

The Canons of the Diocese of Spokane

Canon 1 Interpretation of the Canons

These Canons shall be interpreted in their plain and literal sense.

Canon 2 Annual Convention

2.1 Clergy Entitled to Seats:

At or before the meeting of any convention of this Diocese, the Bishop shall deliver to the Secretary a list of all clergy entitled to membership in the convention including the names of their respective cures or places of residence. Subject to factual correction by the convention, this list shall constitute the names of the clergy who are entitled to membership in the convention in accordance with Articles VI and XIV of the Constitution of the Diocese of Spokane.

2.2 Lay Delegates:

2.2.1 The appointment or election of lay delegates to the Convention of this Diocese, as provided for in Article VI, Section 2 of the Constitution, shall be certified in writing by the Rector or priest-in-charge of the congregation which s/he represents or, in the absence of a clergyperson, by a warden or by the clerk of the Vestry.

The certificate of election to an annual Convention shall be filed with the Secretary of the Convention not later than March 1 in each calendar year. Delegates elected to a special convention shall be similarly certified not later than fifteen (15) days prior to the day appointed for the special convention.

2.2.2 In case of failure by one or more delegates or alternates from any congregation to attend the Convention, the Rector or minister-in-charge of that congregation may appoint alternates to replace them. In the absence of a Rector or minister, or a failure to act, the Bishop shall appoint the alternates. In all cases, those appointed shall meet the requirements of Article VI, Section 2 of the Constitution.

2.3 Organization of the Convention:

2.3.1 The Convention shall be called to order by the Bishop, if present. If there is no Bishop or none able to act, the Convention shall be called to order in accordance with Article VII, Section 1 of the Constitution.

2.3.2 As soon as possible after the time set to call Convention to order, the Chair of the Registration Committee shall provide the Chair of the Credentials Committee with the following information:

The number of clergy entitled to vote;
The number of such clergy excused from attendance;
The number of clergy with vote registered present;
The number of clergy with seat and voice only registered;
The number of congregations entitled to lay representation;
The number of congregations represented by lay delegates;
The total number of lay delegates registered present; and
The total number of lay persons entitled to seat and voice only registered

When a constitutional quorum is present, the Convention shall be declared open and ready for business at which time a Secretary shall be elected and, if needed, a President.

2.3.3 The Convention shall proceed to business in accordance with its rules of order and with orders of business adopted from time to time.

2.3.4 The Bishop shall appoint a Chaplain for each Convention and shall specify the Chaplain's duties.

2.4 Officers of the Convention:

2.4.1 President. The President, as a member of the Convention, is entitled to the same privileges of membership as are accorded to every other member.

2.4.2 Secretary.

(a) At least thirty (30) days before the time appointed for convening the Convention, the Secretary shall notify each ordained person in the Diocese or, in case of a vacancy, the Vestry or Bishop's Committee, of the time and place of the meeting and provide the appropriate forms for parish reports and certification of lay delegates.

(b) The Secretary shall prepare the Journal of Convention and ensure its publication. Annually, the Secretary shall send a copy of the Journal to the secretary of each diocesan convention and request copies of journals of their respective dioceses in exchange.

(c) The Secretary shall send to each General Convention a certificate of election of clerical and lay deputies in accordance with pertinent sections of the General Canons.

(d) The Secretary shall be remunerated with any stipend that the Convention directs.

2.4.3 Treasurer. The Treasurer shall:

- (a) receive and disburse all the funds of Convention as ordered by the Convention or the Diocesan Council; and
- (b) deliver to a successor all pertinent monies, vouchers and records which relate or belong to the office; and
- (c) give a bond for the faithful performance of duties in an amount of which shall be fixed from time to time by the Diocesan Council.

2.4.4 Registrar. The Registrar shall secure historical information pertaining to the work of the Church in the Diocese of Spokane and preserve all related pertinent records.

2.5 Convention Committees and Commissions:

2.5.1 By resolution, the Convention may establish committees and commissions to which matters requiring interim consideration may be referred. The enabling resolutions shall specify the size and composition of each committee or commission.

2.5.2 A committee shall be composed of members of the Convention serving at the time of its appointment or continuance. A commission may include persons not members of the Convention. Members of committees and commissions shall be appointed by the Bishop. The Bishop is an ex-officio member of every committee and commission established under this Canon.

2.5.3 Committees and commissions shall report and make recommendations to the Convention next following their appointment and, at the conclusion of that Convention, they shall be considered discharged unless specific action to the contrary has been taken or unless otherwise provided in the Canons.

2.5.4 A Committee on Resolutions shall be appointed by the Bishop prior to convening the Convention. It shall be composed of members of the clergy entitled to vote and of lay persons elected to the Convention in a number determined by the Bishop. All resolutions to be proposed to the Convention, with the exception of legislative proposals, shall be referred to the Committee for its consideration and report as provided in the rules of order. Legislative proposals shall be submitted to the Committee on Constitution and Canons. The Committee may also propose resolutions on its own motion.

All resolutions submitted to the Committee shall be reported in due course to the Convention. However, with the consent of the Bishop, the Committee may decline to report any resolution which appears, in its judgment, to be abusive or unparliamentary in tone, libelous or otherwise improper. In reporting a resolution, the Committee may recommend changes in form intended to clarify its purpose or to combine two (2) or more resolutions having the same purpose but may not propose substantive alteration. It may, however, refer the matter to another committee for consideration of substance.

