and the Treasurer of The Diocese shall be the Secretary and Treasurer, respectively, of the Board. However, the Board may elect an Assistant Secretary to serve as its recording secretary.

Section 7. The Board shall make and preserve a record of all its acts. The minutes of each meeting of the Board shall be distributed to each Ecclesiastical Unit of The Diocese.

Section 8. The Board shall prepare a proposed budget which shall be submitted to each Ecclesiastical Unit not less than five days prior to the Annual Convention.

Section 9. The Board may require reports and statements from any Ecclesiastical Unit and institution which is under the control of The Diocese.

Section 10. The Board shall be the sole custodian of the records of the former Board of Missions, Board of Christian Education, Committee on Social Service, Finance Committee, Committee on the State of the Church, the Committee on the Church's Program, Bishop and Council, and any other special Board or Committee superseded by the Board, and said bodies shall forthwith deliver to the Board such records.

Section 11. Any member of the Diocesan Staff, Priest-in-charge of a Mission or Diocesan Chaplain shall be appointed by The Bishop, but any stipend or portion of stipend to be provided by The Diocese shall be fixed by the Board. They shall serve under the direction and at the pleasure of The Bishop.

Section 12. Members of the Diocesan Staff, Priests-in-charge of a Mission, Diocesan Chaplains, or any other persons whose stipends or salaries or any portion thereof are fixed by the Board shall not incur, in carrying out their work, any pecuniary obligation whatsoever which may be a charge against The Diocese, its officers, or the Board, or the property of The Diocese or any Ecclesiastical Unit or institution, except as authorized by the Board.

## **CANON 8.**

### **PROPERTY HELD IN THE NAME OF THE DIOCESE**

Section 1. Except as provided in Canon 26, the Executive Board shall be responsible for all property, title to which is vested in The Diocese or intended to be so vested by the deed or other document under which such property was or is acquired or is held.

Section 2.

a) Except as provided in Canon 26, the Executive Board may authorize the acquisition by donation, purchase, exchange, lease, or otherwise, of movable or immovable property title to which is vested in The Diocese or intended to be so vested by the deed or other document under which such property is acquired or held.

b.) Except as provided in Canon 26, the Executive Board may authorize the sale, transfer, exchange, mortgage, pledge, lease or other disposition or encumbrance of any movable or immovable property, title to which is vested in The Diocese or intended to be so vested by the deed or other document under which such property was acquired or is held. However, no immovable property shall be encumbered or alienated without the written consent of The Bishop, the Standing Committee and the Executive Board.

Section 3. Except as provided in Canon 26, The Diocese shall be represented by The Bishop or the President of The Standing Committee and shall be advised by The Chancellor or a Vice-chancellor in all transactions affecting the acquisition, disposition or encumbrance of any movable or immovable property title to which is vested in The

Diocese or intended to be so vested by the deed or other document under which such property was or is acquired or is held.

Section 4. The Executive Board shall report annually to The Convention on actions taken during the preceding year under the provisions of this Canon.

## **CANON 9.**

### **THE COMMISSION ON MINISTRY**

There shall be a Commission on Ministry consisting of not more than twenty-one members and composed of Presbyters, Deacons, and members of the laity, all of whom shall be appointed by The Bishop. Each member shall serve a term of three years next succeeding the date of his or her appointment.

## **CANON 10.**

### **THE COMMITTEE ON CONSTITUTION AND CANONS**

Section 1. There shall be a Committee on Constitution and Canons composed of members of the clergy and laity, together with the Chancellor, Ex-Officio, which shall be a standing committee with the power to sit between sessions of The Convention. The Committee shall be appointed by The Bishop at Convention in such number as he from time to time may designate. Each appointed member shall serve for three years and through the three Conventions next succeeding the one at which he is appointed.

Section 2. The Committee on Constitution and Canons shall consider and report upon all proposed amendments and additions to the Constitution and Canons of this Diocese. As soon as possible after the adjournment of any session of General Convention, the Committee on Constitution and Canons shall ascertain what changes have been made in the Canons of The Episcopal Church and shall report to the next succeeding Diocesan Convention whether any amendment to the Diocesan Constitution or Canons may be required to conform to the Canons of The Episcopal Church as altered.

## **CANON 11.**

### **THE CHURCH PENSION FUND**

The Diocese acknowledges The Church Pension Fund as the authorized and approved pension system for the clergy of The Episcopal Church and for their dependents.

## **CANON 12.**

### **TERMS OF OFFICE AND VACANCIES**

Section 1. The terms of all officers and members of deputations, Mission Committees, Diocesan committees or boards shall extend until such time as their respective successors are chosen and have qualified.

Section 2. The Bishop shall have authority to fill any vacancies not otherwise provided for.

Section 3. Whenever a change in the date for the Annual Meeting of The Convention would shorten any term of office or position by more than six months, such term shall be extended until the Annual Meeting next following the Annual Meeting which would otherwise have had the effect of shortening any term by more than six months.

## **CANON 13.**

### **CHRIST CHURCH CATHEDRAL**

Until further order shall be taken by The Bishop and The Convention, either by the establishment of a Cathedral Chapter or by some other means, the status of Christ Church in the City of New Orleans as the Cathedral Church of The Diocese shall continue and be in force under the terms and specifications of the arrangements between Bishop Sessums and the Rector, Wardens and Vestrymen of Christ Church entered upon in the year 1891, and announced to the Diocesan Council in The Bishop's Address on April 28, 1892, as follows:

The Cathedral shall be at the disposal of The Bishop for all Diocesan and Missionary purposes of his appointment therein; and for such preaching, administering of the Sacraments, or other spiritual offices as The Bishop may desire to perform in the Cathedral. The Rector of Christ Church shall have the status and title of Dean, and the Vestry, in electing a Dean or any Assistant Minister, shall not proceed to an election without receiving first The Bishop's approval of their proposed choice. The Bishop shall be responsible for the ceremonial of the Cathedral.

#### **CANON 14.**

##### **DEANERIES**

Deaneries shall be constituted as determined by The Bishop. The Deanery clergy membership shall constitute all members of the clergy who are resident or have a cure in the Deanery. The Bishop shall appoint a Dean for each of the Deaneries. The Dean shall be a priest resident in the Deanery and shall be appointed for a term of three years. The Bishop may reappoint Deans at his discretion. The duties of a Dean of a Deanery are as determined by The Bishop.

