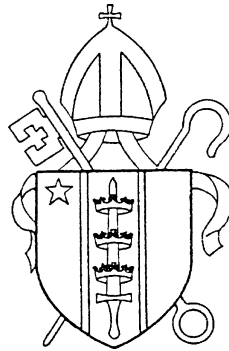


**CONSTITUTION AND CANONS  
OF THE  
EPISCOPAL DIOCESE OF MASSACHUSETTS**



**Together with the Rules of Order of Convention**

**Episcopal Diocese of Massachusetts  
as of Convention 2023**



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## CHARTER

### THE COMMONWEALTH OF MASSACHUSETTS

BE IT KNOWN That whereas Norman B. Nash, Raymond A. Heron, Philip H. Stafford, Herbert L. Johnson, Gardiner M. Day, Arthur O. Phinney, Harry H. Hall, Stoughton Bell, James Garfield and John R. Quarles have associated themselves with the intention of forming a corporation in accordance with the provisions of Chapter 180, of the General Laws, under the name of

### THE PROTESTANT EPISCOPAL DIOCESE OF MASSACHUSETTS

for the purpose of the following: The support and advancement of the Christian religion according to the Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States of America and, as incidental thereto, the doing of the following: acquiring all assets and assuming and performing all obligations, duties and functions of the unincorporated Protestant Episcopal Diocese of Massachusetts as previously constituted; acquiring, holding, administering and disposing, in whatever manner it may determine, of real and personal property wherever situated; receiving in trust or otherwise, with power to transfer to others under the same trusts and restrictions, if any, and administering and disposing of contributions, gifts, legacies and devises; cooperating with, contributing to and supporting other organizations having the same primary purpose and furnishing facilities, personnel, and services for such other organizations; and doing all things designed to promote the foregoing purposes; and having complied with the provisions of the Statutes of this Commonwealth in such case made and provided, as appears from the Articles of Organization of said corporation, duly approved by the Commissioner of Corporations and Taxation and recorded in this office:

Now, therefore, I, EDWARD J. CRONIN, Secretary of the Commonwealth of Massachusetts, Do hereby Certify that said

Norman B. Nash, Raymond A. Heron, Philip H. Stafford, Herbert L. Johnson, Gardiner M. Day, Arthur O. Phinney, Harry H. Hall, Stoughton Bell, James Garfield and John R. Quarles, their associates and successors, are legally organized and established as, and are hereby made, an existing corporation as of July 28, 1952, under the name of

THE PROTESTANT EPISCOPAL DIOCESE OF MASSACHUSETTS

with the powers, rights and privileges, and subject to the limitations, duties and restrictions, which by law appertain thereto.

WITNESS my official signature hereunto subscribed, and the Great Seal of the Commonwealth of Massachusetts hereunto affixed, this twenty-second day of September, in the year of our Lord one thousand nine hundred and fifty-two.

LEO M. HARLOW

Deputy Secretary of the Commonwealth



# THE CONSTITUTION

## Article 1

*(Revised November 17, 1984 and November 14, 1987)*

### INCORPORATION OF THE DIOCESE

Sec. 1. The name of the Corporation is the Protestant Episcopal Diocese of Massachusetts, otherwise known as the Episcopal Diocese of Massachusetts (which name is hereby recognized as also designating the corporation). Its principal office is at 138 Tremont Street, Boston, Massachusetts. Its charter purposes are the support and advancement of the Christian religion according to the doctrine, discipline and worship of the Episcopal Church in the United States of America and, as incidental thereto, the doing of the following: acquiring all assets and assuming and performing all obligations, duties and functions of the unincorporated Episcopal Diocese of Massachusetts as previously constituted; acquiring, holding, administering and disposing, in whatever manner it may determine, of real and personal property wherever situated; receiving in trust or otherwise, with power to transfer to others under the same trusts and restrictions, if any, and administering and disposing of contributions, gifts, legacies and devises; cooperating with, contributing to and supporting other organizations having the same primary purpose and furnishing facilities, personnel and services for such other organizations; and doing all things designed to promote the foregoing purposes.