2.5.5 A joint committee on arrangements for the next Convention shall be appointed by the Bishop either during the Convention or as soon as feasible thereafter. It shall be composed of members of the Convention, including the Secretary, representatives of the host parish and other persons as determined by the Bishop. It shall be responsible for arranging physical facilities, hospitality, public relations and all other matters relating to the convenience and well being of the Convention. It shall submit a budget for these purposes to the Diocesan Council for its consideration and action.

2.6 Elections:

- 2.6.1 A Nominating Committee consisting of three (3) clergy and three (3) lay persons, who are communicant members of the Diocese in good standing, shall be appointed by the Bishop not later than April 15 of each year.
- 2.6.2 At each annual Convention, the Nominating Committee shall nominate qualified candidates for each diocesan office which is vacant or may become vacant as of the date of the Convention.
- 2.6.3 Not later than two (2) weeks in advance of the meeting of the annual Convention, the Nominating Committee shall send a list of the Committee's nominees together with each candidate's qualifications to all clergy, to the senior warden of every parish and to the warden of every mission.
- 2.6.4 Candidates shall be at least sixteen (16) years old and members of the Diocese in good standing at the time of their election and may be nominated by the Nominating Committee, by the Vestry of any parish, by the Bishop's Committee of any mission or from the floor of the Convention.
- 2.6.5 If the number of nominees for any office shall exceed by more than two (2) the number of vacancies to be filled, a nominating ballot shall be taken. Those nominees receiving the ranking pluralities on the nominating ballot, two (2) more in number than the vacancies to be filled, shall be declared the nominees for the ensuing election and no further nominations for the same vacancies shall be received. The vote on the nominating ballot shall be deemed an action in committee of the whole and shall not be subject to a demand for a vote by orders.
- 2.6.6 The President of the Convention shall appoint a Committee on Elections which shall prepare ballots listing the names of all nominees by office. Balloting shall be at the convenience of the Convention.
- 2.6.7 This Canon shall not apply in the election of a Bishop, a Bishop Coadjutor or a Bishop Suffragan.

Canon 3 Diocesan Regions

3.1 Regions Designated:

For the more effective implementation of the mission and other work of the Church, the Diocese shall be divided into four (4) regions: Northeast, Northwest, Southeast and Southwest. The Diocesan Council, with the advice and consent of the Bishop, shall periodically determine the region to which each congregation is assigned. No later than July 1, the Diocesan Council shall notify each congregation of its regional assignment and include these assignments in its annual report to Convention.

3.2 Members:

The members of each region shall consist of the following:

- 3.2.1 All clergy canonically resident in the Diocese actually resident within the region or holding any cure within the region. However, a clergyperson eligible to belong to more than one region is eligible to vote and/or hold office in only the region in which s/he physically resides.
- 3.2.2 All lay adult members of any parish, congregation or mission located within the region. (The term "adult member" is defined by Canon I.17 of the Protestant Episcopal Church in the United States.)

3.3 Elections to the Council:

Each region shall have three (3) representatives on the Diocesan Council each of whom shall serve a three (3) year term.

- 3.3.1 Each year, the region shall elect one representative to the Diocesan Council. There must at all times be at least one representative elected from the region's clergy members and one representative elected from the region's lay members.
- 3.3.2 Elected representatives may serve only two (2) consecutive terms.

3.4 Elections to Convention:

Beginning in 2012, each region shall elect three (3) delegates to the annual diocesan Convention. At least one delegate shall be elected from the region's clergy members and one delegate shall be elected from the region's lay members.

3.5 Presiding Member:

The Bishop shall appoint a Presiding Member from among the members of the clergy eligible under section 2.3.2. The Presiding Member's authority within the region is as follows:

- 3.5.1 To preside at all meetings of the region, except as otherwise provided;

- 3.5.2 To assume responsibility for the cure of souls in all unoccupied areas within the region unless any part of this responsibility is assigned by the Bishop to another;
- 3.5.3 To advise and consult with each missionary priest as to strategy, congregational difficulties, business, finance and any other matters pertaining to the mission;
- 3.5.4 To supervise the work of all deacons and lay readers in charge of congregations and provide for the administration of the sacraments in those congregations;
- 3.5.5 To arrange for the maintenance of divine worship and administration of the sacraments in vacant cures in consultation with the Bishop and the local Bishop's Committee;
- 3.5.6 To be available for counsel to the Vestries of vacant parishes with regard to the provision of services during vacancies;
- 3.5.7 To be deputized, if needed, as the Bishop's representative in occasional offices;
- 3.5.8 To conduct visits throughout the region for ministrations to isolated communicants and exploration of the possibilities of new work;
- 3.5.9 To advise the Bishop of any situations which, in the opinion of the Presiding Member, requires the Bishop's attention;
- 3.5.10 To report from time to time to the Bishop and the Diocesan Council on the progress, needs and prospects of the work within the region; and
- 3.5.11 To make an annual report to the Convention of the Presiding Member's official acts.

3.6 Regional Meetings:

- 3.6.1 A meeting of each region shall be called as the needs of the region require but at least once in each calendar year.
- 3.6.2 Meetings shall be held at the call of the Bishop, the Presiding Member or, if there is no Presiding Member, by the senior member of the clergy in active service who shall preside.
- 3.6.3 The individual calling the meeting shall notify each congregation of the date, time and place of each regional meeting. Public notice shall be given from the chancel of each organized congregation within the region on the two (2) Sundays preceding each meeting of the region.
- 3.6.4 The members of each region shall meet no less than fourteen (14) days prior to every annual or special Convention of the Diocese to discuss matters to be presented to the Convention.