#### **CANON 15.**

##### **MISSION STATIONS**

A congregation of this Church, not yet accepted by The Convention as a Mission, but recognized by The Bishop in consultation with the Standing Committee, and for which services are held not less than four times each year, shall be known and listed as a Mission Station. Mission Stations shall not be entitled to representation in The Convention.

#### **CANON 16.**

##### **UNIVERSITY CHAPELS AND CHAPLAINS**

Section 1. The Diocese may establish a University Chapel at any institution of higher learning in The Diocese, and The Bishop shall appoint Chaplains and may appoint lay workers thereto. The establishment of a University Chapel shall be made by vote of The Convention acting upon the recommendation of The Bishop and the Executive Board.

Section 2. For the benefit of University Chapels and the care of the properties erected and used for their activities, or for consultation with an appointed Chaplain, there shall be an Advisory Committee chosen in a manner agreeable to The Bishop and the Chaplain. Representation on the Committee shall include full-time students of the University or College and members of the faculty and staff of the institution, (in the case of a Chapel with a Communicant Register) non-student Communicants of the Chapel and may include representatives from the local congregations.

Section 3. Each Advisory Committee shall elect from its membership one or two Wardens, who shall be confirmed Communicants in good standing and shall be eighteen years of age or older, and such other officers as it deems necessary. The duties of the officers of the Advisory Committee shall be those assigned to officers of Mission Committees by these Canons.

Section 4. It shall be the duty of such Advisory Committees to work with the Chaplain in planning and effecting the mission and ministry of the Church within the College or University to care for the properties of the Church, if there are any, and to inform the Executive Board of needed major repairs and improvements; to ascertain that the work of the Church within the College or University and the use of properties conform to such regulations as the local institution may require. The Chaplain, or in his absence a Warden, shall preside at meetings of the Advisory Committee.

Section 5. Salaries of Chaplains, together with the premiums due thereon to the Church Pension Fund, and other expenses shall be provided by the Executive Board and by the Advisory Committee from Diocesan funds and from



funds pledged through the local Chapel. Each Advisory Committee shall submit a proposed annual budget to the Board, indicating its request for Diocesan funds necessary to carry out a proper and effective ministry at the College or University.

Section 6. Each Chaplain shall record in a standard register all official acts performed at the Chapel, as provided in these Canons. Communicants enrolled upon Chapel Registers should be those persons and their families actually connected with the institution of higher learning as students, faculty, or staff members. Communicants may be transferred to or received from another congregation in the manner prescribed by Canon for Communicants moving from one congregation to another. Each Chaplain shall seek to transfer any Communicant permanently departing from the College or University community.

Section 7. Chaplains and Advisory Committees shall make Annual Reports to The Convention.

## **CANON 16A.**

### **PRISON CHAPELS AND CHAPLAINS**

Section 1. The Diocese may establish a Prison Chapel as a Mission Station at any penal institution in The Diocese, and The Bishop shall appoint Chaplains and may appoint lay workers thereto. The establishment of a Prison Chapel may be made by vote of The Convention acting upon the recommendation of The Bishop and the Executive Board.

Section 2. For the benefit of the Prison Chapels and for consultation with an appointed Chaplain, there shall be an Advisory Committee chosen in a manner agreeable to The Bishop and the Chaplain. Representation on the Committee may include residents of the penal institution and lay workers who are members of congregations within The Diocese who participate in worship and ministry at the penal institution, including, if possible, ex-offenders who have been released from the penal institution and who continue to participate in worship and ministry there.

Section 3. Each Advisory Committee shall elect from its membership one or two Coordinators, who shall with the Chaplain have the care of the properties of the Prison Chapel. The Coordinators shall not be residents of the penal institution. Each Advisory Committee shall also elect any such other officers as it deems necessary. The duties of the officers of the Advisory Committee shall be those assigned to officers of Mission Committees by these Canons.

Section 4. It shall be the duty of such Advisory Committee to work with the Chaplain in planning and effecting the mission and ministry of the Church within the penal institution and to ascertain that the work of the Church within the penal institution conforms to such regulations as the penal institution may require. The Chaplain, or in his absence a Coordinator, shall preside at meetings of the Advisory Committee.

Section 5. Each Chaplain shall record in a standard register all official acts performed at the Chapel, as provided in these Canons. Communicants enrolled upon Chapel Registers shall be limited to those persons and their families actually connected with the penal institution as residents and staff. Communicants may be transferred to or received from another congregation in the manner prescribed by the Canon for Communicants moving from one congregation to another.

Section 6. Chaplains and Advisory Committees shall make Annual Reports to The Convention.

## **CANON 17.**

### **MISSIONS**

Section 1. Any Mission Station of not fewer than twenty-five Communicants in good standing but which cannot qualify as a Parish, may apply to become a Mission. If The Bishop approves the application, he shall proceed to appoint a Priest-in-charge. He shall also appoint the following officers annually: one or two Wardens, a Treasurer, and a Secretary.

The congregation thus organized, upon acceptance by The Convention, shall be in union with The Convention as a Mission.

Communicants of the Mission shall be enrolled as such, and the Priest-in-charge shall notify their former Ecclesiastical Units of such enrollments.

Section 2.

(a) It shall be the duty of the Warden(s) under the direction of the Priest-in-charge to provide for the well-ordered worship of Almighty God, to develop the spiritual life of the Mission and to work toward Parish status. The Warden(s) shall maintain all property used by the Mission.

(b) The Priest-in-charge shall appoint and have supervision of any clerical and lay assistants subject to the approval of the Bishop. If there is no Priest-in-charge, such appointments may be made by the Warden(s), subject to approval of the Bishop.

Section 3. In any Mission there shall be a Mission Committee consisting of the Priest-in-charge and not more than eleven members appointed by the Bishop, who shall be confirmed Communicants in good standing of the Mission and who shall have attained the age of eighteen years of age. Officers of the Mission shall consist of Warden(s), Treasurer, and Secretary, having the same qualifications as members of the Mission Committee. The Mission Committee shall perform the duties assigned by these Canons to Parish Vestries, except the election and calling of the Priest-in-charge, and except as may be otherwise prohibited by these Canons. A majority of the members of the Mission Committee shall constitute a quorum. The Mission Committee may adopt rules of procedure for its meetings. With the consent of The Bishop, a Mission Committee may fill any vacancy in its membership.

