

CANONS OF THE DIOCESE OF FLORIDA

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THE CANONS OF THE EPISCOPAL CHURCH IN THE DIOCESE OF FLORIDA

CANON 1

Of Organization of Diocese and Convention

SECTION 1. In General. The affairs of this Diocese will be managed by the Bishop Diocesan of the Diocese, by the Standing Committee, by Diocesan Council, and by such other officers and agencies as may be provided by these Canons so long as the same are consistent with the Constitution and Canons of the Protestant Episcopal Church in the United States of America, the laws of the State of Florida and the Articles of Reincorporation of this Diocese. The provisions of these Canons shall be equally applicable to men and women and the use of one gender includes the other whenever the context so admits or implies.

SECTION 2. Diocesan Convention. The Diocesan Convention is the legislative authority and chief policy making body for program and finance in the Diocese and shall be composed of the Bishop, Clergy canonically resident in the Diocese, and members representing each congregation of the Diocese. Congregations, who for two successive years, do not file the Annual Parochial Report by the deadline established by General Convention, or do not file the canonically required annual audit, shall have seat and voice, but not vote at the next Annual Meeting of the Diocesan Convention. Notification will be sent by March 30 to the Sr. Warden and Priest-in-Charge of any congregation not in compliance with this section.

Appeals for exceptions must be made to the Bishop and Diocesan Council no later than November 30. Lack of notification will not release congregations from their responsibility.

- (a) **Annual Meeting.** There shall be an annual meeting of the Diocesan Convention at such time and place as may be determined by the preceding annual meeting; but, for sufficient cause, the Ecclesiastical Authority of the Diocese shall have power to change the time or place, or both; provided, however, that reasonable notice thereof shall be given to all clergy and congregations entitled to representation.
- (b) **Special Diocesan Convention.** The Diocesan Convention may be called to special meeting by the Ecclesiastical Authority at any time on reasonable written notice. The notice shall state the business to be considered by the Convention. No other business shall be considered except upon a three-fourths vote of the members in attendance at such meeting.
- (c) **Quorum.** A quorum of any Diocesan Convention or any meeting thereof shall be one-half of the Clergy in good standing having cure in the Diocese, and one-half of the duly elected lay delegates, but a less number may adjourn from day-to-day.

- (d) **Pre-Convention Meetings.** Delegates to Diocesan Convention shall assemble in pre-convention meetings at such times and in such places as the Bishop may call upon reasonable notice to the Clergy and congregations of the Diocese to hear the budget, review proposed amendments to the Canons and take other actions to prepare for the Convention that the Bishop deems necessary (the “Pre-Convention Meeting”).
- (e) **Participation by Communication Means.** Delegates eligible to vote at any regular or special Diocesan Convention may participate in and vote at such convention through the use of any means of communication (including telephonic or electronic means then generally recognized, such as Zoom or Teams) by which all delegates participating may simultaneously hear each other during any such meeting. A delegate participating in any such meeting by this means is deemed to be present in person.

SECTION 3. Composition. The Diocesan Convention will be composed of the following who shall have seat, voice and vote unless otherwise prohibited by Section 2 of this canon:

(a) **Clergy Delegates.**

(1) All Clergy in good standing having cure in the Diocese; and

(2) Clergy in good standing and canonically resident in the Diocese who would not otherwise qualify as clergy delegates under subsection (a)(1) above because they do not have cure in the Diocese may register as clergy delegates with the diocesan office at least 60 days in advance of Diocesan Convention.

(3) No later than 45 days prior to Diocesan Convention, the Ecclesiastical Authority shall provide notice directly to any canonically resident clergy without cure who have registered but whose registration will not be accepted and shall publish a notice to the Diocese of the same; any such notice shall be accompanied by the justification for such determination. Clergy whose registration as clergy delegates will not be accepted pursuant to that notice may appeal to the Standing Committee that determination by the Bishop Diocesan within 5 days of the notice’s publication; however, in the absence of a Bishop Diocesan, such determination shall be final and unappealable upon the publication of a notice by the Ecclesiastical Authority. Any appeal must be concluded, and the Clergy notified in writing of the result of that appeal, no fewer than 30 days prior to Diocesan Convention.

(b) **Congregational Lay Delegates.** Congregational lay delegates selected by each congregation on the basis of average Sunday attendance as reported in the last previous parochial report of a congregation according to the following formula: Average Sunday attendance of 1-150, two (2) delegates, with one additional delegate thereafter for each additional 150 (or fraction

- thereof) in average Sunday attendance.
- (c) **Diocesan Council.** Every member of the Diocesan Council who is not otherwise a member of the Convention.
 - (d) **Standing Committee.** Every member of the Standing Committee who is not otherwise a member of the Convention.
 - (e) **Delegates-at-Large.** The Diocesan Council may, upon nomination by the Bishop, elect delegates-at-large from this Diocese.
 - (f) **Deputies to General Convention.** The year of the General Convention and the year following the General Convention every Deputy and Alternate Deputy to General Convention who is not otherwise a member of the Convention.

SECTION 4. Cure. For the purposes of this Canon 1, *cure* refers to the leadership and pastoral responsibility undertaken by clergy within the Diocese. Clergy with cure include: Clergy who are heads of diocesan congregations and ministries who are canonically resident or licensed by the Ecclesiastical Authority; full and part-time associate priests who participate in a minimum of 12 Eucharists per year in the Diocese and are canonically resident or licensed by the Ecclesiastical Authority; deacons assigned to diocesan congregations and ministries by the Ecclesiastical Authority; and military chaplains canonically resident in this Diocese.

SECTION 5. Lists. The Diocese shall maintain lists of clergy who are canonically resident and clergy who have cure and shall publish such lists at least thirty (30) days prior to any Diocesan Convention.

CANON 2

Of Attendance of Clergy and Lay Delegates

SECTION 1. Duty of Clergy. It shall be the duty of every clergy delegate to the Diocesan Convention to attend every meeting thereof.

SECTION 2. List of Clergy Entitled to Seats. At the opening of each meeting of the Diocesan Convention, a list of the clergy entitled to delegate seats therein shall be prepared by the Ecclesiastical Authority of the Diocese and certified by the Secretary, and the number of those present shall be reported to the Convention, with absentees noted.

SECTION 3. Expenses of Clergy. The expense of clergy attending a meeting of the Diocesan Convention shall be paid by their respective congregations.

SECTION 4. Selection of Lay Delegates. Lay delegates and alternates shall be selected at a meeting of each congregation not later than thirty (30) days after the close of the preceding annual meeting of the Diocesan Convention. Each delegate shall be

selected for a term of two (2) years. The terms of delegates shall be so constituted that one-half shall be selected each year. Each congregation shall designate those selected for initial one year terms. Each delegate shall serve until a successor is duly selected.

SECTION 5. Certification of Lay Delegates. The selection of lay delegates and alternates shall be certified according to the form herein provided, signed by the rector or priest-in-charge or one of the wardens or by the clerk or secretary of the selecting body which such delegates or alternates represent. Each such delegate or alternate shall be not less than sixteen (16) years of age and an adult confirmed communicant in good standing of the congregation with which he or she is affiliated and a regular attendant at public worship of this Church. The form of said certificate is as follows:

I do hereby certify that at a meeting of [Congregation] held on the _____ day of _____, A.D., _____ were duly selected to represent said congregation in the next annual Convention of the Diocese of Florida, and that they are adult confirmed communicants in good standing and regular attendants at public worship of this Church.