- 3.6.5 Unless excused by the Presiding Member, the following are required to attend this meeting: the lay delegates to Convention from each congregation in the region, all members of the clergy of the region and all deputies to General Convention resident in the region.
- 3.6.6 All members of each congregation within the region are strongly urged to attend.

Canon 4 Diocesan Council

4.1 Jurisdiction and Authority:

- 4.1.1 The Bishop and the Diocesan Council, as constituted in these Canons and in the Constitution of the Diocese of Spokane, is the governing body of the Diocese. Without limiting the foregoing, the Diocesan Council has charge of the unification, development and implementation of the missionary, educational, financial and social work of the Diocese of which work the Bishop shall be the executive head.
- 4.1.2 The Diocesan Council shall comply with all laws and regulations regarding the operation and maintenance of the diocesan corporation.
- 4.1.3 The Diocesan Council shall exercise the powers and responsibilities conferred on it together with those further powers or duties delegated by the Convention.
- 4.1.4 Between sessions of the Convention, the Diocesan Council may initiate and develop new work that it deems necessary and appropriate. For these purposes, it may organize departments, committees, commissions or task forces; designate their membership and the scope of their several activities; and merge, divide or dissolve them at its discretion.
- 4.1.5 The Diocesan Council may, subject to the Canons, adopt bylaws for its own governance.

4.2 Members:

- 4.2.1 The Diocesan Council shall have twenty (20) members consisting of the following:
- a. The Bishop, who is also the President of the Episcopal Diocese of Spokane; and
 - b. The Treasurer of the Episcopal Diocese of Spokane; and
 - c. Twelve (12) members from the diocesan regions with each of the four (4) regions electing one (1) member each year, each serving a three (3) year term. At all times each regional delegation shall consist of at least one member from the clergy order and one member from the lay order; and
 - d. Three (3) members elected at large at the annual Convention. One shall be elected each year to serve a three (3) year term. There must at all times be at least one at-large member from the clergy order and one at-large member from the lay order.

Clerical members shall be priests or deacons entitled to seat and vote at the Convention. Lay members shall have the qualifications prescribed for delegates to the Convention; and

- e. Three (3) members appointed annually by the Bishop, each to serve for a one (1) year term.
- 4.2.2 The Secretary of Convention, the Treasurer of the Convention, the Chancellor of the Diocese, the Vice Chancellor(s) of the Diocese, the President of the Episcopal Church Women of the Diocese, the Chair of the Board of Trustees of the Foundation for the Episcopal Diocese of Spokane, and the Presiding Members of the diocesan regions shall be members ex-officio of the Diocesan Council with voice but without vote in its deliberations.
- 4.2.3 A quorum of the Diocesan Council shall consist of not less than 11 (eleven) voting members. A smaller number may adjourn to reconvene at a future time.
- 4.2.4 Vacancies in elected memberships shall be filled by the Diocesan Council. A regional member vacancy shall be filled by a person from the same region. Persons so selected shall serve the remainder of the unexpired term.
- 4.2.5 Vacancies in appointed membership shall be filled by the Bishop.

4.3 Officers:

- 4.3.1 The Bishop of the Diocese is the President of the Diocesan Council. In the absence of the Bishop, the Vice President shall be the presiding officer of the Diocesan Council.
- 4.3.2 The Vice President shall be elected, upon nomination by the Bishop, from among the voting members of the Diocesan Council.

4.4 Finances:

- 4.4.1 The Diocesan Council shall annually adopt a budget for all the work of the Diocese that it proposes to adopt for the ensuing year.
- 4.4.2 Provision shall be made in the budget for the necessary and reasonable expenses of the Diocesan Council.
- 4.4.3 The Diocesan Council may authorize the expenditure of all monies provided for in the budget and of any monies actually received in any year over and above the amount required for the budget of that year for the work above described and to transfer unexpended balances.
- 4.4.4 As soon as practicable after the end of each fiscal year, the Diocesan Council shall make a full written report of the financial condition of the Diocese. This report shall include an itemized statement of all receipts and disbursements.

- 4.4.5 The Diocesan Council shall submit to each annual Convention, for appropriate action and authorization, a statement of the amount to be asked of the parishes and missions for the ensuing calendar year (“the asking”). The total asking shall be apportioned among the several congregations in accordance with the formula adopted by the Convention.

4.5 Annual Report:

The Diocesan Council shall make an annual report to the Convention of all work done under its direction including the financial condition of the Diocese.

4.6 Meetings:

- 4.6.1 The Diocesan Council shall meet for organization as soon as practicable after the election of its members.
- 4.6.2 At its first meeting following adjournment of each annual Convention, the Diocesan Council shall elect the Vice President and Secretary to serve until their successors have been elected.
- 4.6.3 The Diocesan Council shall meet thereafter at the call of its President.
- 4.6.4 The President shall call a meeting upon the written request of seven (7) voting members of the Diocesan Council.

Canon 5 Diocesan Commissions and Committees

5.1 Committee on Constitution and Canons:

At each Convention, a Committee on Constitution and Canons shall be appointed to consist of two (2) clergy and two (2) lay. All proposed alterations or additions to the Constitution or Canons shall be referred to this Committee to be reported to the Convention with its recommendations.

Within thirty (30) days following the close of each annual Convention, the Committee on Constitution and Canons, sitting with the Bishop and Secretary of Convention, shall certify changes made in the Canons, including a correction of the references made in any Canon to another and of the proper numbering of the Canons in order.