Section 4. There shall be an Annual Meeting of the Mission for the nomination of members of the Mission Committee and officers to be submitted to the Bishop for approval. At this meeting, the Priest-in-charge shall preside.

In his absence, the meeting shall elect its Chairman. At this meeting the Priest-in-charge and Treasurer shall present reports which shall accurately state the condition of the Mission. A written copy of these reports shall be forwarded to The Bishop within ten days of the meeting.

Qualified voters at such Annual Meeting shall be Communicants in good standing of the Mission who shall have attained the age of sixteen years and are contributors of record toward the support of the Mission during the six months next preceding the meeting. The Mission may adopt rules for the conduct of its meetings.

Section 5. By January 5 of each year, each Mission shall make a pledge of financial support to the work of The Diocese during that year. Not later than March 1 in each year, the required Canonical Report shall be made to the Ecclesiastical Authority.

Section 6. No Mission of this Diocese shall organize itself as a Civil Corporation. A Parish whose status has changed to a Mission shall amend its articles of incorporation to reflect The Diocese as the sole member of the corporation.

Section 7. No Mission of this Diocese shall take title to any real property. Title to all real property for the account of any Mission shall be held in the name of The Diocese.

Section 8. The process of organization and governance set forth in this Canon shall apply as well to those Parishes that have ceased to function as a Parish and have been converted to a Mission.

**CANON 18.**

**PARISHES**

Section 1. Every Parish in union with The Convention of The Diocese must be self-supporting, which term shall include the full financial support of a Rector by the regular payment to him of a stipend, unless he be canonically non-stipendiary, as may be agreed upon between the Rector and the Vestry, together with the Church Pension Fund premiums thereon; and, by January 5 of each year, shall make a pledge of financial support for the work of The Diocese during that year. Each Parish shall pay its pledge in equal monthly installments.

Section 2. Seventy-five or more Communicants in good standing may form a Parish, as hereinafter provided.

Section 3. The persons desiring to form a new Parish shall present a petition to that effect to The Bishop to which shall be attached proposed Articles of Incorporation, or a Charter, together with representations of their ability to function as a self-supporting Parish. If The Bishop, with the advice of the Chancellor, approves the petition and attached documents in form and content, the applicants may proceed to incorporate in accordance with such approval and to apply for admission into union with The Convention.

Section 4. Every Parish shall be incorporated under the Non-Profit Corporation Law of Louisiana. The act of incorporation or charter shall contain:

(a) An obligation of conformity to the Constitution and Canons of The Episcopal Church and of The Diocese.

(b) A stipulation that in the event of the dissolution of the corporation or the lapse of its charter, all of its property shall pass to The Diocese.

Section 5. Subject to the qualification requirements of Sections 1 through 4 of this Canon, two or more Ecclesiastical Units which share the services of the same priest, for purposes of mutual support and strength of program and mission, may be joined as a single Parish.

Section 6. The Bishop of The Diocese, and the President of the Standing Committee of The Diocese shall be ex-officio members of all Parish corporations with all corporate membership rights. The Chancellor of The Diocese shall be an ex-officio member without vote of all Parish corporations, for the purpose of providing legal counsel to The Bishop.

Section 7. The provisions of this Canon shall apply to all Parishes heretofore or hereafter organized or in process of organization.

Section 8. No Parish may amend, revise or restate its Articles of Incorporation without having first obtained the approval of The Bishop as to their form and content. When any Parish already incorporated in accordance with this Canon amends its Articles of Incorporation, a copy of the amended articles shall be transmitted to the Ecclesiastical Authority no later than the date of the Annual Report for the year in which the articles were amended.

Section 9. No Parish, Mission, Congregation or Ecclesiastical Unit shall create any affiliate or separate corporation, trust, foundation, limited liability company, limited liability partnership, or other juridical entity without the approval of The Bishop. The requirements of Canon 18(4) shall apply to any entity so created.

## **CANON 18 A**

### **CORPORATE DOCUMENTS OF ECCLESIASTICAL UNITS AND INSTITUTIONS**

Every Ecclesiastical Unit or institution connected with the Church in The Diocese, no matter by whom organized, that has or adopts Articles of Incorporation or a Charter, or amends any such, shall promptly furnish to The Diocese a certified copy of same. This Canon shall apply to all such documents, whether heretofore or hereafter adopted or instituted.

## **CANON 19.**

### **PARISH VESTRIES AND OFFICERS**

Section 1. In each Parish there shall be a Vestry consisting of the Rector, when there is one, two Wardens, and not fewer than five nor more than twenty-five Vestry members, who shall administer the temporal affairs of the Parish; elect and call the Rector; and properly maintain the church and all other buildings and grounds belonging to the Parish.

Wardens and Vestry members shall be confirmed Communicants in good standing of the Parish who are at least eighteen years of age and are entitled to vote at the Annual Meeting at which they are elected.

Section 2. Wardens and Vestry members shall be elected at an Annual Meeting of the Parish held for that purpose, provided that the Wardens and Vestry members may be elected without designating them as such, in which event the Vestry shall elect the Wardens from their own numbers. Notice of the time and place of the Annual Meeting shall be given by the Rector, or in his absence by one of the Wardens, at a public service of worship, and a written notice of the time, place and purpose of the meeting shall be placed in the mail to each Communicant at his last known address, not less than fifteen days prior to such meeting.

Those entitled to vote at an Annual Parish Meeting shall be Communicants in good standing of the Parish who are at least sixteen years of age and who have been contributors of record toward the support of the Parish during the six months next preceding the meeting. Special Parish Meetings may be called by the Rector or Wardens at any time and shall be called upon the written request of not fewer than twenty-five Communicants in good standing of the Parish.

Section 3. Meetings of the Vestry may be called by the Rector or Senior Warden, or in the absence of both, by the Junior Warden. A meeting shall be called at the request of three members of the Vestry. A quorum of the Vestry shall consist of not fewer than one-half of its members. A majority of those voting shall decide all issues except that (i) calling a Rector shall require a vote of a majority of all the members of the Vestry; and (ii) mortgaging or selling immovable property of the Parish or invading the principal of any endowment fund of the Parish shall require a vote of a majority of all the members of the Vestry, or such greater vote of the Vestry (not to exceed a two-thirds vote of all of the members of the Vestry) as the Communicants of the Parish shall determine at a duly-called Parish meeting. The Communicants of the Parish may also determine that, in addition to such a vote of the members of the Vestry, a vote of more than a majority of the Communicants present at a duly-called Parish meeting (but not to exceed two-thirds of such Communicants) may also be required in order to authorize the mortgaging or selling immovable property of the Parish or the invading of the principal of any endowment fund of the Parish.