Sec. 2. The reason for incorporating is to facilitate the administration of the business and financial affairs of the Diocese. The intent is to conform in all temporal matters to the corporation laws of Massachusetts without unnecessary interruption or change in established methods and procedures and without in any way affecting the spiritual aspects or the ecclesiastical functions of the Diocese as a part of the Church Universal; and this Constitution and the Canons shall be interpreted and applied accordingly.

Sec. 3. The members of the Corporation shall be the incorporators, all Bishops and other clergy of the Episcopal Church canonically resident in the Diocese, all delegates to the Convention of the Diocese, and all other persons who legally are voting members of any parish or mission in union with the Convention.

Sec. 4. The members shall be entitled to vote for lay delegates to the Convention, subject to the provisions of this Constitution and the Canons and to the by-laws and regulations of the respective parishes and missions of which they are members. All other voting rights of every kind pertaining to the Diocese shall vest exclusively in those entitled under Article 2 hereof to vote in the Convention.

Sec. 5. The Bishop shall be the president of the Corporation, and the Bishop Coadjutor or, if there be none, the Suffragan Bishop, or, if there be more than one Suffragan Bishop, the one senior in service in that office shall be the vice-president. The Corporation shall also have a Treasurer and a Secretary. In addition to the duties specified herein and in the Canons or otherwise specifically assigned to them, each of these officers shall have the duties and powers

ordinarily appertaining to his or her office. The Corporation shall have such other officers and such agents and committees, with such duties and powers, as may from time to time be determined. The Diocesan Council shall have the duties and powers of the board of directors and, except as otherwise provided herein or by law or determined by the Convention, shall have full authority to determine all matters pertaining to the temporal affairs of the Corporation and to supervise and fix the compensation of all of personnel engaged in the handling of such affairs. The Executive Committee of the Diocesan Council shall have and may exercise all the powers and authority of the Diocesan Council between meetings thereof except final approval of the Diocesan Budget.

Sec. 6. The fiscal year of the Corporation shall be the calendar year unless and until changed by the Convention. Annual and special sessions of the Convention shall be deemed to be the annual and special meetings of the Corporation.

Sec. 7. As used in this Constitution and in the Canons, where the context permits, the word mission shall also include separate congregations and similar organizations; and they shall, so far as practicable, have the same rights, privileges (including admission into union with the Convention), obligations and responsibilities as missions, subject to such modifications and variations in individual cases as the Bishop and Standing Committee may determine.

#### Article 2

*(Revised November 17, 1984, November 2-3, 1990, November 6-7, 1998, November 1-2, 2002, November 2-3, 2007, November 7-8, 2008, November 14, 2015 and November 4-5, 2016)*

#### THE CONVENTION

Sec. 1. There shall be a Convention of the Diocese, consisting of the Bishops and other clergy and laity as set forth in this Article.

#### Sec. 2.

(a) The Bishops shall each have a seat and vote in the Convention. Subject to Section 4 of this Article, every cleric who is canonically resident in the Diocese, all members of the Diocesan Council specified in Article 7, Section 1, (excepting clergy who are not canonically resident in this diocese) and voting members of the Diocesan Youth Council as outlined in Article 8 who are at least 16 years of age, shall be entitled to a seat and vote in the Convention.

(b) Officers of the Corporation, members of the Standing Committee, Presiding Officers of Diocesan Commissions and Committees and non-voting members of Diocesan Youth Council under the age of 16, who are not otherwise entitled to a seat and vote shall be entitled to all privileges of membership in the Convention, except the right to vote.

Sec. 3. Every parish and mission of the Diocese in union with the Convention shall be entitled to send two lay delegates to any session of the Convention. The lay delegates of each parish or mission shall take office upon being certified to the Secretary of the Diocese, shall have a seat and a vote in the Convention and shall remain in office until his or her or their successors are elected and so certified, all subject to the provisions hereof and of the Canons. Every summer

chapel in union with the Convention shall be entitled to send to any session of the Convention two lay delegates who shall be entitled to a seat and voice, but no vote, in the Convention.