5.2 Commission on Ministry

- 5.2.1 There shall be a Commission on Ministry to be composed of seven (7) clergy, canonically resident in the Diocese, and five (5) lay persons, communicants of this Church in good standing.

Commission members shall serve for terms of three (3) years or until their successors are elected and qualified. Four (4) members shall be elected at each annual Convention on nomination by the Bishop. Members may succeed themselves without limitation. Vacancies occurring in the Commission shall be filled by the Diocesan Council, on nomination by the Bishop, for the remainder of the unexpired term(s).

- 5.2.2 The Commission on Ministry has the powers and shall discharge the duties prescribed in Title III, Canon 2, General Convention and by reference in other canons of the general Church or of this Diocese together with other duties as may be assigned by the Bishop.
- 5.2.3 As soon as practicable after the adjournment of each annual Convention, the Commission on Ministry shall meet and shall elect a Chair and a Secretary from among its members. The Secretary shall keep a record of all the proceedings of the Commission which shall be open at all times to inspection by the Bishop and the Standing Committee. The Commission shall give a full report of its official actions to each annual Convention.

5.3 Church Growth and Development Committee:

- 5.3.1 The Church Growth and Development Committee, shall be responsible for receiving, reviewing and approving or rejecting requests by congregations and diocesan organizations for the funding of initiatives and programs from available funds relating thereto arising from the Growth and Development Endowment Fund administered by the Episcopal Diocese of Spokane Foundation.
- 5.3.2 The Committee shall consist of six (6) members with one member each being appointed by the Bishop, the Diocesan Council and each of the four (4) regions. In the event a meeting of a region is called for the purpose of selecting a member to the Committee and a quorum fails to attend, the Presiding Member shall appoint the member from that region to serve on the Committee for a full term.
- 5.3.3 The members of the Committee shall serve for terms of three (3) years with each term commencing as of January 1 of the applicable calendar year.
- 5.3.4 In the event a vacancy arises relating to the members appointed by the Bishop or the Diocesan Council, the Bishop or the Diocesan Council, as the case may be, shall appoint a successor member to serve for the remaining term of the position. In the event a vacancy arises relating to a member appointed by a region, the Presiding Member of that region shall appoint a successor member to serve for the remaining term of the position.
- 5.3.5 At its first meeting in every calendar year, the Committee shall elect a President and a Secretary from among its members to serve in those capacities during that calendar year. The President shall preside at the meetings of the committee. The Secretary shall keep a record of all proceedings of the Committee which shall be open at all times to inspection by the Bishop and the Diocesan Council. The Secretary shall give a full report of the Committee's actions to each annual Convention of the Diocese.

- 5.3.6 A majority of the members of the Committee constitutes a quorum and a majority of a quorum may take actions on behalf of the Committee.
- 5.3.7 The members of the Committee shall meet as reasonably necessary to carry out its functions as set forth herein. A meeting of the Committee may be called by any member of the Committee.
- 5.3.8 When the Episcopal Diocese of Spokane Foundation informs the Committee that funds from the Growth and Development Endowment Fund are available for distribution during the following calendar year, the President of the Committee shall establish a deadline by which applications must be received from parishes, missions and diocesan organizations for the funding of initiatives or programs for church growth and development. The President shall have notice of the deadline sent to each congregation. After the deadline, the Committee shall meet as necessary to review the applications in order to determine what funding, if any, shall be approved for the following calendar year.
- 5.3.9 The Committee shall act following consultation with the Bishop and shall be mindful of the imperatives or policies of the Diocese.
- (a) The Committee shall not award any grants that would exceed the amount of funds available for these grants as the Committee is advised by the Episcopal Diocese of Spokane Foundation.
 - (b) The Committee shall not approve any grant for a matter that would normally be included in the general operational budget of a congregation. Grants from the Growth and Development Endowment Fund are intended to be used for initiatives and programs that are not normally funded by general operating funds of a parish or mission.
 - (c) On awarding a grant, the Committee shall instruct the Episcopal Diocese of Spokane Foundation to send one or more payments directly to the recipient as is necessary to fund the approved grant.
 - (d) As a condition of the awarding of any grant, the Committee shall require that the recipient fully account to the Committee, at least on an annual basis, as to the expenditure of the funds and the benefits, if any, obtained from these expenditures.
- 5.3.10 The Committee has no authority relating to the administration or investment of the Growth and Development Endowment Fund. That authority lies solely with the Episcopal Diocese of Spokane Foundation.

Canon 6 Diocesan Finances

6.1 Funding the Diocese:

- 6.1.1 Congregations are expected to pledge in full the askings authorized by the Convention under Canon 4, Section 4.4, as their fair shares of the amount needed to fund diocesan programs. Should it appear for any reason that a congregation will be unable to meet this expectation for the ensuing year, its Vestry or Bishop's Committee shall give timely notice to the Treasurer of the Diocese together with a request for a consultation with representatives appointed by the Diocesan Council. If possible, this consultation shall take place before February 1. Results of the consultation shall be reported to the Diocesan Council.
- 6.1.2 Each congregation's annual pledge shall be payable in twelve (12) equal installments with each installment to be paid no later than the twentieth day of the current calendar month. If local circumstances require a different schedule of payments, suitable arrangements shall be made between the congregation and the diocesan Treasurer before March 1.
- 6.1.3 A congregation which has failed to pay two (2) consecutive askings installments in full shall consult with the appointed representatives of the Diocesan Council to address the issue and seek a resolution which may include an adjustment of the askings.
- 6.1.4 A congregation which for more than twelve (12) consecutive months fails to pay its askings in full may be referred by the Bishop to the Standing Committee for consideration of a change of status or for other supportive action.