Section 4. The Rector, subject only to The Bishop, shall regulate worship and shall have charge of all Parish Schools, organizations, and other associations, as well as all things affecting the spiritual interest of the Parish. The Rector shall have access at all times to the Church and other Parish Buildings for public worship, administration of the Sacraments, religious instruction, and for the exercise of the ministry and shall have access to all records and registers maintained by or on behalf of the Parish.

The Rector shall appoint and have supervision of any priest and lay assistants, subject to fiscal approval by the Vestry. Deacons assigned to a Parish act under the authority of the Rector in all matters concerning the congregation.

The Rector, or such other member of the Vestry designated by the Rector, shall preside at all meetings of the Parish and of the Vestry. In the absence of the Rector and of such member of the Vestry designated by the Rector, the Senior Warden shall preside.

Section 5. A Rector shall have a letter of agreement with the Parish setting forth mutual responsibilities, subject to The Bishop's written approval. A priest serving as an assistant in the Parish may have a letter of agreement with the Rector and the Vestry setting forth mutual responsibilities, subject to The Bishop's written approval.

## **CANON 19 A.**

### **PASTORAL CARE OF CLERGY, VESTRIES AND CONGREGATIONS**

Whenever an issue arises within an Ecclesiastical Unit of this Diocese involving a disagreement between the Rector or Priest-in-Charge and the Vestry, or the Vestry and members of the congregation, or members of the congregation and the Rector or Priest-in-Charge, and the issue is deemed serious by a majority of the Vestry or by the Rector or Priest-in-Charge, the party deeming it serious may petition the Ecclesiastical Authority, in writing, to intervene and assist the parties to attempt to resolve the disagreement. The Ecclesiastical Authority shall initiate such proceedings as said Authority deems appropriate for that purpose, which may include the appointment of a consultant with provision for reasonable consultant's fees, if any, to be paid by the congregation. The parties to the disagreement, following the procedures established by the Ecclesiastical Authority, shall work in good faith to resolve the disagreement.

## **CANON 20.**

### **VACANT PARISHES**

Section 1. Upon the resignation, death, or removal of the Rector of a Parish, it shall be the duty of the Wardens to give immediate notice thereof to The Bishop. The Bishop, after a vacancy consultation, shall afford the Vestry such assistance as may be in his power in filling the vacancy and must give his written approval to any Priest proposed for election as Rector.

Section 2. In case the Vestry of a vacant Parish fails to make arrangements for maintaining the services of the Church during the vacancy, The Bishop may send such clergy as may be at his disposal for that purpose, and in all such cases the clergy so sent shall have access to the Church.

## **CANON 21.**

### **UNION WITH THE CONVENTION**

Section 1. Every Ecclesiastical Unit, in order to be entitled to representation in The Convention, must be in union therewith, by which is meant that The Convention recognizes such unit as a Parish, Mission, or University Chapel.

Section 2. Any Parish which for two consecutive calendar years receives annually from The Diocese any part of its operating expenses, or the number of whose Communicants in good standing, as furnished in its annual report, shall for two consecutive years fall below the number prescribed for Parish status, shall be entitled to only such lay representation in The Convention as is accorded to a Mission. Any congregation subject to the foregoing provisions shall regain its Parish representation in Convention in the year following the first calendar year in which it conforms to the requirements for Parish status. Any congregation not conforming to the requirements for Parish status for a period of three consecutive years shall have its status reviewed by the Standing Committee, which shall make appropriate recommendations to The Bishop and to the congregation.

Section 3. Whenever, in the judgment of The Bishop, any Parish or Mission actually ceases to function as such for any reason, he shall report such fact in writing to the next meeting of The Convention, specifying in such report the particulars wherein such congregation has ceased to function. Written notice of his intention to make such report shall be given by The Bishop to the Wardens of the congregation at least sixty days prior to the meeting of The Convention, such notice to be accompanied by a copy of the proposed report. If there be no Wardens of the congregation concerned, the required notice may be given to any two Communicants thereof.

Any congregation so reported by The Bishop shall have the right to controvert the statements therein made, and introduce evidence in denial; and, in like manner, the allegations of the report, if denied by the congregation, must be supported by proof. Upon presentation of such report, together with evidence that notice has been given as above provided, The Convention, after due consideration, may change such Parish to the status of a Mission, may change such Mission to the status of a Mission Station, or may suspend such congregation from union with The Convention.

The sixty day notice provided above may be shortened to seven days when, in the judgment of The Bishop and the Standing Committee, exigent circumstances so require. In such an instance, The Convention, may not approve such a change in status without affirmatively finding that exigent circumstances so require.

Between meetings of The Convention, the Standing Committee shall have the authority of The Convention under this section. Any congregation affected by such action of the Standing Committee may appeal the decision to the next meeting of The Convention. In such instance, The Convention shall make its determination without deference to the decision of the Standing Committee.

Section 4. Upon its request, and after approval by The Bishop, any congregation may have its status changed by The Convention.

Section 5. Any Ecclesiastical Unit whose status has been changed in accordance with this Canon, may, with the approval of The Bishop, be restored to its former status by The Convention.

Section 6. Any change in the status of an Ecclesiastical Unit which may affect its representation in The Convention,

shall become effective at the close of the meeting of The Convention at which such change was made, except as provided in Sections 2 and 3 above.

Section 7. A Parish whose status has been changed to a Mission shall amend its articles of incorporation to reflect The Diocese as the sole member of the corporation. Such amendment shall be approved by The Bishop prior to its adoption and shall be filed with the Secretary of State of Louisiana. The Mission shall be organized and governed in accordance with the provisions of Canon 17.

Section 8. When an Ecclesiastical Unit desires to establish an ongoing ministry in a civil parish outside its location, it shall first obtain the written consent of The Bishop.

## **CANON 22.**

### **REGARDING THE NECESSITY FOR FINANCIAL SUPPORT OF THE DIOCESE BY ECCLESIASTICAL UNITS**

Section 1. It shall be the duty of all Ecclesiastical Units of The Diocese to provide financial support for the Episcopate and for the Program work of The Diocese.