Sec. 4. The Convention shall be the final judge of the qualifications of its members; provided that no cleric under canonical sentence of suspension, and no laity repelled from the Holy Communion with the subsequent approval of the Bishop of the Diocese, shall be qualified for membership; and no person shall be qualified for membership as a lay delegate unless he or she be a baptized person and a member qualified to vote in the parish or mission which he or she represents. Constitution or bylaws of the parish or mission notwithstanding, men and/or women may be sent to the Convention as delegates.

### Article 3

*(Revised November 14, 1987)*

## ANNUAL SESSIONS OF THE CONVENTION

Sec. 1. There shall be an annual session of the Convention during the month of November on such date, in such place and at such hour as shall have been determined by the Bishop or, in case of a vacancy in the episcopate or disability of the Bishop, by the Standing Committee.

Sec. 2. For any sufficient cause, the Bishop or, in case of a vacancy in the episcopate or disability of the Bishop, the Standing Committee may change the time and place of such session; provided, that the time of session shall not be more than three months later or one month earlier than the stated time.

Sec. 3. Notice of such session, and of any such change in the time or place thereof, shall be sent by the Secretary to every cleric canonically resident in the Diocese, and to the lay delegates or clerk of every parish and mission in union with the Convention, at least two weeks previous to the time such session is to be held.

### Article 4

## SPECIAL SESSIONS OF THE CONVENTION

Sec. 1. Special sessions of the Convention may be called by the Bishop, the Diocesan Council or the Standing Committee.

Sec. 2. Notice of such session, stating the purpose or purposes for which it is called, shall be sent by the Secretary to every cleric canonically resident in the Diocese, and to the lay delegates or clerk of every parish and mission in union with the Convention, at least two weeks, or such longer time as may be required by any provision hereof, previous to the time such session is to be held.

Sec. 3. No business shall be transacted at such special session, other than that stated in the notice thereof, except by a vote of at least two-thirds of each Order.

Article 5

PRESIDING OFFICER OF THE CONVENTION

The Bishop shall preside in the Convention or in her or his absence the Bishop Coadjutor, if there be one. In the absence of both, the Suffragan Bishop or, if there be more than one Suffragan Bishop, the one senior in service in that office shall preside. In the absence of all of the Bishops, the members shall elect a Presiding Officer from among the presbyters present in the Convention.

Article 6

SECRETARY AND TREASURER

Sec. 1. At each annual session of the Convention, a Secretary and a Treasurer shall be elected. They shall hold office subject to the provisions hereof and of the Canons. The two offices may be held concurrently by the same person.

Sec. 2. The Secretary shall be the chief recording officer of the Corporation and secretary of the Convention. He or she shall keep minutes of the proceedings of the Convention and enter them, when approved, in a proper book. She or he shall preserve the Journals, minutes and other records and, when required, shall attest the public acts of the body. An Assistant Secretary may be appointed by the Secretary with the approval of the Convention. In case of a vacancy in the office of the Secretary, it may be filled by the Convention or by the Standing Committee, and until so filled the duties thereof shall devolve upon the Assistant Secretary if there be one, and otherwise upon the Secretary of the Standing Committee.

Sec. 3. The Treasurer shall be the chief financial officer of the Corporation and he or she shall be bonded. Except as otherwise specifically ordered, he or she shall have the care and custody of the funds and valuable papers of the Diocese. She or he shall have authority to endorse for deposit checks and other instruments payable to the Corporation and to sign checks and other instruments drawn on bank accounts of the Corporation. He or she shall keep accurate records of all receipts and disbursements and shall render a report thereon at each annual session of the Convention and at other times whenever requested by the Bishop or the Diocesan Council.

Article 7

*(Revised November 4, 1988, November 4-5, 1994, November 5-6, 1999  
and November 3-4, 2000)*

THE DIOCESAN COUNCIL

Sec. 1. There shall be a Diocesan Council consisting of the following:

(a) The Bishop of the Diocese, and the Coadjutor and/or Suffragan Bishops and the Assistant Bishop (if any); the Secretary and the Treasurer of the Diocese.

(b) One clerical and one lay member elected by and for each of the Deaneries of the diocese, as may be provided by canon; such clerical and lay members to be elected by each Deanery in separate years for terms of three years each. No member to be elected one year in every three.