Signed _____

CANON 3

Of Elections by the Diocesan Convention, Vacancies

SECTION 1. Elections. All deputies and alternates to the General Convention, all members at large of Diocesan Council and all members of the Standing Committee shall be elected by ballot. Unless otherwise provided in the rules adopted by the Diocesan Convention, all other elections by the Diocesan Convention shall be by ballot.

SECTION 2. Vacancies in Elected Agencies. All agencies elected pursuant to Section 1 shall have the power to fill any vacancies within its membership between annual Diocesan Conventions.

SECTION 3. Vacancies in appointments. If any person appointed to perform a duty dies or removes from the Diocese or for any other cause cannot perform that person's duties, the Ecclesiastical Authority shall appoint a successor for as long as may be necessary, unless otherwise provided in the Canons.

SECTION 4. Nominating Committee. A Nominating Committee consisting of one person from each Region and including a mix of clergy and laity shall be appointed annually by the Bishop to serve during that year. The Bishop shall designate one member to be chair of the Nominating Committee. The Nominating Committee shall, before December 31 of each year, furnish, in writing, to the delegates to the annual Diocesan Convention a list of nominees to fill the offices of members at large to the Diocesan Council, members of the Standing Committee, Disciplinary Board, deputies to

General Convention and of such other offices as may be requested of the Nominating Committee by the Bishop or Diocesan Council.

CANON 4

Of Regions and Regional Canons

SECTION 1. Regions. For the purposes provided in these Canons, the Diocese shall be divided into such regions (“Regions”) with such territorial limits as shall be fixed from time to time by the Bishop with the advice and consent of the Diocesan Council.

SECTION 2. Purpose. The purposes of the Regions are:

- (a) To provide an effective flow of communication between the Bishop, Diocesan Council, committees and congregations; and
- (b) To assist member congregations in all possible ways to insure the maintenance of strong and effective congregations.

SECTION 3. Regional Canons.

- (a) For each region, a member of the clergy, canonically resident in this Diocese will be appointed by the Bishop to be the canon to the Region (the “Regional Canon”). The Regional Canon shall be the Bishop’s representative to the region and at the Bishop’s request shall assist the Bishop in providing pastoral ministry for clergy and their families and in fulfilling the Bishop’s pastoral care and ecclesiastical responsibilities.
- (b) The Regional Canon will represent the Region on Diocesan Council.
- (c) The Diocesan Convention shall provide for compensation for the Regional Canon based upon the recommendation of the Bishop.
- (d) The Regional Canons will be accountable to the Bishop and Diocesan Council.

SECTION 4. Meetings.

- (a) The Regional Canon may call any meeting of any persons within the Region for any purpose and at any time.
- (b) Pre-Convention Meetings may be held in combination of two or more Regions, as determined and called by the Bishop. In accordance with Canon 1, clergy and lay Convention delegates are participants in the Pre-Convention Meetings. Alternate delegates should attend these meetings whenever possible in order to be prepared for Convention.

CANON 5

Of the Secretary

SECTION 1. Election. The Secretary of the Diocese shall be nominated by the Ecclesiastical Authority, elected by the Diocesan Council and shall hold office at the pleasure of the Council.

SECTION 2. Duties.

- (a) The records of the Diocese shall be kept and maintained by the Secretary.
- (b) The Secretary shall serve as Secretary of the Diocesan Convention, shall keep a record of the proceedings of the Diocesan Convention in a minute book maintained for that purpose and such record shall be the official record of the proceedings when signed by the Secretary or Assistant Secretary, if any, and approved by the Bishop or other Presiding Officer.
- (c) The Secretary shall transmit to the secretaries of the General Convention a copy of the Journal.
- (d) The Secretary shall file such documents as may be sent to the Secretary and deliver them to the Historiographer to be preserved for the use of the Diocese.
- (e) The Secretary shall perform such other duties as prescribed by the Diocesan Council.
- (f) The Secretary shall have seat and voice but no vote in the Diocesan Convention and in the Diocesan Council.

SECTION 3. Assistant Secretaries. The Ecclesiastical Authority may nominate and the Diocesan Council elect additional Assistant Secretaries and prescribe their duties. These Assistant Secretaries shall also have seat and voice in the Diocesan Convention and in the Diocesan Council.

CANON 6
Of the Treasurer

SECTION 1. Election. The Treasurer of the Diocese shall be elected by Diocesan Council acting as the Board of Directors of the Diocese and shall hold office during the pleasure of Diocesan Council.

SECTION 2. Duties.

- (a) The Treasurer shall receive and disburse all moneys collected under the authority of the Diocese and not otherwise regulated. The Treasurer shall forward, in due time, to the Treasurer of General Convention the amount assessed upon the Diocese for the contingent expenses of General Convention.
- (b) Property. The Treasurer shall oversee custody of all deeds, mortgages, insurance policies, and other documents pertaining to the property of the Diocese, together with such additional duties with respect thereto as Diocesan Council shall from time to time specify.
- (c) Requisition of Information. The Treasurer is authorized and directed to prepare a form of requisition for information pertaining to all property of the Diocese and of each congregation, parish, mission or agency thereof. The information called for in such requisition shall be full and complete for the purpose of maintaining an inventory of such property, of determining the fair market value therefore, and of determining its insurable value. The Treasurer's annual report to Diocesan Council shall include information pertaining to all property owned.

- (d) Diocesan Council shall specify additional duties of the Treasurer.
- (e) The Treasurer shall have a seat and voice but no vote at any Diocesan Convention and at any meetings of Diocesan Council.

SECTION 4. Audits and Reports. The accounts of the Treasurer shall be audited not less frequently than once each year, as the Diocesan Council may direct. The Treasurer shall submit an annual report to the Diocesan Council, and, when approved by the Diocesan Council, it shall be submitted to the Diocesan Convention.

SECTION 5. Bond by the Treasurer. The Treasurer shall be bonded in a sum and with security satisfactory to the Diocesan Council.

SECTION 6. Assistant Treasurer. The Diocesan Council may elect an Assistant Treasurer and shall prescribe the duties for this office.

CANON 7 **Of the Chancellor**

SECTION 1. Election. The Chancellor of the Diocese shall be elected by the Diocesan Council, upon nomination of the Bishop, and shall serve at the pleasure of the Council.

SECTION 2. Qualifications. The Chancellor shall be a lay person learned in the law, duly admitted and licensed to practice law in the State of Florida. The Chancellor shall be an adult confirmed communicant in good standing.

SECTION 3. Duties. The Chancellor shall be the legal adviser of the Diocese and of each office, committee and agency thereof, and of the parishes thereof, except as otherwise in these Canons expressly provided, and an ex officio member of the Convention Committee on Charter and Canons. The Chancellor shall have such other duties as may be prescribed by the Diocesan Council.

SECTION 4. Reports. The Chancellor may submit reports to the Diocesan Council which shall be transmitted by the Council to the Diocesan Convention. The Chancellor shall make such recommendations as may seem to the Chancellor to be in the best interest of the Diocese.

SECTION 5. Seat and Voice in the Diocesan Convention. The Chancellor shall have a seat and voice but no vote in the Diocesan Convention and in the Diocesan Council.