6.2 Business Methods in Church Affairs:

- 6.2.1 The fiscal year of this Diocese, of its agencies and of every parish and mission within it shall begin on January 1.
- 6.2.2 Funds
- a. Securities represented by physical evidence of ownership or indebtedness shall be deposited under an agency or other depository agreement with a federally insured financial institution, the Episcopal Diocese of Spokane Foundation or with some other agency approved in writing by the Treasurer of the Diocese. This paragraph does not prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.
 - b. Records shall be made and kept of all trust and permanent funds showing at least the following:
 - 1) Source and date;

- 2) Terms governing the use of principal and income;
 - 3) To whom and how often reports of condition are to be made; and
 - 4) How the funds are invested
- c. Books of account shall be kept to provide the basis for satisfactory accounting.
 - d. All accounts of the Diocese shall be audited annually by an independent certified public accountant. All accounts of the parishes, missions or other institutions shall be audited annually by an independent certified public accountant, an independent licensed public accountant or an audit committee authorized by the Treasurer of the Diocese.

All reports of audits including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any memorandum, shall be filed with the Diocese not later than thirty (30) days following the date of the report but, in no event, later than September 1 of each year covering the financial reports of the previous calendar year.

6.2.3 All buildings and their contents shall be kept adequately insured.

6.2.4 Congregations Not in Good Standing:

- a. Any parish or mission shall be designated a congregation not in good standing if its Rector/Vicar/clergy person or lay person in charge fails to submit to the diocesan office the parochial report for the year ending December 31 preceding as required by Title 1, Canon 6, Section 1 of the General Convention and the certificate of election of delegates to the diocesan Convention not later than March 1 of each year; provided, that the ecclesiastical authority may, for good cause shown, grant an extension for filing the parochial report and the certificate to a date not later than April 1 of the year the report is due.
- b. Any parish or mission shall be designated a congregation not in good standing if its Rector/Vicar/clergy person or lay person in charge fails to submit to the diocesan office the reports required by subsection 6.2.1 above by the specified deadlines; provided, that the ecclesiastical authority may, for good cause shown, grant an extension for filing those reports to not later than September 30 of the year the reports are due.
- c. Should a congregation be designated a congregation not in good standing, the ecclesiastical authority may, with the advice of the Diocesan Council, deny voting privileges at that year's Convention to its Rector/Vicar/clergy person or lay person in charge.

6.2.5 A Vestry, trustee or other entity authorized by civil or canon law to hold, manage or administer real property for any parish, mission, congregation or other entity associated with the Diocese may sell, mortgage, lease or otherwise encumber or alienate that real property or any part thereof only with the written consent of the Bishop and Standing Committee or as may be otherwise provided by these Canons.

6.2.6 All real and personal property held by or for the benefit of any parish, mission or congregation is held in trust for the General Church and the Diocese. The existence of this trust, however, does not limit the authority of the parish or congregation over that property consistent with the Canons and subject to its continuing in communion with the General Church and the Diocese.

(Nota bene: The term General Church in section 6.2.4 above refers to the Protestant Episcopal Church in the United States of America as set forth in Article II of the Constitution of the Diocese.)

6.2.7 Every congregation and the Diocese shall comply with at least the minimum requirements imposed by General Convention with respect to employment benefits. The Diocese shall keep congregations informed as to current requirements.

6.3 Endowment Fund:

6.3.1 The Fund for the Endowment of the Episcopate, called the Endowment Fund, shall consist of all monies now in hand and hereafter received from any source for the purpose of diocesan endowment. It shall be administered by the Trustees of the Episcopal Diocese of Spokane Foundation.

6.3.2 A stated offering for the Endowment Fund for the Episcopate shall be received annually in all parishes and missions of the Diocese on the day of Pentecost.

6.4 Bishop's Building Fund:

6.4.1 The Episcopal Diocese of Spokane Foundation shall hold and invest a fund known as the Bishop's Building Fund for the benefit of the Episcopal Diocese of Spokane.

6.4.2 The Foundation shall receive, hold and invest property, real, personal or mixed, contributed, devised, bequeathed or transferred to the Bishop's Building Fund or to the Episcopal Diocese of Spokane for the Building Fund. Interest earned by the Fund, not immediately used for the purposes set out in section 6.4.3 below, shall be added to the corpus of the Fund.

6.4.3 Monies of the Fund shall be available as approved by the Diocesan Council for the purposes of:

- a. Construction of a building for church purposes;
- b. Purchase of property for church purposes;

- c. Loans to assist in financing the purchase by its clergy of a residence in lieu of a church-owned or supplied home. The congregation, but not the individual members of the congregation, shall be directly responsible for the repayment of the loan to the Episcopal Diocese of Spokane Foundation.
- 6.4.4 The Diocesan Council may approve or reject any application for a loan and determine the amount of any loan and its terms.
- 6.4.5 Assets of the Fund may be invested and reinvested by the Trustees of the Foundation under limitations prescribed by the laws of the states of Washington and Idaho regarding trust funds.
- 6.4.6 No portion of this Fund shall be used for stipend or emolument to the Trustees of the Foundation.