(c) Six additional members, at least four of which shall be lay persons, appointed by the Bishop of the Diocese; two such members to be appointed in separate years for terms of three years.

(d) One member elected by the Cathedral Chapter.

(e) Two youth members, who shall be between the ages of 16 and 18 inclusive at the time of their appointment, to be appointed by the Bishop of the Diocese from among members of the Diocesan Youth Council, for a term of one year which can be renewed by bishop appointment if the member continues to meet the eligibility requirements.

Sec. 2. All of the foregoing members of the Diocesan Council shall be members of the Corporation. No appointed or elected members having served two successive three-year terms shall be eligible to serve on the Council (unless in one of the capacities listed in Sec. 1. (a) above) until one year has expired thereafter.

Sec. 3. In the year in which the amendment to this article is finally adopted, election of Deanery members to Diocesan Council will follow a scheme to be developed by the Diocesan Council or its designee.

Sec. 4. Vacancies in the Council by death or resignation may be filled in the case of elective members, by vote of the appropriate Deanery or by the Cathedral Chapter meeting, and in the case of appointive members, by the Bishop, members so designated to complete the unexpired term of those whom they replace.

#### Article 8

*(Approved November 6-7, 1998; Revised November 3-4, 2000)*

### THE DIOCESAN YOUTH COUNCIL

There shall be a Diocesan Youth Council whose members are in high school grades 10 through 12, and are baptized communicants of the Episcopal Church in the Diocese. Membership on the Diocesan Youth Council is by application through the Office of Youth Ministry. Up to twenty members of the Diocesan Youth Council will be given vote at Diocesan Convention with one voting member elected from each Deanery, as determined by the Deanery's bylaws, and eight appointed by the Bishop. Each voting member shall be elected or appointed for a one-year term, which can be renewed by deanery vote or bishop appointment if the member continues to meet all eligibility requirements.

Article 9  
(Revised November 14, 1987)

THE STANDING COMMITTEE

There shall be a Standing Committee consisting of four presbyters, canonically and actually resident in the Diocese, and four lay persons, confirmed communicants of the Church of at least eighteen years of age and having a domicile in the Diocese. At each annual session of the Convention one presbyter and one lay person shall be elected to serve for four years. Vacancies in said Committee shall be temporarily filled by the concurrent vote of the clerical and lay members of the Committee until the next annual session, when such vacancies shall be filled by election for the remainder of the respective terms. The names of persons temporarily chosen for such vacancies shall be immediately certified to the Secretary of the Corporation. No member of the Committee shall be eligible for re-election until one year has elapsed after he or she has served a term of four years.

Article 10

TRANSACTION OF BUSINESS

Sec. 1. In all matters which shall come before the Convention, the clergy and laity shall deliberate and shall vote as one body, except that, when a vote by Orders shall be called for by any nine lay delegates or by any three clerical members, or shall be required by the Constitution or Canons of the Diocese, the two Orders shall vote separately, the clergy by individuals and the laity by individuals, each lay delegate and each clerical member having one vote and no more, and the concurrence of a majority of each Order being necessary to constitute a decision except as herein otherwise expressly provided.

Sec. 2. The presence of a number of clergy equal to one-third of the clergy who are physically resident in the Diocese and not retired who are entitled to vote in the Convention, and of one-third of the total number of lay delegates by whom the parishes and missions are entitled to be represented in accordance with Article 2, Sec. 3 of this Constitution, shall be necessary for the transaction of business; but a smaller number may adjourn from time to time.

Article 11

ELECTION OF BISHOPS

Sec. 1. The election of a Bishop, or of a Bishop Coadjutor, or of a Suffragan Bishop, shall be made only at an annual session of the Convention of which the notice states the purpose to elect such a Bishop, or at a special session of the Convention of which the notice states the purpose to elect such a Bishop and is sent out at least eight weeks previous to the time such special session is to be held.

Sec. 2. Such election shall be by ballot and by Orders and the concurrence of a majority of each Order shall be necessary to constitute a decision of election.