SECTION 6. Vice Chancellors. The Bishop may appoint, with the advice and consent of the Chancellor, Vice Chancellors to assist the Chancellor in the performance of the Chancellor's duties in any area of the law or in the regions of the Diocese as the Chancellor may deem desirable or necessary. The Vice Chancellors shall be qualified in accordance with the provisions of Section 2 of this Canon 7, but they shall have neither voice nor seat in Convention (unless otherwise elected thereto) and are dispensed from having to report to Convention.

CANON 8
Of the Historiographer

SECTION 1. Election. The Historiographer of the Diocese shall be elected by the Diocesan Council, upon nomination of the Bishop, and shall serve at the pleasure of the Council. The Historiographer may enlist the assistance of others interested in assisting with these duties.

SECTION 2. Qualifications. The Historiographer shall be a person familiar with archival procedures, experienced in historiography and an adult confirmed communicant in good standing.

SECTION 3. Duties.

- (a) It shall be the duty of the Historiographer to receive from the Bishop or the Secretary the manuscript minutes of the proceedings of the Diocesan Convention; original reports; files; parish, congregation and mission histories and other records of defunct parishes; records of Episcopal consecrations; and all other documentary papers and articles, which may aid in preserving an accurate history of the Diocese.
- (b) The Historiographer shall provide for the safe and orderly keeping of the records entrusted to the Historiographer's care, subject to such rules and regulations as the Diocesan Council may establish.
- (c) The Historiographer may issue a proper certificate of any fact of record in his charge.
- (d) The Historiographer shall perform such other duties as prescribed by the Bishop or Diocesan Council.

SECTION 4. History of the Diocese. The Diocesan Council may provide for the preparation and publication of the history of the Diocese.

CANON 9
Of the Standing Committee

SECTION 1. Establishment. The Standing Committee shall be a council of advice to the Bishop. If there is no Bishop, the Standing Committee shall be the Ecclesiastical Authority of the Diocese.

SECTION 2. Composition. The Standing Committee shall be composed of three clerical and three lay persons elected by the Diocesan Convention for terms of three years. The Diocesan Convention, at each annual meeting, shall elect one member of the appropriate Order to fill each vacancy.

SECTION 3. Officers. The Standing Committee shall elect from its membership a President and a Secretary. The President, who must be a priest, shall have a seat and voice but no vote in the Diocesan Council except that, if there is no Bishop and the Standing

Committee is acting as the Ecclesiastical Authority of the Diocese, the President will have a vote in the Diocesan Council.

SECTION 4. Meetings. The Standing Committee shall meet at least once each year. The president may call a special meeting whenever the president shall deem it necessary on reasonable notice. The Committee shall meet on the call of the Bishop, whenever the Bishop shall desire their advice, and they may meet on their own accord and agree to their own rules when they may be disposed to advise the Bishop.

SECTION 5. Vacancies. Any vacancy in the membership of the Standing Committee occurring between annual meetings of the Diocesan Convention shall be filled with a person of the appropriate Order nominated and elected by the Diocesan Council. Such persons shall serve until the next annual Convention. The Nominating Committee shall present nominees to the next annual Convention for election to fill any unexpired term.

SECTION 6. Report to Diocesan Convention. The Standing Committee shall report its proceedings to each annual meeting of the Diocesan Convention, except those proceedings held in the exercise of its function as a council of advice to the Bishop.

CANON 10

Of the Diocesan Council

SECTION 1. Statement of Purpose. Diocesan Council shall be an executive body, representative of the Church in this Diocese with power and authority to implement and carry into effect the policies and programs adopted by Diocesan Convention and to act for Diocesan Convention between meetings thereof. Diocesan Council shall have overall responsibility for Diocesan program and finances and shall provide for the efficient management of the business of the Diocese. It shall be an agency to relieve the Bishop Diocesan of the Diocese insofar as practicable from the necessity of the detailed management of the business affairs of the Diocese.

SECTION 2. Composition. The Diocesan Council shall be composed of:

- (a) the Bishop (seat, voice and vote on Diocesan Council),
- (b) the Regional Canons appointed by the Bishop (seat, voice and vote on Diocesan Council),
- (c) five lay members at-large elected by the Diocesan Convention (seat, voice and vote on Diocesan Council),
- (d) two clergy members-at-large elected by the Diocesan Convention (seat, voice and vote on Diocesan Council),
- (e) the Secretary of the Diocese (seat, voice, no vote on Diocesan Council),
- (f) the Treasurer of the Diocese (seat, voice, no vote on Diocesan Council),
- (g) the Chancellor of the Diocese (seat, voice, no vote on Diocesan Council) and
- (h) the President of the Standing Committee (seat, voice, no vote unless the Standing Committee is acting as the Ecclesiastical Authority of the Diocese, then vote on Diocesan Council).

SECTION 3. Terms and Election of Members.

- (a) Each at-large member of the Diocesan Council shall be elected for a term of three years and shall serve until the member's successor is installed.
- (b) The Regional Canons shall serve as members of the Diocesan Council during their period of appointment as Regional Canons.
- (c) The Secretary of the Diocese, the Treasurer of the Diocese, the Chancellor of the Diocese and the President of the Standing Committee will serve as members of the Diocesan Council for the period of time they fill their respective positions.
- (d) For purposes of election, the lay members shall be slated by Region but elected by the entire Diocesan Convention. One at-large lay member shall be a member of a parish in each Region of the Diocese. Each at-large lay member shall be continuously throughout their term of office a member of a parish in the Region from which they were elected.

SECTION 4. Limitation on Successive Terms. A member-at-large shall not be elected a member of Diocesan Council for more than two consecutive terms.

SECTION 5. Vacancies. A vacancy in the membership of the Diocesan Council shall exist in case of the death, resignation, removal from the Diocese, or incapacity of a member. If the vacancy is with respect to a member elected at large by the Convention, the Diocesan Council shall fill the vacancy for the unexpired term thereof.

SECTION 6. Meetings and Quorum. The Diocesan Council shall meet at the call of the Bishop or any six members thereof. The Council shall meet at least once each calendar quarter. One-half of the voting members of the Diocesan Council (excluding the Bishop) shall constitute a quorum.

SECTION 7. Rules and Procedures. The Diocesan Council shall have the power and authority to prescribe its own procedural rules for the performance of its duties and for the carrying out of its functions. The procedural rules so adopted shall not be in conflict with the Constitution or Canons of the Diocese.

SECTION 8. Officers. The Bishop shall be chair of the Diocesan Council. The Bishop will nominate and Diocesan Council elect a Vice-Chair from the lay members-at-large within thirty days after the Diocesan Convention. The Vice-Chair will preside at meetings of the Diocesan Council when the Bishop (Ecclesiastical Authority) is absent. The Diocesan Council shall have the authority to elect such other officers as are provided for in these Canons.

SECTION 9. Powers. The Diocesan Council shall have the following powers:

- (a) **Powers of the Diocesan Council.** Diocesan Council shall have all the powers of Diocesan Convention when Diocesan Convention is not in session,

except the power to elect a Bishop, to amend the Articles of Reincorporation or the Canons or to adopt rules of Diocesan Convention.