Section 2. The Budget for the Support of the Episcopate shall consist of those expenses as recommended by the Executive Board and approved by Convention for the Office of the Episcopate, for the operation of the Diocesan Center, for General Convention Assessment, and for those Commissions and Committees required by Canon Law.

Section 3. For the Support of the Episcopate, each Ecclesiastical Unit shall be required to contribute a mandatory assessment to be determined by the Executive Board according to a formula applied equally to each Ecclesiastical Unit and included in the Annual Budget approved by The Convention.

#### Section 4. Program Budget

(a) The balance of the budget of The Diocese shall be known as the Program Budget. It shall consist of such activities and amounts as are recommended by the Executive Board and included in the Annual Budget approved by The Convention.

(b) The Executive Board may create additional categories or delete categories of the Program Budget as shall be necessary and proper and it shall present the Program Budget for approval, annually, by the Diocesan Convention.

#### Section 5. Funding for the Program Budget

(a) For Ecclesiastical Units whose Normal Operating Income as designated in the Report of Episcopal Congregations and Missions According to Canons I.6, I.7 and I.17 Otherwise Known as The Parochial Report, on the "Stewardship and Financial Information of the Reporting Congregation" page 3, Subtotal Normal Operating Income, is less than \$100,000, the asking for support of the Program Budget shall be no less than six per cent of the Normal Operating Income .

(b) For those Ecclesiastical Units whose Normal Operating Income as designated in the Report of Episcopal Congregations and Missions According to Canons I.6, I.7 and I.17 Otherwise Known as The Parochial Report, on the "Stewardship and Financial Information of the Reporting Congregation" page 3, Subtotal Normal Operating Income, is greater than \$100,000 but less than \$200,000, the asking for support of the Program Budget shall be no less than eight per cent of the Normal Operating Income .

(c) For those Ecclesiastical Units whose Normal Operating Income as designated in the Report of Episcopal Congregations and Missions According to Canons I.6, I.7 and I.17 Otherwise Known as The Parochial Report, on the "Stewardship and Financial Information of the Reporting Congregation" page 3, Subtotal Normal Operating Income, is greater than \$200,000, the asking for support of the Program Budget shall be no less than ten per cent of the Normal Operating Income .

(d) The Executive Board is authorized to change these asking percentages for support of the Program Budget annually.

## Section 6. Program Budget Priorities

The Executive Board shall assign a priority category, Levels I through V, to each Program Budget function, and those functions shall be funded in that order.

## Section 7. Sanctions

(a) Regarding the Support of the Episcopate.

(1) In the first year that an Ecclesiastical Unit fails to meet the required Diocesan assessment for support of the Episcopate, no person from that Ecclesiastical Unit, clerical or lay, shall be eligible for election or appointment to any Diocesan Board, Committee, Commission or Office.

(2) In the second successive year that an Ecclesiastical Unit fails to meet the required Diocesan assessment for support of the Episcopate, no person from that Ecclesiastical Unit, clerical or lay, shall be eligible for election or appointment to any Diocesan Board, Committee, Commission or Office, and said Ecclesiastical Unit will lose voice and vote in the Diocesan Convention for that year.

(3) In the third successive year that an Ecclesiastical Unit fails to meet the required Diocesan assessment for support of the Episcopate, no person from that Ecclesiastical Unit, clerical or lay, shall be eligible for election or appointment to any Diocesan Board, Committee, Commission or Office; said Ecclesiastical Unit shall lose voice and vote in The Convention for that year; and said Ecclesiastical Unit, if a Parish, shall be changed to Mission status and put under the direct pastoral care of The Bishop.

(4) For good cause shown, the Executive Board of The Diocese may suspend the imposition of sanctions arising from the failure to meet the required Diocesan assessment for support of the Episcopate.

(b) Regarding the support of the Program Budget. If any Ecclesiastical Unit shall refuse to accept its asking for support of the Program Budget of The Diocese, a Peer Review Committee composed of representatives from congregations of comparable size and budget shall be convened by The Bishop to meet with members of said Unit.

(c) The imposition of the foregoing sanctions shall have no effect upon any member of the Ecclesiastical Unit already actively serving upon any Diocesan Board, Committee, Commission or Office.

## **CANON 23.**

### **REGARDING THE NECESSITY OF FILING ANNUAL REPORTS**

Section 1. It shall be the joint duty of the Rector and Vestry of every Parish and the duty of the Member in Charge of every other Congregation and Ecclesiastical Unit, excluding Mission Stations, to file an Annual Report for the year ending December 31st preceding, upon such form as shall be required by Canon Law of The Episcopal Church and by the Executive Board. This report shall be sent in duplicate not earlier than January 1st of the current year and not later than March 1st of the current year to The Bishop of The Diocese, or if there is no Bishop, to the Secretary of The Diocese.

Section 2. Any Ecclesiastical Unit of the Diocese that fails to file timely its Annual Report for the preceding year shall be subject to the following sanctions:

(a) When any Ecclesiastical Unit has failed to timely file its Annual Report for any given year, no person from said Ecclesiastical Unit, clerical or lay, shall be eligible for election or appointment to any Diocesan Board, Committee, Commission or Office in the year following that given year.

(b) In addition to the sanctions imposed by Section 2(a) of this Canon, when any Ecclesiastical Unit has

failed to timely file its Annual Report for two years in a row, the Ecclesiastical Unit shall lose voice and vote in the Diocesan Convention for the current year and in each subsequent Diocesan Convention until the Ecclesiastical Unit has timely filed its Annual Report.

(c) The imposition of the foregoing sanctions shall have no effect upon any member of the Ecclesiastical Unit already actively serving upon any Diocesan Board, Committee, Commission or Office.

(d) The foregoing sanctions are in addition to the provisions of Canon 21.

(e) For good cause shown, the Executive Board of The Diocese may suspend the imposition of sanctions arising from the failure to file timely the Annual Report required by this Canon.

## **CANON 24.**

### **REGISTERS AND REPORTS**

Section 1. In every congregation, the Wardens shall provide a written Register, securely maintained, in which the Rector, Priest-in-charge or Chaplain (or, in the absence of same, one of the Wardens) shall record the following data:

(a) The names of all active Members.