## Article 12

### ELECTIONS AND APPOINTMENTS GENERALLY

Sec. 1. All elections by the Convention shall be by ballot and by Orders and, except elections of Bishops, shall be by the so-called proportional representation method of election, unless the Convention, by affirmative vote of three-fourths of the members voting, shall otherwise determine. When any election shall be by the so-called proportional representation method of election, the balloting shall be subject to such rules and regulations as may be adopted by a majority vote of the Convention, and when the ballot is taken by this method, the concurrence of a majority of each Order shall not be necessary to constitute a decision of election.

Sec. 2. Whenever the Elections Committee shall not have completed the sorting and counting of ballots cast at any session of the Convention before the session adjourns, it shall certify in writing to the Bishop or Presiding Officer of the meeting the result thereof, and he or she shall declare in writing the election of those persons whose names appear in said certification to have been elected to the respective offices or positions therein set forth and shall transmit the same to the Secretary of the Corporation to become a part of the records thereof with the same force and effect as if the declaration had been made while the meeting was in session.

Sec. 3. Persons in office or holding other elective or appointive positions shall hold over until their successors are elected or appointed.

Sec. 4. Except as otherwise specifically provided by law, this Constitution, the Canons or the vote creating the office, vacancies occurring between annual sessions of the Convention in any office held by election by the Convention may be filled by the Standing Committee, and vacancies occurring in any office held by election or appointment by any other body or person may be filled by such body or person, in each case for the remainder of the term.

## Article 13

*(Revised November 17, 1984 and November 3-4, 1995)*

### ADMISSION INTO UNION WITH THE CONVENTION

Sec. 1. To entitle a parish to admission into union with the Convention, it shall submit to the Bishop, if there be one, and to the Standing Committee, at least eight weeks before the annual session of the Convention, a certified copy of its articles of association or charter, or other satisfactory evidence of its organization, and of its Constitution or bylaws, in which it must be declared that it accedes to the doctrine, discipline and worship, and to the Constitution and Canons of the Episcopal Church in the United States of America and to the Constitution and Canons of this Diocese. It shall submit at the same time written evidence, subscribed by its wardens and a majority of its vestry, that it has been duly organized as a parish for the space of one year and during that time has held regular public services, and that it will undertake to pay all such Diocesan Assessments as may be required by canon, to compensate its clergy within the appropriate range voted by Diocesan Convention, together with a statement of its condition and evidence that it is able to support itself.

Sec. 2. A Mission which has not less than fifty communicants in good standing on its register may be admitted into union with the Convention. In any case where the Mission congregation serves a community which is small or isolated or distinct in respect of ethnic composition, language or culture, instead of having to have at least fifty communicants in good standing on its register, it may secure from the Diocesan Convention or the Standing Committee a waiver so that it may be accepted as a mission of this Diocese with a lower number in proportion to its size in the local population, but in no case shall the number be less than ten adult communicants in good standing.

To entitle such mission to admission, it shall submit to the Bishop, if there be one, and to the Standing Committee, at least eight weeks before the annual session of the Convention, written evidence, subscribed by its warden or wardens and a majority of its executive committee, that it accedes to the doctrine, discipline and worship, and to the Constitution and Canons of the Episcopal Church in the United States of America and to the Constitution and Canons of this Diocese, that it will be bound by the same regulations so far as applicable as a parish in union with the Convention, that it has held regular public services for at least one year, that it will undertake to pay all Diocesan Assessments required by Canon, and that its clergy will be compensated according to the range set by Diocesan Convention.

Sec. 3. A summer chapel may be admitted into union with the Convention. To entitle such summer chapel to admission, it shall submit to the Bishop, if there be one, and to the Standing Committee at least eight weeks before the annual session of the Convention, written evidence, subscribed to by its governing body, that it accedes to the doctrine, discipline and worship and to the Constitution and Canons of the Episcopal Church in the United States of America and to the Constitution and Canons of this Diocese, that it will be bound by the same regulations as far as applicable to a mission in union with the Convention, and that it will undertake to pay all Diocesan Assessments required by Canon. A summer chapel admitted into union with the Convention shall have the same rights, privileges, obligations, and responsibilities as missions except as specifically provided herein and subject to such modifications and variations in individual cases as the Bishop and Standing Committee may determine.