- (b) **Responsibility for Business Affairs of the Diocese.** Diocesan Council shall have the responsibility for the business affairs of the Diocese and of each Board and Committee thereof, which responsibility shall include but shall not be limited to the following:
- (i) property management;
 - (ii) supervision of investments and the determination of investment policies;
 - (iii) preparation of Diocesan program and budget for submission to Diocesan Convention;
 - (iv) authorizing the expenditure of all funds;
 - (v) management of all Diocesan bank accounts, including, but not limited to, selecting banks of deposit, closing bank accounts, and designating those authorized to sign checks for the Diocese;
 - (vi) receipt of all funds of the Diocese. Diocesan Council shall promulgate regulations governing the handling and depositing of such funds and shall name the person or persons responsible therefore;
 - (vii) ordering an annual audit of the affairs of the Diocese by an independent certified public accountant and whatever special audits of any Diocesan office or business Diocesan Council may deem appropriate.
- (c) **Electing and Nominating Body.** The Diocesan Council shall have the function as the nominating or electing body, as the case may be, for all Trustees and Directors and members of directly controlled Diocesan institutions. In case of the death, resignation, removal from the Diocese, or incapacity of any person elected under this subsection, the Council shall fill the vacancy for the unexpired term by election.

SECTION 10. Reports. The Diocesan Council shall provide for reports to be made to it by the officers of the Diocese, and each board, committee or other agency of the Diocese, and shall require such reports not less frequently than once each calendar year.

SECTION 11. Reports to Diocesan Convention. The Diocesan Council shall submit to the annual meeting of each Diocesan Convention a narrative report of the work done under its supervision during the preceding year with such exhibits and attachments as it shall determine to be appropriate. The Diocesan Council shall make recommendations to each such Diocesan Convention with respect to the administration of the affairs of the Diocese.

SECTION 12. Salaries. The Diocesan Council shall fix the salaries of all persons employed by the Diocese, except those fixed by the Diocesan Convention.

SECTION 13. Committees of Diocesan Council.

- (a) **Establishment.** Committees may be established by Diocesan Council to perform specified functions.
- (b) **Membership.** The Bishop with the concurrence of the Diocesan Council shall appoint the chair of each committee and all committee members.
- (c) **Purpose and Composition.** The purpose and composition of each committee shall be prescribed by the resolution establishing the committee.
- (d) **Common Ministry Budget Committee.** Diocesan Council will establish a Common Ministry Budget Committee to prepare for submission to Diocesan Convention a budget for the funding of Diocesan programs, with such directions as Diocesan Council may deem reasonable and proper.

SECTION 14. Boards. Supervisory or regulatory boards may be created by Canon and shall be under the supervision of the Diocesan Council pursuant to this Canon.

CANON 11
Of Committees of the Diocese

SECTION 1. Establishment. There are hereby established three committees of the Diocese of Florida: (i) Finance and Investment (ii) Congregational Development and (iii) Camp and Conference Center. Such other committees may be established as Diocesan Convention deems necessary or, when applicable, by Diocesan Council.

- (a) **Finance.** The Finance and Investment Committee shall implement all policies relating to the financial affairs of the Diocese and shall have the powers provided for in Canon 12.
- (b) **Congregational Development.** The Congregational Development Committee shall implement all policies relating to the establishment of new congregations and shall assist the Bishop Diocesan in overseeing the maintenance and growth of all congregations of the Diocese.
- (c) **Camp and Conference Center.** The Camp and Conference Center Committee shall establish and implement all policies regarding the establishment, financing, management and operation for the Diocese's Camp and Conference Center.

SECTION 2. Composition. The Bishop shall appoint the chair and members of each committee with the concurrence of the Diocesan Council. Each committee shall be composed of not less than five members, one of whom shall be appointed secretary. The Bishop shall be the ex officio chair of each committee. The appointed chair, unless an elected member of Diocesan Council, shall be an ex officio member with voice but not vote. Each committee may organize itself as it sees fit.

SECTION 3. Terms. Each committee member shall be appointed for a term of up to three years and shall serve until a successor is appointed. The Bishop shall designate the length

of the term of a committee member at the time of appointment. Such committee member may be appointed for two successive terms. Thereafter, one year shall expire before such person may be eligible for reappointment.

SECTION 4. Meetings. Each committee shall meet at the call of its chair of the Bishop at least four times each year.

SECTION 5. Reports. Each committee shall report on its work to the Bishop upon the Bishop's call, annually to the Diocesan Convention and at such other times as may be required to the Diocesan Council.

CANON 12

Of Property Management, Disposition and Encumbrance; of Finance and Investment

SECTION 1. Management. Subject to the provisions of this Canon 12, Diocesan Council shall take charge of, manage, and control all lands, tenements, hereditaments, trusts, money and other things belonging to the Diocese, and authorize the execution of all documents as may be required for such purposes. Further, subject to the provisions of this Canon 12, the Bishop Diocesan and the Finance and Investment Committee, together with the Treasurer, shall be authorized to conduct such business matters as Diocesan Council may deem advisable.

SECTION 2. President and Directors. The Bishop Diocesan shall be the President of the Diocesan Corporation, and Diocesan Council shall function as the Board of Directors of the Corporation.

SECTION 3. Process for selling, disposing or encumbering real property owned by the Diocese. Anything contained herein or in any Canon of the Diocese of Florida to the contrary notwithstanding, any sale, other disposition or encumbrance of any real property owned by the Diocese requires the approval of the Bishop Diocesan and the Standing Committee. In the absence of a Bishop Diocesan such approval is required from the Standing Committee in its role as the Ecclesiastical Authority and from Diocesan Council, each as applicable, an acting authority and hereafter, the "Acting Authority".

- (a) **Sale or Disposal of Property.** Any proposed sale or disposal of any of the real property owned by the Diocese shall first be presented in writing to the Finance and Investment Committee, explaining the reason for such sale or disposal, the proposed terms, and the proposed disposition of the proceeds of the sale. Following its receipt and review of any such proposal, the Finance and Investment Committee shall report the same to the Acting Authority, with its recommendation, with copy of that recommendation provided to the individual, parish, mission or other body within the Diocese submitting the proposal. If the recommendation of the Finance and Investment Committee is to deny the proposed sale or disposal of property or to approve the same

with changes objected by the individual, parish, mission or other body within the Diocese proposing the same, that person, parish, mission or other body has the right to appeal the recommendation of the Finance and Investment Committee directly to the Acting Authority.

- (b) **Encumbrance.** Any proposed encumbrance of any real property of the Diocese shall be presented in writing to the Finance and Investment Committee, explaining the reason for such encumbrance and the proposed terms. Following receipt and review of any such proposal, the Finance and Investment Committee shall report the same to the Acting Authority with its recommendation, with copy of that recommendation provided to the individual, parish, mission or other body within the Diocese submitting the proposal. If the recommendation of the Finance and Investment Committee is to deny the proposed encumbrance or to approve the same with changes objected by the individual, parish, mission or other body within the Diocese proposing the same, that individual, parish, mission or other body has the right to appeal the recommendation of the Finance and Investment Committee directly to the Acting Authority.

SECTION 4. Finance and Investment Committee.