(b) The names of all persons Baptized, showing the date and place of birth, the date and place of Baptism, the names of the parents, the names of the sponsors or witnesses; and the Minister baptizing shall sign the record;

(c) The names of all persons Confirmed, showing the date and place of birth, the date and place of Baptism, the date and place of Confirmation; and the Rector, Priest-in-charge or Chaplain presenting and the Bishop confirming shall sign the record;

(d) The names of all persons Married, showing the date and place of the Marriage, the names of both parties to the Marriage and of their parents, their ages, their marital status, their residence, their Church status. The parties, the witnesses and the Minister officiating shall sign the record;

(e) The names of all persons Buried, showing the date and place of death, the date and place of burial, the age of the deceased, the cause of death, the last residence of the deceased; and the Minister officiating shall sign the record.

Section 2. Every person charged with the responsibility of making entries in the Register shall do so immediately following the performance of the official act to be recorded and with all possible accuracy.

Section 3. Registers when not in use shall be kept in a safe and fireproof place and shall be open to the inspection of The Bishop, who may call for any information which they contain at any time. It shall be the duty of The Bishop to see that Registers throughout The Diocese are regularly, carefully and accurately kept and preserved.

Section 4. On or before the first day of March of each year, the Rector, Priest-in-charge, or Chaplain of every congregation (or, in case the same is vacant, one of the Wardens), shall make an accurate report to the Ecclesiastical Authority upon the blank form adopted by the General Convention and furnished by the Secretary of The Diocese. This report shall be made complete in every detail and shall be signed by the officers making the same. It shall be made to include all items from January 1 through December 31 of the year preceding; and such parts thereof as the Ecclesiastical Authority may direct shall be published in the Journal of The Convention. All statements contained in such reports shall be accessible to the Board and to the Treasurer of The Diocese.

## **CANON 25.**

### **BUSINESS METHODS IN CHURCH AFFAIRS**

Section 1. In The Diocese and in every Ecclesiastical Unit or institution connected with the Church in The Diocese,



the following standard business methods shall be observed:

- (a) Trust, endowment and permanent funds and all securities of whatsoever kind belonging or appertaining to every Mission or institution, other than a Parish, connected with The Diocese shall be held, controlled, invested and re-invested for its benefit by the Board Of Trustees Of The Diocese as instituted by these Canons.
- (b) Treasurers and custodians, other than banking institutions, shall be adequately bonded, except treasurers of funds that do not exceed five hundred dollars at any one time during the fiscal year.
- (c) Books of account shall be kept in accordance with generally accepted accounting principles.
- (d) All accounts shall be audited annually by a Certified Public Accountant or by a process approved by the Executive Board.
- (e) Annual reports of all accounts shall be made to The Convention.
- (f) All buildings and their contents shall be kept insured in accordance with sound business practice. The Diocese shall be named an additional insured in each policy and shall be furnished a copy of each policy.
- (g) Insurance in accordance with sound business practice shall be purchased to cover all paid staff and all volunteers for any and all liabilities and alleged liabilities arising out of the performance of their duties and responsibilities and to cover all participants in activities on church property and all participants in church related activities away from church property. The Diocese shall be named an additional insured in each policy and shall be furnished a copy of each policy.
- (h) Funds available to be used at the discretion of the clergy and other employees of The Diocese or any of its Ecclesiastical Units or institutions, in carrying out their ministry, including those funds collected in accordance with National Canons III, Section 9.5(b)(6) and sometimes referred to as discretionary funds, are assets of The Diocese, the Ecclesiastical Unit or institution, as the case may be. Such funds shall be held in accounts in the name of the entity and shall use the entity's Federal Taxpayer Identification Number. The use, management and oversight of these accounts shall be in accordance with Diocesan accounting policies on such Discretionary Funds.

Section 2. Except as provided in Canon 8, no immovable property held, managed, or administered by or for any Ecclesiastical Unit, institution, or any subordinate unit of The Diocese shall be encumbered or alienated without the written consent of The Bishop, the Standing Committee and the Executive Board.

Section 3. No Ecclesiastical Unit, institution, or any subordinate unit or activity in this Diocese shall sponsor, directly or indirectly, gambling, such as lottery, bingo or similar games, effective January 1, 1987.

Section 4. The Diocese and every Ecclesiastical Unit or institution connected with the Church in The Diocese shall be governed by the provisions of this Canon and by the provisions of Title 1, Canon 7 of The Episcopal Church.

## **CANON 26.**

### **THE BOARD OF TRUSTEES OF THE DIOCESE**

Section 1. There shall be a Board Of Trustees which shall be composed of The Bishop, the Treasurer, and four other members who shall be confirmed Communicants in good standing residing in The Diocese and who shall be nominated for three year terms by The Bishop, subject to confirmation by The Convention. The Bishop shall appoint a President of the Board of Trustees from among its members.

#### Section 2.

- (a) The Board Of Trustees shall function as a custodian and an investment committee. In that capacity it shall have the custody and control of, and be charged with the investment and reinvestment of, all trust

funds and securities, all endowment funds and securities, and all permanent funds and securities of whatsoever kind belonging or appertaining to The Diocese and to each and every Mission and institution, other than a Parish, connected with The Diocese. The Board Of Trustees may delegate to an entity that is a Registered Investment Counsel the investment and reinvestment or any or all of the publicly-traded securities referred to in this subsection.

(b) When any funds or securities shall be placed under the custody and control of the Board Of Trustees of The Diocese on the written approval of The Bishop and the Executive Board of The Diocese, no owner or beneficiary of such funds or securities shall have any right or power to question such custody by the Board Of Trustees.

(c) Any funds or securities under the custody or control of the Board Of Trustees may be withdrawn from such custody or control on the written request of the owner and/or beneficiary of such funds or securities, upon proper resolution of its governing authority (in the case of The Diocese, its Convention or its Executive Board), and provided The Bishop and the Executive Board also consent thereto in writing with regard to the withdrawal of any Diocesan funds or securities. The release of any such funds or securities by the Board Of Trustees shall never be construed to permit the use of such funds or securities by such owner and/or beneficiary otherwise than in strict accordance with any trust, devise, deed, donation or agreement affecting such funds or securities.

Section 3. The custody, control and investment and reinvestment of funds and securities provided for herein shall always be for the sole and exclusive use and benefit of The Diocese or of the Mission or institution to which respectively such funds and securities appertain or belong, all in strict accordance with the conditions and stipulations under which The Diocese and any Mission or institution respectively acquired and holds such funds and securities.