Canon 7 Vested Property

7.1 Trustee:

The Episcopal Diocese of Spokane Foundation, Inc., is hereby constituted as the trustee of all endowed funds and other gifts of realty and property to the Diocese which shall include, but not be restricted to, property collected, bestowed, devised or provided for the support of the Episcopate and other work of the Church except those funds and property that are or shall be entrusted by Canon to other boards or commissions of the Diocese. Funds held by the Foundation, not immediately required for other purposes, may be invested by the Trustees.

7.2 Parish or Institutional Titles:

Subject to the other provisions of these Canons, and specifically Canons 6.2 and 9.1, any incorporated parish or institution of the Diocese may hold the title of and administer the real property and trust funds of that parish or institution.

Canon 8 Diocesan Cathedral

8.1 Cathedral:

The Cathedral Church of Saint John the Evangelist in the City of Spokane is the Cathedral Church of the Bishop of Spokane. In conformity to traditional usage, and as an essential element of the Bishop's office, it shall serve as the center of church life and work, and it shall be a model for all other churches in furthering the mission of the Diocese including works of charity, Christian education, and divine public worship.

8.2 Cathedral Congregation:

The congregation of the Cathedral shall be a parish with all the usual parochial organizations, rights and privileges except as otherwise provided in these Canons.

Canon 9 Congregations

9.1 Missions:

- 9.1.1 Mission congregations shall be organized or dissolved by the Bishop acting with the advice and consent of the Diocesan Council.
- 9.1.2 Upon the organization of a mission, the Bishop shall appoint a Bishop's Committee consisting of a Warden who shall be a communicant in good standing and two (2) or more members of a Bishop's Committee, each of whom shall be a member in good standing. A Clerk and a Treasurer, who shall be members in good standing of the congregation but need not be members of the Bishop's Committee, shall be appointed by the Bishop on nomination by the Bishop's Committee. The duty of the Bishop's Committee shall be to administer the operating funds of the congregation, to attend to its ordinary business affairs and to further its welfare. Officers and members of the Bishop's Committee shall serve for terms of one year or, at the discretion of the Bishop, for longer periods not to exceed three (3) years. They shall be eligible for reappointment.
- 9.1.3 The Bishop shall appoint a Vicar who shall serve as the Bishop's pastoral and liturgical representative and who shall conform to the Bishop's instructions and be responsible for the discharge of the Vicar's duties. The Vicar shall be ex-officio a voting member of the Bishop's Committee. The Vicar shall preside, when present, at all meetings of the Bishop's Committee and of the congregation. In the Vicar's absence, the Warden shall preside. The Vicar shall have access at all times to buildings held by the Diocese for the use of the congregation.
- 9.1.4 The government of an organized mission shall be in the Bishop acting in consultation with the Vicar and Bishop's Committee.
- 9.1.5 The Diocese shall hold title to all mission property and shall supervise all surplus and invested funds held in trust for mission congregations.
- 9.1.6 At an annual meeting of an organized mission, a mission may adopt bylaws for its own governance and that of its Bishop's Committee consistent with the Canons and subject to the approval of the bylaws by the Bishop.

9.2 Parishes:

9.2.1 Formation of Parishes:

- a. The formation of parishes shall be vested in the Bishop acting with the advice and consent of the Standing Committee.
- b. A congregation may not become a parish until it is fully capable of self-support, including provision for the stipend and residence of a Rector, and until it offers ongoing access to worship.
- c. A mission desiring parish status shall apply to the Bishop or the President of the Standing Committee in accordance with the following procedure:
 - 1) A meeting of the congregation shall be called for this express purpose. Notice of this meeting shall be given thirty (30) days in advance in writing or by publication from the chancel on four (4) consecutive Sundays. A majority of the registered baptized members of the congregation of voting age shall constitute a quorum for the meeting at which a majority of two-thirds ($\frac{2}{3}$) shall be necessary for the adoption of the pertinent resolutions. The letter of application shall contain a certificate signed by the Secretary and presiding officer of the fulfillment of these conditions.
 - 2) The petition for parish status shall include the following statement: "*In conformity with the directions given by our Lord to His Church, we gladly accept responsibility for carrying on the missionary work of the Church in the area which shall be assigned to us.*"
 - 3) At the congregational meeting, a provisional constitution and bylaws for the parish shall be adopted and a copy shall be enclosed with the application. The constitution shall include an article of conformity to the doctrine, discipline and worship of this Church, and of accession to the Constitution and Canons of the General Convention and of this Diocese with provision that the article is not subject to amendment or repeal.
 - 4) The authorities of the congregation shall submit with the application evidence that, for at least the preceding twelve (12) months, they have met all financial obligations and have provided the Vicar an adequate stipend and allowances.
- d. On approval of an application for parochial status and at the next Convention, the Bishop shall direct the Secretary of the Convention to issue a certificate of organization giving the title and location of the admitted parish and the effective date of admission. A copy of the certificate shall be delivered to the parish authorities.
- e. A parish organized in accordance with this Canon shall be incorporated under the laws of the state in which its principal place of worship is located.