- (a) **Secretary of the Finance and Investment Committee.** The Finance and Investment Committee shall appoint one of its number to be secretary thereof to keep a record of its meeting and to certify to the same.
- (b) **Power of Finance and Investment Committee.** The Finance and Investment Committee is authorized: i) to manage and invest Diocesan assets; ii) to review and make recommendations to Diocesan Council on proposals to sell, dispose or encumber Diocesan real property as provided in Section 3 of this Canon 12; iii) subject to Diocesan Council approval, to borrow such sums of money at such rates and upon such terms as may be deemed necessary or expedient in meeting the budget approved by Diocesan Convention or as amended by Diocesan Council; and iv) to authorize the execution of such documents as may be required for such purpose.
- (c) **Limitations on Borrowing Power.** The Finance and Investment Committee, upon approval by Diocesan Council, is authorized to borrow money for the use by the Diocese or for the needs of a parish or mission within the Diocese, requesting the same.
Provided:
 - (i) Any parish or mission within the Diocese requesting that money be borrowed for it shall submit to the Finance and Investment Committee, in writing and signed by the constituted authorities of the parish or mission, the amount requested, a detailed reason for the request, and a detailed plan for repayment;

- (ii) The evidence of the indebtedness of the Diocese for money borrowed shall be its promissory note executed as provided in Section 6 of this Canon 12;
- (iii) Any parish or mission that requests borrowing and is denied such request, or the request of which is granted with changes to the request, shall have the right to appeal the decision of the Finance and Investment Committee to the Acting Authority.

SECTION 5. Bishop's Compensation and Contingent Expenses. Diocesan Convention shall annually provide for the payment of the Bishop Diocesan's compensation and contingent expenses. The Chair of the Finance and Investment Committee in consultation with the Vice-Chair of the Diocesan Council shall annually review such compensation and contingent expenses and make recommendations to the Budget Committee of the Diocesan Council.

SECTION 6. Execution of Documents. All deeds, notes, mortgages, and conveyances of property of the Diocese shall be executed by the Bishop Diocesan, or, if there be no Bishop Diocesan or in the event of the disability of the Bishop Diocesan, by the President of the Standing Committee, and attested by the Secretary or an Assistant Secretary of the Diocese.

In the event there is no Bishop Diocesan, and the President of the Standing Committee is unavailable, the vice chair of Diocesan Council may execute deeds, notes, mortgages, and conveyances of property of the Diocese.

SECTION 7. Prohibition on Alienation. Except as otherwise provided in this Canon, no parish is, nor are the corporate officers or congregation thereof, authorized or permitted to encumber, dispose, sell, alienate, transfer, or convey any real property, the title to which is or may be held by or for the use of the parish, and any such purported encumbrance, disposal, sale, alienation, transfer or conveyance otherwise is void.

CANON 13

Of the Architectural Review Board

SECTION 1. Statement of Purpose. Subject to the authority and regulations adopted by the Diocesan Council, the Architectural Review Board shall review, offer consultation, and approve all building projects within the Diocese, whether initial projects, capital alterations or additions.

SECTION 2. Establishment. There is hereby established the Architectural Review Board of not less than six members to be appointed by the Bishop with the concurrence of the Diocesan Council.

SECTION 3. Officers. The Bishop shall designate the chair of the Architectural Review Board and the chair may designate a secretary from the membership. The Bishop is the ex officio chair of the board.

SECTION 4. Reports. The Architectural Review Board shall report to the Diocesan Council and through it to the annual Diocesan Convention.

CANON 14

Of the Diocesan School System and the Board of Regents

SECTION 1. Statement of Purpose and Mission. The Board of Regents operates under the authority of the Bishop and shall serve, lead and support the schools of the Episcopal Diocese of Florida. In exercising its responsibility to the Diocesan School System, the Board of Regents' mission is to: 1) nurture the teaching of Christian values; 2) promote and strengthen church/school/diocesan relations and 3) promote and develop Episcopal schools.

SECTION 2. Officers and Members. Upon recommendation from the Heads of Diocesan Episcopal Schools and Directors of Diocesan Episcopal Early Learning Programs, the Bishop shall designate a Director, Rising Director, Secretary and one or more Diocesan Representatives for the Board of Regents. The Bishop is the ex officio chair of the Board.

CANON 15

Of Commissions

SECTION 1. Establishment. To fulfill the ecclesiastical responsibilities of the Bishop, the Bishop may establish commissions responsible to the Bishop for such matters as the Bishop may deem necessary.

SECTION 2. Officers. The Bishop shall appoint the chair of each commission. Each chair may designate a secretary from the membership of the commission. The Bishop shall be the ex officio chair of each commission.

SECTION 3. Reports. Each commission shall submit a report to the Bishop annually and through the Bishop to the Diocesan Convention.

CANON 16

Of the Commission on Ministry

There shall be a Commission on Ministry appointed by the Bishop, to be chaired by the Bishop or a person designated by the Bishop. The Commission shall exist to assist the Bishop in exercising ecclesiastical and pastoral responsibilities for the Ministry of the Church in the Diocese, and to fulfill the requirements of the Canons of The Episcopal Church in the United States of America regarding Commissions on Ministry.

CANON 17

Of the Convention Committee on Charter and Canons

A Convention Committee on Charter and Canons shall be appointed by the Bishop, at least one lay member of which shall be an attorney at law. Each member of said committee shall serve for a

three-year term. It shall be a continuing committee to sit between sessions of the Diocesan Convention. The Chancellor shall serve ex officio as a member of said committee.

CANON 18

Of the Organization and Admission of Parishes

SECTION 1. Notice to Bishop. Notice of the desire to organize a parish shall be given to the Bishop, or, if none, then to the President of the Standing Committee. Said notice shall be in writing and contain such information as may enable the Bishop or Standing Committee to judge the propriety of the proposed act, which notice shall be signed by the persons who desire to organize.

SECTION 2. Approval. Approval by the Bishop or Standing Committee shall be essential for organization and for the admission of the parish into union with the Diocesan Convention.

SECTION 3. Requirements. For the organization of a parish, 100 adult confirmed communicants shall assemble at the specified time and place, due notice in the manner of typical communication of those gathering, a minimum of two weeks prior to the assembly, and adopt and sign the Articles of Association prescribed by the Diocese in Section 4 of this Canon; provided, however, that no such organization shall be had until a specified annual sum towards the support of the rector and the expenses of the parish and a reasonable provision for the support of the diocese and diocesan expenses shall be assured to the satisfaction of the Bishop and the Standing Committee.

SECTION 4. Articles. The Articles of Association shall be as follows: We, whose names are hereto subscribed, desirous of enjoying the privileges of religious worship and instruction for ourselves and families, according to the forms and doctrines of The Episcopal Church in the Diocese of Florida, and desirous of being admitted to the benefits and privileges of the Diocese, being assembled in conformity to the Canons prescribed by the Diocesan Convention of said Church for the government of parishes composing same, under and by virtue of said acts, on this _____ day of _____ Anno Domini, do form ourselves into a Parish and adopt the following Articles of Association, to-wit:

Article I. This Parish shall be known by the name of "The Rector, Wardens, and Vestry of _____ at _____."

Article II. This Parish acknowledges, accedes to, and adopts, and shall at all times adhere to the doctrine, discipline, worship, rites and usages of the Protestant Episcopal Church in the United States of America, and likewise the Constitution and Canons of said Church, as set forth by the General Convention, and the Charter and Canons of the Church in the Diocese of Florida, as prescribed by the Diocesan Convention.

Article III. When any person uniting with this Association shall disclaim, or refuse, conformity to the authorities mentioned in the preceding article, such person shall cease to be a member of this Parish.