Section 4. The Board Of Trustees shall deposit all of such funds and securities coming under its control with the trust department of a National Bank or with a brokerage firm that offers independent custodian and domiciled accounts with financial asset protection insurance for the value of securities and cash of the total assets held in custody. Such deposits shall be made under appropriate agency agreements, provided that no such agreement shall authorize or permit such depository to invest or reinvest funds or securities except by specific direction of the Board Of Trustees.

Section 5. All accounts under control of the Board Of Trustees shall keep their respective integrity; however, for greater benefits of investment management they may be combined or pooled. All revenues accruing from a fund, less necessary and proper expenses, shall be properly and regularly remitted and paid over to the beneficiary of the fund.

Section 6. Any withdrawal payments shall be computed on the basis of the valuation set forth in the last preceding quarterly report of the selected Registered Investment Counsel. Any participating interest administered by the Board Of Trustees shall be computed by using the valuation as set forth in the quarterly report of the selected Registered Investment Counsel.

Section 7. The Board Of Trustees shall submit an annual report to The Convention, showing the status of all funds and securities entrusted to it, and a financial statement of receipts and disbursements of funds.

## **CANON 27.**

### **THE EPISCOPAL COMMUNITY SERVICES**

Section 1. There shall be an Episcopal Community Services organized as a subsidiary of The Diocese with The Diocese as the sole member.

Section 2. The purpose of Episcopal Community Services shall be to further the mission of the Church through social ministry.

Section 3. There shall be a Board of Advisors of Episcopal Community Services. The number of advisors, their terms of office and their duties shall be as provided in the organizational documents of Episcopal Community Services. Advisors shall be appointed by the Bishop and approved by The Convention. The administration and

custody of permanent funds committed to the management of the Board of Trustees as provided in Canon 26 shall not be affected.

Section 4. The Bishop or his designee shall be Chair of the Board of Advisors.

Section 5. Episcopal Community Services shall report annually in writing to The Convention.

## **CANON 27A.**

### **THE SOLOMON EPISCOPAL CONFERENCE CENTER**

Section 1. There shall be a Board of Directors of The Solomon Episcopal Conference Center. It shall be comprised of nine elected members, plus The Bishop, the President of the Board of Visitors, and no more than three other representatives of Diocesan Support Organizations as The Bishop chooses. The Chancellor of The Diocese or his designee among the Vice-Chancellors of The Diocese shall be an ex-officio member without vote for the purpose of providing legal counsel. The Diocesan Treasurer shall be an ex-officio member without vote.

Section 2. At each meeting of The Convention, The Bishop shall nominate three persons for election by The Convention to the Board. Each member shall serve a three-year term. Elected members may be re-elected to a subsequent term. After serving two consecutive terms, an elected member of the Board shall not be eligible for reelection for a period of one Convention year.

Section 3. The Bishop shall serve as Chair of the Board. The Board shall choose a Vice-Chair annually from its membership and shall appoint a Secretary.

Section 4. The Board shall meet regularly, at least four times a year. A quorum for a meeting shall be fifty percent of the membership plus one. The position on the Board of any elected member who misses three consecutive meetings unexcused shall become vacant. The Bishop shall appoint a replacement for the remaining portion of that member's term. In like manner, in the event of any other vacancy, The Bishop shall appoint a replacement.

Section 5. The Board shall be charged with the governance of The Solomon Episcopal Conference Center. The Board shall set operational policy, goals, and objectives of the SECC. It shall serve as a resource to the Executive Director. The Executive Director shall present a written report monthly to the Board on the operation and finances of the Center.

Section 6. The Board operates under the authority of The Bishop and the Executive Board of the Diocese. It shall report to the Executive Board at each of the Executive Board's regularly scheduled meetings, and, at the invitation of The Bishop, to The Convention.

## **CANON 27B.**

### **EPISCOPAL SCHOOLS COMMISSION**

Section 1. There shall be an Episcopal Schools Commission in the Diocese of Louisiana, whose purpose shall be to further the mission of the church through education in her schools. The commission shall be comprised of The Bishop, one representative appointed by the board of each member school, and such additional members as are appointed by The Bishop. Appointed members shall serve three-year terms and may serve consecutive terms. The Bishop shall serve as chair of the commission and may appoint a vice chair. The executive committee of the commission shall be comprised of The Bishop, the representatives of the Diocesan schools, and four additional members appointed by The Bishop to staggered two-year terms from among the commission members.

Section 2. The duties of the Commission are to establish guidelines and standards for the establishment, recognition and certification of any and all Episcopal Schools now or in the future operating within The Diocese and to provide a network of support for them. The Commission shall not serve as a governing or academic accrediting body with respect to Episcopal Schools.

Section 3. With the consent of The Bishop, the Commission shall establish bylaws in order to carry out the intent of

this Canon.

Section 4. The Commission shall report annually in writing to The Convention.

## **CANON 28.**

### **ECCLESIASTICAL DISCIPLINE**

Section 1. Those provisions of Title IV of the National Canons which are applicable to The Diocese are hereby incorporated as part of this Canon. To the extent 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.

Section 2. There shall be a Disciplinary Board consisting of nine persons, five of whom shall be Priests or Deacons canonically resident in The Diocese and four of whom shall be lay persons who are adult confirmed communicants in good standing of a Parish or Mission in union with The Convention of The Diocese. At each annual meeting of The Convention of The Diocese, the Executive Board shall present to The Convention the names of at least one nominee for each position to be filled by The Convention and shall include in its agenda for The Convention the names and qualifications of the persons so nominated. Additional nominations may be made from the floor of The Convention. No member of the Executive Board, the Standing Committee or The Bishop's staff shall be eligible to be elected or serve as a member of the Board. No Chancellor or Vice-chancellor of The Diocese and no person serving as Advisor, Conciliator, Church Attorney, Intake Officer or Investigator shall be eligible to be elected or serve as a member of the Board.

#### Section 3.

(a) The Members of the Board shall serve for a term of three years. Terms shall be staggered so that one third of the Board is reelected each year. A member of the Board shall not serve for longer than two successive three-year terms, but shall be eligible for election to the Board after having been a non-member for one Convention year. Each term shall run until the conclusion of the annual meeting of The Convention held three years following the date of the member's election.

(b) If the term of a member of the Board ends following the commencement of a Hearing Panel on which the member is sitting, the member shall continue to serve until the completion of the Hearing Panel and the rendering of an Order therein.