Sec. 4. The Bishop, if there be one, and the Standing Committee shall each report to the Convention, in writing, their approval or disapproval of the admission of the parish, mission or summer chapel into union with the Convention, the report of one or the other being accompanied by all the documents submitted by the parish, mission or summer chapel. A report of disapproval shall include the reasons thereof.

The reports with all the documents shall be referred to the Committee on Admission of Parishes and Missions, which shall examine them, make any further investigation it deems appropriate, and report its recommendations to the Convention. The Convention shall then vote upon the admission of such parish, mission or summer chapel.

Sec. 5. Parishes and missions in union with the Convention at the time of adoption of this Constitution shall be deemed in union with the Convention hereunder.



Sec. 6. Any mission in union with the Convention, which shall be organized into a parish, or revived, re-established or recognized as a parish, shall thereby forthwith become a parish in union with the Convention; and any parish in union with the Convention, which shall be reclassified as a mission, shall thereby forthwith become a mission in union with the Convention.

Article 14

*(Revised November 17, 1984)*

REGULATIONS CONCERNING PARISHES AND MISSIONS

Sec. 1. No change in the articles of association, charter, Constitution or bylaws of any parish, mission or summer chapel shall be made or become effective except as follows: first, the substance of the proposed change shall be approved by vote of the parish, mission or summer chapel; next, the proposed change shall be submitted to the Bishop and Standing Committee. If approved by them without substantial revision, the change as so approved shall become effective immediately upon receipt by the parish, mission or summer chapel clerk of notice thereof. If the Bishop and/or Standing Committee shall approve subject to a substantial revision, affecting the intent or meaning of the proposed change, the matter shall be resubmitted to the parish, mission or summer chapel body which originally voted the change; and the change as so revised shall become effective upon the further vote of such body. If any such proposed change is not approved within a reasonable time by the Bishop and Standing Committee, the parish, mission or summer chapel may appeal to the Convention, whose decision shall be final.

Sec. 2. Whenever any parish, mission or summer chapel in union with the Convention shall neglect for three successive years to make a parochial report, or shall neglect for three successive years to have a cleric as its minister, the Bishop shall report it to the Standing Committee and also to the Convention in her or his annual address, and on vote of the Standing Committee with the approval of the Bishop it shall forfeit its union with and right to representation in the Convention.

Sec. 3. The Bishop and Standing Committee may report to the Convention a parish, mission or summer chapel for violation of the Constitution or Canons of the Episcopal Church in the United States of America or of the Diocese. Upon such report the Convention may, by a concurrent vote of two-thirds of each Order, declare the said parish, mission or summer chapel to be contumacious and to have forfeited its union with and right to representation in the Convention.

Sec. 4. A parish, mission or summer chapel which has forfeited its union with the Convention may, upon its application accompanied by written evidence subscribed by its wardens or warden and a majority of its vestry or executive committee that it intends to accede to the doctrine, discipline and worship and to the Constitution and Canons of the Episcopal Church in the United States of America and to the Constitution and Canons of the Diocese and to make annual parochial reports and to have a cleric as its minister, be readmitted into union with the Convention by a concurrent vote of each Order, such readmission to take effect from and after the close of the session of the Convention at which readmission was voted.

Article 15

BISHOPS, COADJUTOR AND SUFFRAGAN

In case of the absence or disability of the Bishop, the duties and powers assigned to him or her by the Constitution or by the Canons shall be performed and exercised by the Bishop Coadjutor or, if there be none, by the Suffragan Bishop, or if there be more than one Suffragan Bishop, by the one senior in service in that office.

Article 16

THE CANONS

The Canons of the Diocese as approved and authorized at the annual session of the Convention in 1952 shall be and continue in full force and effect hereunder, subject to amendment in the manner therein provided.

Article 17

*(Revised November 14, 1987)*

ACCESSION

This Diocese, the Episcopal Diocese of Massachusetts, accedes to the doctrine, discipline and worship and to the Constitution and Canons of the Episcopal Church in the United States of America.