9.2.2 Suspension of a Parish:

- a. A parish which ceases to be self-supporting for a period of three (3) consecutive years as evidenced by the annual parochial reports for those years, shall have its parochial status suspended until a subsequent annual report demonstrates that self-support has been restored. "Self-support" for the purposes of this section shall include the requirements of Section 9.2.1d above, the maintenance of regular services and payment of pledged contributions to the Church's program free of all general subsidies from the Diocese or the General Church.
- b. During the period of suspension, the parish shall be subject to the provisions of Sections 9.2.2, 9.2.3 and 9.2.4 of this Canon as the Bishop may determine and the General Canons may allow. During the suspension period, the parish bylaws shall be suspended and a Bishop's Committee appointed by the Bishop shall have and exercise the powers of the Vestry as directors of the parish corporation.
- c. A suspended parish which has failed after a further period of two (2) years to resume self-support may be changed to the status of an organized mission by the Bishop acting with advice and consent of the Standing Committee. Before this action is taken, the Bishop and Standing Committee shall give notice in writing to the Bishop's Committee of the suspended parish and shall appoint a time and place, not less than thirty (30) days thereafter, at which members of the congregation and other interested persons shall be entitled to be heard. The decision of the Bishop and Standing Committee shall be announced as soon as feasible after the conclusion of the hearing and a further period of sixty (60) days shall be allowed the Bishop's Committee to establish self-support if adverse action is to be taken.

9.2.3 Rectors of Parishes:

- a. The Vestry of a parish shall elect its Rector, in conference with the Bishop. No election of a Rector may take effect without the Bishop's approval.
- b. The Rector must be a priest in good standing and, if not already canonically resident in the Diocese, must be transferred to this Diocese within sixty (60) days of accepting the call.
- c. If the Senior Warden of a parish without a Rector fails for thirty (30) days to make provision for conduct of services, the Bishop shall take appropriate measures for the maintenance of congregational services. If the Vestry has not filled a vacancy within three (3) months, the Bishop may appoint a priest to serve as an interim Rector.

9.2.4 Vestries:

- a. The Vestry of a parish shall consist of the Rector, two (2) Wardens and other Vestry persons provided for in the constitution (articles of incorporation) and bylaws of the parish. The Rector shall have all the same rights as other members.

- b. At the time of their election or appointment, Wardens and all Vestry members shall be of legal age. At the time of their election or appointment and throughout their term, all Vestry members shall be communicant members in good standing of the congregation.
- c. Vestry members shall continue in office until their successors are elected. Vacancies in a Vestry may be filled by a majority vote of the remaining members.
- d. Meetings of the Vestry shall be presided over in accordance with provisions of the constitution (articles of incorporation) and/or the bylaws of the parish. In the absence of any provisions, the Rector or, in the Rector's absence, the Senior Warden shall preside at all the meetings of the Vestry.

9.3 Annual Meetings:

- 9.3.1 Every congregation shall hold an annual meeting between December 1 and February 28. Notice to the congregation shall be given from the chancel on the two (2) Sundays preceding the annual meeting. At the annual meeting, the congregation shall elect a Vestry (if it is a parish), shall elect delegates to the Convention, shall receive reports and shall conduct any other business as it may lawfully transact. Individual exceptions to these requirements may be requested of the ecclesiastical authority.
- 9.3.2 The qualified electors at this annual meeting shall be communicant members in good standing of the congregation as shown by the parish register and all other members of the congregation who have been regular contributors during the past year as shown by the records of the congregation. All electors shall be at least sixteen (16) years of age.
- 9.3.3 The Rector, if the congregation is a parish, or the Vicar, if it is an organized mission, shall preside at the annual meeting. In the absence of the Rector or Vicar, a Warden shall preside.
- 9.3.4 A parish meeting may adopt bylaws for itself consistent with these Canons and the enactments of the diocesan Convention and General Convention.

9.4 Congregational Records:

Parish registers, records of minutes and other permanent records of each parish or mission pertain to the archives of the Diocese and are to be carefully preserved. The Rector or Vicar shall be the custodian of the congregation's register. If the Rector or Vicar vacates the cure, the Rector or Vicar shall promptly deposit the register with the Senior Warden of the parish or with the Warden of the mission.

Records no longer in current use may be entrusted for safekeeping to the Registrar of the Diocese.

9.5 Restriction on Debt:

- 9.5.1 No indebtedness shall be incurred by a parish or mission without the approval of the Bishop and Standing Committee except:
- a. Indebtedness for permanent improvements, replacements or additions to real estate or equipment where the amount of that indebtedness, plus indebtedness of every kind already existing, does not exceed one hundred fifty percent (150%) of the average annual receipts of the parish or mission during the preceding three (3) years; and
 - b. Indebtedness for current expenses where the amount of the indebtedness, plus indebtedness for current expenses already existing, does not exceed twenty percent (20%) of the total current receipts of the parish or mission during the preceding fiscal year.
 - c. The payment of all indebtedness incurred under subsections (a) and (b) shall be provided for in the budgets of the ensuing fiscal years with reasonable expectation of payment of all debt out of the receipts of the next three (3) years.
- 9.5.2 Amounts from or for endowments, and amounts from or by bequests not specifically designated, as well as receipts for non-parochial expenditures, shall not be included in computing receipts under subsections (a) and (b) above,
- 9.5.3 When approval is required under this Canon, it shall be granted only when payment of all indebtedness is provided for in a plan of amortization or other method of payment to be submitted to and approved by the same authority.

9.6 Congregational Organizations:

- 9.6.1 Voluntary organizations within any parish or mission, whose object is to promote the work of the Church and which report to the congregations on their work, by whatever name or title known and whether or not affiliated with any supra-parochial organization, shall be considered congregational organizations within the meaning of this Canon.
- 9.6.2 The Rector of every parish and the Vicar of every mission shall be the visitor and advisor of all congregational organizations within the congregation.
- 9.6.3 The presiding officer of every congregational organization shall be a communicant in good standing.
- 9.6.4 Congregational organizations may adopt constitutions, bylaws or rules of procedure consistent with the Constitution and Canons of the General Church and of this Diocese and subject to the approval of the Rector or Vicar.