- Article IV.** The Wardens and Vestry of _____ shall be selected as provided in the Canons of the Diocese, and their duties shall be such as are conferred by said Canons.
- Article V.** Lay Delegates shall be selected to represent the Parish at the meetings of the Diocesan Convention as provided in the Canons of the Diocese, and it shall be their duty to attend all such meetings duly called.
- Article VI.** The title to all property, tenements, and other estates, real or personal, given to or purchased on behalf of the Parish or otherwise acquired by the Parish, is and shall be vested in The Episcopal Church in the Diocese of Florida, Inc.

SECTION 5. Application. Any congregation complying with the provisions of this Canon may, upon application in writing accompanied by the Articles of Association or a certified copy thereof, be admitted into union with the Diocesan Convention.

SECTION 6. Termination. Should any parish for the period of two years fail to comply with the conditions required for the organization of a parish as hereinabove provided, the Bishop, with the advice and consent of the Standing Committee, may, after due notice and hearing, terminate its Parish status.

CANON 19

Of Congregations and Vestry Meetings Selections and Duties

SECTION 1. Meetings. There may be one or more meetings annually of each congregation on the call of the rector, priest-in-charge, or chaplain, or upon the call of a majority of members of the vestry, mission board, or advisory committee, due notice of which shall be given, to conduct such business as may be brought before it.

- (a) **Meeting After Each Annual Convention.** There shall be a meeting of each congregation not later than thirty (30) days after the close of each annual meeting of the Diocesan Convention for the purpose of acquainting the congregation with the work of the preceding annual meeting and to select delegates to the next meeting of the Convention, and to conduct such other business as may be brought before it.
- (b) **Presiding Officer.** At congregational meetings, the rector, priest-in-charge, or chaplain shall preside, or in the absence or at the discretion of such member of the clergy, the senior or junior warden in order shall preside. The secretary of the vestry or mission board shall be the secretary of the congregational meeting.

SECTION 2. Qualifications of Voters. Persons qualified to vote at a congregational meeting shall be as follows, and the qualifications of any voter shall be determined by the presiding officer:

All adult communicants of the parish, mission or chapel who regularly attend services and business sessions of the congregation and are recognized as members

of the congregation, and who contribute by subscription or otherwise for the funds or expenses of the congregation and have done so for six months previous to the meeting, and who, if required, declare themselves conscientiously attached to the doctrine, discipline and worship of the Church.

SECTION 3. Vestries. In every parish there shall be a vestry composed of not less than five members, to continue in office for the term selected by the congregation and until their successors take office.

- (a) **Selection.** The selection shall be by ballot or by lot, as determined by the congregation.
- (b) **Qualifications.** Members of the vestry shall be adult confirmed communicants in good standing of the parish for a period of six months last past at the date of their selection.
- (c) **Number.** The number of members of the vestry and their terms of office may be set by resolution at any annual congregation meeting.
- (d) **Vacancies.** Vacancies will be filled in accordance with the written by-laws, policies, or procedures approved by the parish in accordance with Canon 19, Section 7. The selection of a communicant to an unexpired term shall not disqualify that person as a candidate for selection at the next annual meeting.

SECTION 4. Duties of Vestry. It shall be the duty of the vestry to take charge of the temporal concerns of the parish and to work with the clergy and laity of the congregation for the furtherance of the Church's purpose. It shall execute all duties imposed by any General Convention, the Constitution and Canons of the Episcopal Church, any convention of the Diocese and these Canons.

- (a) **Officers.** The rector shall be chair of the vestry. The rector shall appoint a member of the vestry senior warden and the vestry shall elect one of their number junior warden. The vestry shall elect a secretary and treasurer and such other officers as they may deem necessary.
- (b) **Senior Warden.** The senior warden (or in the absence of the senior warden, the junior warden) shall with the vestry provide for the decent celebration of public worship. In the absence of the rector, the senior warden shall call meetings of the vestry and preside over the same and be in charge of the congregation's discretionary fund.
- (c) **Meetings.** There shall be at least one meeting of the vestry in each quarter of the year; however, the rector, senior warden or junior warden shall call a meeting at any time upon the request of one-third of the members of the vestry. The rector and all members of the vestry shall be given due notice of all meetings of the vestry.

SECTION 5. Vacancy in Office of Rector. When a parish or congregation becomes vacant of clergy, the Church wardens or other proper officers shall notify the Bishop. If the authorities of the parish shall for thirty days have failed to make provision for the

services, it shall be the duty of the Bishop to take such measures as the Bishop may deem expedient for the temporary maintenance of divine services therein.

SECTION 6. Election of Clergy. The vestry shall elect (subject to the approval of the Bishop) a rector. Upon the nomination of the rector, it may elect (subject to the approval of the Bishop), assistant clergy.

SECTION 7. Written By-laws, Policies or Procedures. Every parish shall adopt by a majority vote of qualified voters present at a duly called congregational meeting written by-laws, policies, or procedures consistent with these Canons, the Constitution of the Protestant Episcopal Church in the United States of America, the laws of the State of Florida and the Articles of Reincorporation of this Diocese.

CANON 20

Of Organized Missions

SECTION 1. Categories of Congregations. The Diocese recognizes two kinds of congregations: missions and parishes. Parishes are described in Canons 18 and 19. A mission is a congregation that, due to size of membership, income and defined mission to its area, is either dependent upon the Diocesan budget for support of priestly ministry or is sharing or otherwise providing for limited priestly ministry with or without cost of the diocesan budget.

SECTION 2. Mission Congregations. The requirements for the organization of a mission congregation shall be established by the Bishop with the advice of the Committee of Congregational Development. Approval by the Bishop shall be essential for the organization and for the admission of a mission into union with the Diocesan Convention.

- (a) Every application to organize a new mission shall be accompanied by a certificate showing the approval or disapproval of the applicant's Regional Canon and the existing congregations in the general area to be served by the mission.
- (b) The following application must be adopted and signed by the persons eighteen years of age or over who propose to be members of the mission:

"**Article 1.** Reverend Father in God: We, the undersigned residents of _____, County of ___ being desirous of obtaining the services of the Episcopal Church, and ready according to our several abilities to sustain the same, do hereby request you to inquire into our estate, and provide for us as you may deem proper and expedient.

We do hereby declare ourselves, individually and collectively, ready to establish and sustain the regular worship of the said Church and promote its influence in our neighborhood; and we promise

conformity to its doctrine, discipline, liturgy, rites, and usages. We put ourselves under your charge and will reverently obey your authority. We promise conformity to the Constitution and Canons of the General Convention and of the Diocese of Florida, and to the rules and regulations of its Diocesan Convention. In accordance with these obligations and rules, we now ask the privilege of being organized as a Mission under the name of_____.

Article II. We hereby specifically stipulate and agree to raise among us, and faithfully disburse in accordance with the rules of the Diocesan Council every year, such contribution as may be assumed by us as our minimum toward the stated salary of the priest-in-charge who may be sent to us, and a sum towards the support of the Diocese and Diocesan expenses and we now agree for the first year to _____ annually in monthly installments. Remaining obediently yours in the Church of God."

- (c) If the Bishop consents to the organization of a mission, the Bishop may appoint a priest-in-charge to have charge of the mission. The Bishop shall also appoint, on consultation with the priest-in-charge, the following officers for the first year and each year thereafter to wit: two wardens, a secretary, and a treasurer. Such officers and others appointed to the Mission Board shall constitute a mission board whose rights and duties shall be defined by the Bishop. The number may be increased by the Bishop as the need of the mission may require.
- (d) The title to all property, tenements, and other estates, real or personal, given to or purchased on behalf of the mission or otherwise acquired by the Mission, shall be vested in The Episcopal Church in the Diocese of Florida, Inc.
- (e) The failure of the members of an organized mission to fulfill their obligations under this canon shall warrant the Bishop in changing the status of that congregation as deemed necessary by the Bishop.