Section 4. A vacancy in the membership of the Board shall be filled by the Executive Board. A person filling a vacancy shall serve until the conclusion of the next annual meeting of The Convention of The Diocese at which the vacancy has been filled by a vote of The Convention. A vacancy shall be filled by a person from the same order as the member whose death, disability, declination or resignation created the vacancy and for the remainder of the term of the person creating such vacancy.

Section 5. In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel of the Board becomes aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. The Respondent or the Church Attorney may challenge any member of a Panel for conflict of interest or undue bias by motion to the Board. The members of the Board not the subject of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be excused from participating in that proceeding. If the Panel member is excused, another member of the Board shall be appointed to the Panel to fill the vacancy created by the challenge.

Section 6. Within sixty days following the annual meeting of The Convention, the Board shall convene to elect a President.

Section 7. The Intake Officer shall be appointed by The Bishop after consultation with the Board. The Bishop may appoint one or more Intake Officers according to the needs of The Diocese. The Bishop shall publish throughout The Diocese the names and contact information of the Intake Officers.

Section 8. The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator need not be a Member of the Church.

Section 9. Within sixty days following each annual meeting of The Convention, The Bishop shall appoint one or more attorneys to serve as Church Attorney. A person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within The Diocese. No Chancellor or Vice-chancellor of The Diocese shall be eligible to serve as Church Attorney for The Diocese.

Section 10. The Bishop may appoint a Pastoral Response Coordinator, to serve at the pleasure of The Bishop, in coordinating the delivery of appropriate pastoral responses provided for in Title IV of the National Canons. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Canon.

Section 11. In each proceeding under this Canon, The Bishop shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Canon and shall not be a Chancellor or Vice-chancellor of The Diocese or any person likely to be called as a witness in the proceeding.

Section. 12. The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.

## **CANON 29.**

### **OF THE CLERGY**

Section 1. The stipend of a minister who holds a full-time stipendiary cure in The Diocese shall not be less than the minimum pension base as defined by the Church Pension Fund, which may be adopted by Diocesan Convention annually, together with the payment of medical and life insurance premiums and such other emoluments pertaining to the office as may be prescribed by The Convention.

Section 2. The Executive Board shall have responsibility to recommend to The Convention each year a minimum pension base, a minimum medical and life insurance coverage and other emoluments for the clergy of The Diocese holding full-time stipendiary cures.

Section 3. No member of the clergy shall enter upon any Ecclesiastical position within The Diocese until he shall have obtained the written permission of The Bishop.

## **CANON 30.**

### **DIOCESAN AND PARISH DAY SCHOOLS**

Section 1. Upon presentation of the proper credentials, Diocesan Schools may be established in any community in this Diocese by vote of The Convention, acting upon the recommendation of The Bishop and the Executive Board. The title to all real property of such schools shall be vested in The Diocese. The term proper credentials shall be defined as follows.

(a) Evidence of an educational program in progress or newly organized that meets the requirements necessary for qualification as an accredited school after the normal probationary period under such civil laws as may apply and, notwithstanding the latter, according to the rules of membership in at least one recognized regional or national association of private and/or independent schools.

(b) Such evidence to be presented, along with a clearly defined educational policy statement including the school's aims and purposes, for consideration by The Bishop and a person or persons of experience in an applicable field of education appointed by him to make an evaluation and recommendation to the Board.

Section 2. The Board of Trustees of each such Diocesan School shall be made up of persons residing in the community where the school is located, who shall be elected by The Convention on the nomination of The Bishop, at least two-thirds of whom shall be confirmed Communicants in good standing of the Church in this Diocese. The Bishop and one clergy member of the Episcopal Church serving on the Board of Trustees of each Diocesan school

shall be on the Executive Committee of the Board of Trustees of such Diocesan School.

Section 3. The Boards of such Diocesan Schools shall make annual reports to the Executive Board and shall include in their regular schedules instruction and worship in the Christian Faith subject to the scrutiny and approval of The Bishop or his representative.

Section 4. A Parish Day School may be instituted by the Rector of any Parish, who shall be responsible for its program and operation with such assistance as he may require; provided the Vestry of said Parish has given its consent to the assumption of all liabilities accruing to the Parish corporation; and provided a statement of its aims and purposes along with evidence of an adequately planned educational program is accepted by The Bishop.

Section 5. Such Parish Day Schools shall, in addition to the information given in the Annual Parish Reports, provide for The Bishop or his representative progress reports according to a form prescribed by The Bishop annually or as requested.

Section 6. After December 31, 1982, no Parish school may be incorporated separately from the Parish, nor may its program be discontinued for the purpose of being reconstituted under any corporate authority other than that of the Rector and the Vestry, except where progression from the status of a Parish School to that of a Diocesan School is authorized by The Convention.

Section 7. These regulations for Parish Day Schools are to be understood as applicable to all programs where learning experiences are provided the children, excluding only those limited to the concept of a day-care center. In situations where the character of the program may be in doubt, it shall be the prerogative of The Bishop or his representative to make a determination.

Section 8. No Diocesan or Parish Day School may restrict admissions solely on the basis of race or ethnic origin.

Section 9. Any other Ecclesiastical Unit wishing to start a day school or a day care center shall apply to The Bishop and the Executive Board for approval. Such day schools or day care centers, if approved, shall be subject to the provisions of this Canon applicable to Parish Day Schools.

## **CANON 31.**

### **AMENDMENT, ADDITION TO OR REPEAL OF CANONS**

Section 1. The Canons of this Diocese may be amended, repealed or added to by the majority vote of The Convention at any Annual Meeting or at a special meeting called for that purpose. All proposed amendments, repeals, or additions shall be referred to the Committee on Constitution and Canons and by said Committee reported upon.

Section 2. Unless otherwise provided by The Convention, all amendments, repeals or additions to these Canons shall become effective upon the adjournment of that meeting of The Convention at which action thereon was taken.

Section 3. Whenever a Canon shall be adopted which contains a clause repealing any other Canon, Canons or parts thereof, and the said Canon shall itself thereafter be repealed, such repeal shall not operate as, or have the effect of, a revival of any repealed Canon.

## **CANON 32.**

### **IMPLEMENTATION OF 1980 REVISED CANONS - - REPEALED AT THE 174<sup>TH</sup> CONVENTION**