Article 18

*(Revised November 7-8, 2008)*

AMENDMENT OF THE CONSTITUTION

This Constitution may be amended only as follows: any proposed amendment, except those proposed by the Committee on Constitution and Canons, shall be sent to the Secretary of the Corporation at least eight weeks before the annual session of the Convention and he or she shall refer it at once to the Committee on Constitution and Canons. The Committee shall report its recommendations thereon, and any amendments recommended by it, to the Secretary of the Diocese at least four weeks before such session and she or he shall include such report with the reports of the other committees which are sent to the delegates to the Convention. Each such proposed amendment shall then be placed before such session of the Convention and if, in its original form or after revision, it is adopted by a majority vote of each Order, voting separately, it shall be placed before a subsequent session of the Convention; and if then, in the form previously adopted, it is again adopted by a majority vote of each Order, voting separately, it shall become effective at the adjournment of the current Diocesan Convention unless otherwise directed by Convention.

## THE CANONS

### Canon 1

*(Revised Nov. 4-5, 1992, November 5-6, 1992, November 2-3, 2001, and November 3, 2018)*

#### THE CLERGY OF THE DIOCESE

Sec. 1. Records The Ecclesiastical Authority shall maintain a record of the clergy in the Diocese covering:

- (a) the ordination of clergy or their reception into the Diocese on Letters Dimissory;
- (b) the election or institution of clergy in parishes or cures, supported in each case by a certificate of the Ecclesiastical Authority that the person so chosen is a qualified minister of this Church;
- (c) the death, retirement, resignation, transfer, deposition or suspension of clergy, together in case of deposition or suspension with the basis therefore and in case of suspension with the terms, conditions and period thereof; and
- (d) clergy persons ordained in another Church in communion with this Church who are licensed by the Bishop to serve a congregation in union with this Diocese in an extended capacity, but not as Rector.

The Ecclesiastical Authority shall furnish to each cleric whose Letters Dimissory are accepted a certificate that he or she has been received into the Diocese in compliance with the Canons.

Sec. 2. Summary of Changes At each annual session of the Convention, the Ecclesiastical Authority shall furnish to the Secretary a summary of the changes affecting the clergy occurring during the year, as recorded pursuant to Sec. 1. of this canon, and the Secretary shall cause it to be printed in the Journal of Convention.

Sec. 3. Clergy Lists Not less than two weeks before each session of the Convention, the Ecclesiastical Authority shall file with the Secretary an alphabetical list of all clergy canonically resident in the Diocese, setting forth as to each his or her home address, her or his professional designation and the date of his or her ordination or reception into the Diocese. Canonically resident resigned bishops shall be included, regardless of domicile. The Secretary shall cause such list filed before each annual session of the Convention to be printed in the Journal of Convention.

Canon 2

*(Revised November 14, 1986 and November 4-5, 1994)*

THE DIOCESAN CONVENTION

Sec. 1. Clerical Members The list of clergy filed with the Secretary pursuant to Canon 1, Sec. 3. before any session of the Convention shall be laid before the Convention on the first day of such session and shall be used in determining the clergy entitled to attend and those entitled under Article 2 of the Constitution of the Diocese to a seat and vote at such session of the Convention.

Sec. 2. Lay Delegates The method of choosing lay delegates to the Convention shall be fixed by the bylaws or rules of the several parishes, missions and summer chapels. The evidence of appointment shall be a certificate, signed by a Warden or Clerk of the parish or mission, or by the Warden or Clerk of the summer chapel. Such certificate shall be in the form approved by the Secretary of the Diocese, and shall certify that the delegate has been duly appointed in accordance with the relevant bylaws or rules, and that she or he has the qualifications specified in Article 2, Sec. 4. of the Constitution of the Diocese. It should be filed with the Secretary promptly after the delegate is chosen, so that notices may be sent direct to him or her; and it shall in any event be so filed before he or she is admitted to a seat in the Convention. The rights of lay delegates are also subject to Canon 9, Sec. 4.