CANON 21

Of the Clergy and Their Duties

SECTION 1. Authorization to Officiate. Before any member of the clergy may be allowed to officiate in any church or congregation in this Diocese, such person must first produce the letters of orders or other satisfactory evidence that such person is an authorized minister of the Church in good standing. Whenever there is a settled rector or minister, such person shall be the sole judge in the premises, but if the parish is vacant, the wardens and vestry shall require the fulfillment of the above conditions, together with approval of the Ecclesiastical Authority.

SECTION 2. To Record and to Report. Every minister of this Church in charge of a congregation shall keep a register of baptisms, confirmations, communicants, marriages and burials within the minister's cure, and report the same to the Bishop ten days before each annual meeting of the Diocesan Convention, stating the number of services held and official acts performed by or under the supervision of such minister from January 1st through December 31st.

SECTION 3. Membership List. Each rector of a parish and priest-in-charge in charge of a congregation shall send to the Bishop each year a list of the communicants or members, as required by the Bishop, or the parish or mission, with addresses.

SECTION 4. Of the Conduct of Clergy. Clergy shall pattern their lives in accordance with the teaching of Christ so that they may be wholesome examples to their people, including, but not limited to, abstaining from sexual relations outside of Holy Matrimony.

CANON 22

Of Registers and Reports

SECTION 1. Parish Registers. In every parish, the vestry shall provide a Parish register, in which the rector or priest-in-charge shall record the name of each person baptized with the date of birth, the name of the parents and sponsors, and date of baptism; and the names of all persons confirmed, married, or buried, with their respective dates. It shall be the duty of each officiating minister to sign the record of each entry. The said register shall also contain a list of all the baptized members and confirmed communicants in the parish. It shall be the responsibility of the Wardens to see that the record is maintained in accordance with these Canons. At each organized mission a like register shall be kept by the priest-in-charge or someone appointed by the Bishop.

SECTION 2. Reports Required by General Convention. As soon as possible after the first day of January, the rector of each parish and priest-in-charge of each mission (or, in the case the parish is vacant, one of the wardens) shall make upon the proper form provided by the General Convention and furnished by the Secretary of the Diocese, a complete and accurate report to the Bishop and to Diocesan Convention. Such parochial report shall be sent to the office of the Secretary of the Diocese not later than March 1. Notification will be sent by March 30 to a Warden and the Priest-in-Charge of any congregation not in compliance with this section.

SECTION 3. Failure to File. In case any parish or mission shall fail to send before the first day of March the report required by this section to the Bishop, the Bishop may send a certified accountant to said parish or mission, who shall have access to the books of said parish or mission, and who shall, at the expense of said parish or mission, make up said report and forward same to the proper person for the carrying out of the provisions of this section.

SECTION 4. Reports. A report shall be promptly made to the Ecclesiastical Authority of the selection or appointment of all lay convention delegates, vestries and mission Boards, giving their names, addresses, and terms office.

CANON 23
Of Lay Readers

Before any person shall officiate as lay reader, such person shall comply with the requirements of the Canons of the General Convention.

CANON 24
Of College Centers, Chapels, and Chaplains

SECTION 1. College Centers. At any institution of higher learning in the Diocese, it shall be lawful for the Church to establish college centers and for the Bishop to appoint chaplains thereof, such establishments to be made by vote of the Diocesan Convention acting upon the recommendations of the Diocesan Council. Chapels erected at such centers shall have the status of Chapels of the Diocese. The congregations of such chapels shall have representation in the Diocesan convention according to Canon 1 governing representation from congregations. Chaplains so appointed shall have the status of priest-in-charge and shall be subject to the same controls.

SECTION 2. Advisory Committee. To the benefit of college centers and the care of the properties erected and used for their activities, the Bishop shall annually appoint an advisory committee for each center. Members of the committee shall be nominated by the chaplain and shall have the authority and responsibility under the direction of the Diocesan Council Division for administration and planning of the college center and the Church's life and mission to that particular college or university. It shall be the duty of such advisory committee to care for the properties of the center for which they are appointed; to inform the Diocesan Council of the Diocese from time to time of needed repairs and improvements; and to aid the Bishop or the chaplain in the disbursement of such funds and bequests as may be left to the center.

SECTION 3. Salaries and Operating Expenses. The Diocesan Council, acting on the recommendation of the Bishop or the Ecclesiastical Authority, shall provide for the necessary operating expenses of such chaplains. Salaries of chaplains, together with premiums due thereon to the Church Pension Fund, shall be provided and fixed in like manner as the salaries and pension premiums of other priest-in-charge clergy.

SECTION 4. Records. The chaplain of a college center shall keep a standard register in which shall be recorded all official acts performed at the chapel as provided in these Canons. It shall be the special duty of the chaplain to transfer all communicants enrolled upon the said register at the time of their permanent departure from the institution of learning involved.

SECTION 5. Annual Reports of Chaplains. The chaplain shall make annual reports to the Ecclesiastical Authority as provided in these Canons.

CANON 25
Of the University of the South

SECTION 1. Institution of Diocese. The University of the South is declared to be the institution of higher learning of the Diocese of Florida.

SECTION 2. Election of Trustees. Diocesan Convention shall elect three trustees of the University of the South, consisting of one clerical and two lay trustees, whose terms of office shall be three years and until their successors are elected.

SECTION 3. Reports by Trustees. The trustees shall annually report to the Diocesan Council and to the annual meeting of the Diocesan Convention.

CANON 26
Of the Judicial System of the Diocese

SECTION 1. Title IV of General Canons. Those provisions of Title IV of the Constitution and Canons of The Episcopal Church (the “General Canons”) that are applicable to the Diocese are hereby incorporated as part of this Canon. To the extent, if any, that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

SECTION 2. Discipline Structure.

- (a) **Disciplinary Board.** The Board shall consist of not less than nine persons, five of whom are members of the Clergy and four of whom are Laity.
- (b) **Clergy Members.** The Clergy members of the Board must be canonically resident within the Diocese.
- (c) **Lay Members.** The lay members of the Board shall be adult communicants in good standing at an Episcopal parish or mission within the Diocese.
- (d) **Election.** Commencing with the One Hundred and Sixty Ninth Annual Convention of the Diocese of Florida, the members of the Board shall be elected by the Convention. Each member shall be elected for a three (3) year term. The term of the member shall commence on the first (1st) day of the month following election. The terms of office of the Board shall be staggered and arranged into three classes. All persons elected under this section are eligible to be re-elected upon the expiration of their terms. Notwithstanding the foregoing, no persons elected under this section are eligible to be re-elected for more than two consecutive terms.

- (e) **Vacancies.** Vacancies on the Board shall be filled as follows:
- (i) Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.
 - (ii) The Bishop shall appoint a replacement Board member in consultation with the Standing Committee.
 - (iii) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.
 - (iv) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.
- (f) **Preserving Impartiality.** In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.
- (g) **President.** Within sixty (60) days following the effective date of this Canon and thereafter within sixty (60) days following each annual Convention, the Board shall convene to elect a President to serve for the following calendar year.
- (h) **Intake Officer.** The Intake Officer shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.
- (i) **Investigator.** The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator may, but need not, be a member of the Episcopal Church.