- 9.6.5 The property and funds held by or administered by every congregational organization are assets of the congregation under the authority of the Vestry or Bishop's Committee.

Canon 10 Ecclesiastical Discipline

10.1 Governing Law:

The ecclesiastical discipline of a priest or deacon shall be governed by Title IV of the Canons for the government of the Episcopal Church.

10.2 Procedures:

10.2.1 There is hereby established a court to be called 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 members of the Disciplinary Board shall be nominated by the Bishop and the nominations ratified at the diocesan Convention. Each member shall serve for a three (3) year term except, if a member is filling a vacancy, the term of that member shall be the unexpired term of the member being replaced. No member shall be eligible for renomination for a year after the end of a third consecutive term.

10.2.2 Vacancies on the Disciplinary Board:

- a. Upon the determination that a vacancy exists, the President of the Disciplinary 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.
- b. The Bishop shall appoint a replacement board member who meets the same eligibility requirements as apply to ratified board members. The appointment shall be ratified by the Diocesan Council unless such appointment is made within thirty (30) days before a meeting of the diocesan Convention, in which event the appointee shall be presented to the diocesan Convention for ratification.
- c. With respect to a vacancy created for any reason other than pursuant to a challenge per Section 10.2.3, the term of any person selected as a replacement board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement board member shall serve only in the proceedings for which the elected board member is not serving as a result of the challenge.

A board member may be removed from office by the Bishop following consultation with the Standing Committee and with ratification by the Diocesan Council.

10.2.3 In any proceeding under Title IV, 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 notify the President of the Disciplinary Board and request a replacement member of the

panel. Respondent, respondent's counsel and the Church Attorney may 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. In the event that recusals or challenges reduce the number of qualified members below that number required to act in a particular matter, the Bishop may appoint a number of other persons sufficient to qualify the panel to act in the particular matter.

- 10.2.4 Within sixty (60) days following the annual Convention, the Secretary of Convention shall convene the Disciplinary Board to elect a President from among its members to serve for the following calendar year. Education and training in the requirements of Title IV should be conducted each year prior to the commencement of the terms of office of the Disciplinary Board.
- 10.2.5 An Intake Officer or Officers shall be appointed from time to time by the Bishop and 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.
- 10.2.6 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.
- 10.2.7 The Bishop shall annually appoint an attorney or attorneys to serve as Church Attorney(s) subject to the approval of diocesan Convention for the following calendar year. 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 Church Attorney may consult with the President of the Disciplinary Board. A Church Attorney may be removed from office for cause by the Bishop acting in consultation with the Standing Committee.
- 10.2.8 The Bishop may appoint an Advisor for the complaining party and an Advisor for the respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under Title IV and shall not include Chancellors or Vice Chancellors of this Diocese nor any person likely to be called as a witness in the proceeding. Parties should be advised in all cases that the appointed Advisor is not intended to act as lawyer for any party and should not be so considered. A party is free to reject an Advisor who has been offered and select their own who may also be an attorney and act in that capacity.
- 10.2.9 The Disciplinary 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.
- 10.2.10 The reasonable costs and expenses of the Disciplinary 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 the Diocesan Council.

- 10.2.11 In the event of a final order dismissing the complaint or by provisions of an accord approved by the Bishop, the reasonable defense fees and costs incurred by the respondent may be paid or reimbursed by the Diocese subject to such budgetary constraints as may be established by the Diocesan Council.
- 10.2.12 Records of active proceedings before the Disciplinary Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Board Clerk, if there be one, otherwise by the diocesan offices.
- 10.2.13 The Bishop shall make provision for the storage of records of all proceedings under this Canon at the Diocese and the archives of the Episcopal Church as prescribed in Title IV of the General Canons.
- 10.2.14 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.
- 10.2.15 The Disciplinary Board may, in its discretion, seek legal counsel as it deems appropriate or necessary or request counsel for the parties to brief legal issues on which it may seek advice.

Canon 11 Special Officers of the Diocese

11.1 Archivist/Historian:

- 11.1.1 There shall be an Archivist/Historian of the Diocese appointed by the ecclesiastical authority for a term of five (5) years.
- 11.1.2 The Diocesan Council shall provide funds in the general budget for the expenses of the Archivist/Historian.
- 11.1.3 It is the duty of the Archivist/Historian to receive and keep safely all books, documents and manuscripts belonging to the Diocese and not required to be kept by any other person or officer, and to collect and preserve those materials that can be obtained relative to the history of the Diocese and of particular congregations. The Archivist/Historian shall catalogue and classify all books, documents and papers so as to make their contents accessible for reference and use by persons so desiring.
- 11.1.4 The Archivist/Historian shall make a report to each annual Convention of the Diocese.

11.2 [reserved]

Canon 12 Amendments to the Canons

12.1 Action to Amend:

By a two-thirds ($\frac{2}{3}$) majority of those present and entitled to vote, the Convention may revise, amend or repeal existing Canons and may enact additional Canons consistent with the diocesan Constitution and the General Canons. On a demand for a vote by orders on a motion to amend the Canons, the concurrence of two-thirds ($\frac{2}{3}$) in each order is necessary for adoption.

12.2 Effective Date:

Amendments to the Canons shall take effect with the adjournment of the Convention by which they are adopted; provided, that by express provision, they may take effect immediately.