- (j) **Church Attorney.** Commencing within sixty (60) days following the effective date of this Canon and thereafter within sixty (60) days following each annual Convention, the Bishop shall appoint an attorney to serve as Church Attorney to serve for the following calendar year. The person so selected must be a member of an Episcopal parish or mission within the Diocese and a member in good standing of the Florida Bar.
- (k) **Pastoral Response Coordinator.** The Bishop may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the General Canons and this Canon. The Pastoral Response Coordinator may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Canon.
- (l) **Advisors.** 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 include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.
- (m) **Clerk.** The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.

SECTION 3. Costs and Expenses.

- (a) **Costs Incurred by the Church.** The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by Diocesan Council.
- (b) **Costs Incurred by the Respondent.** In the event of a final Order dismissing the complaint at the discretion of the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the Diocese, subject to budgetary constraints as may be established by Diocesan Council.

SECTION 4. Records.

- (a) **Records of Proceedings.** Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained by the Diocesan offices.
- (b) **Permanent Records.** The Bishop shall make provision for the permanent storage of records of all proceedings under this Canon at the Diocese and the

Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.

SECTION 5. Effective Date. The effective date of this Canon shall be July 1, 2011. Except as otherwise provided in this Canon, the predecessor to this Canon shall stand repealed on the effective date of this Canon. Matters which are pending under the predecessor to this Canon on the effective date shall proceed in the manner prescribed in the General Canons.

CANON 27

Of Deputies to General Convention and Provincial Synod

SECTION 1. Election of Deputies. The Diocesan Convention shall elect deputies and alternate deputies to General Convention at the regular meeting of the Diocesan Convention, which occurs in the year prior to the year in which the General Convention meets. Five clerical persons canonically resident in the Diocese and five lay persons who shall be adult confirmed communicants in good standing shall be elected by majority ballot to represent this Diocese as deputies and alternate deputies in said Convention.

- (a) The four clerical and four lay persons receiving the highest number of votes in their respective orders shall be designated Clergy and Lay Deputies.
- (b) The clerical and lay persons receiving the fifth highest number of votes in their respective orders shall be the Clergy and Lay Alternates.
- (c) If a deputy is subsequently unable to serve, the alternate in the same order will move into the deputy position and the next highest vote recipient in that order shall be offered the alternate position.
- (d) The vote count for all deputy nominees shall be retained by the Secretary of Diocesan Convention in the event that an additional clergy or lay deputy will be needed due to the inability of a clergy or lay deputy to remain in office. The next highest vote recipient in the clergy or lay order shall move into the open position.
- (e) Deputy and alternate deputy terms are 3 years or until replaced at the next deputy election cycle of Diocesan Convention. Deputies and alternate deputies may be elected to successive terms. No one in the process for ordination, aspirant, postulate or candidate for Holy Orders shall be elected to represent this Diocese as a deputy in General Convention.
- (f) The Bishop shall appoint one chair of the deputation from the four elected clergy deputies or the four elected lay deputies.

SECTION 2. Certification of Deputies and Alternates.

- (a) Agreement by a candidate to have their name placed into nomination to become a General Convention deputy shall signify to the Bishop their acceptance of the election and intention to perform their duties in full, including attendance at Province IV Synods as well as General Convention.

If a deputy or alternate is no longer able to fulfill their duties, notice shall be immediately given to the Bishop and the next alternate shall move up in accordance with Section 1(c) above. The persons so recognized by the Bishop shall have all the power of authority of the deputies duly elected by the Diocesan Convention.

- (b) The deputation chair shall fill out the Testimonial of Deputy Selection and the Alternate Deputy Selection Form and any necessary amendments provided by the General Convention Office. Such forms shall be signed and submitted to the General Convention Office by the Secretary of Diocesan Convention in a timely manner.
- (c) In case of a vacancy in the Episcopate or the inability of the Bishop to act, this power of designation shall be exercised by the Standing Committee.

SECTION 3. Vacancy During Convention. If at the meeting of the General Convention any deputy elected by Convention or designated by the Bishop or Standing Committee shall fail to attend or, after being seated, shall obtain leave of absence for the remainder of the session, such vacancy shall be filled by the next alternate among Clerical or Lay orders who may be in attendance of said General Convention.

SECTION 4. Expenses. The Diocesan Convention will provide for the payment by the Diocese of the reasonable travel, registration, per diem, housing and other authorized expenses of clerical and lay deputies and the clerical and lay alternate in each order (total of five in each order) to attend the General Convention. The Diocesan Convention will also provide for payment by the Diocese of the reasonable registration, meals and housing and other authorized expenses (but not travel) of clerical and lay deputies and the clergy and lay alternate in each order (total of five in each order) for attendance at Province IV Synods the year preceding and the year of the meeting of the General Convention.

SECTION 5. Provincial Synod. During the year preceding and the year of the meeting of the General Convention, the clerical and lay deputies to General Convention and the alternate in each order shall be deputies to the Province IV Synod. In the case that additional Province IV Synods are conducted, the current deputies and alternate deputies will attend at Diocesan expense with the approval of the Ecclesiastical Authority of the Diocese, in accordance with Section 4 above.

SECTION 6. Report to Diocesan Convention. The Deputation Chair will prepare a report to Diocesan Convention regarding General Convention. The report will be for the next Diocesan Convention immediately following General Convention and will be in writing, no more than two pages in length.

CANON 28

Of the Church Pension Fund

SECTION 1. Performance. There shall be contributed to the Church Pension Fund by each parish and mission in the Diocese and by the Diocese, respectively, a sum equal to the

percentage of the annual salary to be reckoned according to the rules prescribed by the General Canons and the other proper authority for the administration of the Church Pension Fund.

SECTION 2. Assistance. The Bishop of the Diocese may appoint a committee of five laymen whose duty it shall be to cooperate with the proper authority of the said Church Pension Fund to make effective the plan thereof as established by the General Convention.

CANON 29 **Of Rules and Procedure**

The Convention and all Diocesan agencies may adopt such rules of procedure as are not inconsistent with the Articles of Reincorporation of the Diocese, these Canons, or those as set forth by General Convention; and in all matters of procedure not otherwise provided for, Chapter 617, Florida Statutes, or Robert's Rules of Order as revised shall be followed.

CANON 30 **Of a Quorum**

In all cases in which a Canon directs a duty to be performed or a power to be exercised by any agency of the Diocese, a majority of the members, the whole being duly cited to meet, shall be a quorum, and a majority of the quorum so convened shall be competent to act, unless the contrary be expressly prescribed by Canon or some existing Charter, Constitution, or Law.

CANON 31 **Of Alterations**

SECTION 1. In General. No proposed alteration of, or addition to, these Canons shall be considered by the Diocesan Convention unless:

- (a) such alteration or addition shall have been referred to, and a recommendation made to the Convention by, the Convention Committee on Charter and Canons; or,
- (b) by unanimous consent of the Convention.

Such alterations or additions to the Canons may be adopted by a two-thirds vote of the same Convention.

SECTION 2. Additions. Additions to these Canons shall be numbered to precede this Canon.

CANON 32 **Of Repealing Canon**

Except as expressly provided herein, all former Canons of the Diocese of Florida not included in these Canons are hereby repealed.