Sec. 3. Preliminary Notices and Reports It shall be the duty of the Secretary, in December of each year, to transmit by mail a copy of the blank form of Parochial Report to every cleric in charge of a parish, mission or summer chapel, or to the Wardens where there is no cleric in charge, and two copies thereof to the Treasurer of each parish, mission and summer chapel, and a blank form for her or his personal report to every cleric without cure, and to every cleric engaged in educational or other non-parochial work, with a request in each case that the report be filled in and presented to the Bishop before the first day of February. Concurrently with the mailing of said blank form of Parochial Report, the Secretary shall mail to the Clerk of each parish, mission and summer chapel in union with the Convention a printed copy of Canon 2, Sec. 2., and a form for certifying the lay delegates with a request that such form be completed promptly after the meeting at which such delegates are elected, to show the names of the lay delegate or delegates elected thereat, and certified by the Clerk or Wardens of the parish, mission or summer chapel and presented to the Secretary within ten days after such election.

Sec. 4. Organization of Convention

(1) Prayer and Holy Communion Every Session of the Convention shall be opened with prayer. The Holy Communion shall be administered at the Convention.

(2) Absence of Bishops If the Bishop be not present, nor a Bishop Coadjutor, nor a Suffragan Bishop, at the appointed time and place for holding the Convention, the Secretary shall call the members present to order, and shall preside until a Presiding Officer is elected.

(3) Action When No Certificates Received The Secretary shall call the parishes, missions and summer chapels from which no certificates of lay delegates have been received and certificates may then be presented.

(4) Organization A quorum being present, the Bishop, if present, shall declare the Convention duly organized. If the Bishop be not present, nor a Bishop Coadjutor, nor a Suffragan Bishop, the Secretary shall direct that the members proceed to vote for a Presiding Officer as provided in Article 5 of the Constitution. The Presiding Officer thus elected shall declare the Convention organized for business.

### Canon 3

*(Revised November 14, 1987, November 5, 1988 and November 4-5, 1994,  
and November 3, 2018)*

## OFFICERS AND COMMITTEES

Sec. 1. The Secretary It shall be the duty of the Secretary to give the notices and reports specified in Articles 3, 4, 11 and 18 of the Constitution, and in Canon 1, Sec. 1(b) and Sec. 1(c), Canon 2, Sec. 3. and Canon 12, Sec. 4.; to present to the Convention the lists of clergy as required by Canon 2, Sec. 1.; to record the proceedings of all sessions of the Convention and, under the supervision of the Bishop, to see to the printing and distribution of the Journal; to certify records of the Corporation when required; and to perform such other duties as may be prescribed by the Constitution, Canons and Rules of Order, or delegated to her or him by the Bishop or Diocesan Council. It shall also be the duty of the Secretary to maintain a list of the names and addresses of all lay and clerical delegates to the Convention and to provide the same to any delegate who requests the same in writing.

### Sec. 2. The Treasurer

(1) Receipts and Disbursements It shall be the duty of the Treasurer to receive and disburse all monies collected under authority of the Convention, unless the collection and disbursement shall be otherwise specifically ordered.

(2) Accounts The Treasurer shall render a report annually which shall contain a certificate that his or her accounts have been audited.

(3) Removal for Cause The Treasurer may be removed from office at any time by the Diocesan Council, acting by and with the advice and consent of the Bishop, for any neglect, misconduct, or incapacity.

### Sec. 3. The Chancellor

(1) Appointment The Bishop, with the advice and consent of the Standing Committee, shall appoint a person learned in the law to be Chancellor of the Diocese for a term of three years, or until her or his successor is appointed.

(2) Duties The Chancellor shall be counsel to the Bishop and the Diocese in litigation to which either is a party; shall advise the Bishop on all questions of law submitted to him or her by the Bishop; and shall, at the request of the Bishop, act as special counsel on behalf of the Church in any suit in an ecclesiastical court of the Diocese, or in any appeal therefrom.

(3) Compensation The Chancellor shall receive such compensation for his or her services and expenses from appropriations or available funds as may be determined by the Bishop with the advice of the Diocesan Council.

#### Sec. 4. The Registrar-Historiographer

(1) Appointment The Bishop, with the advice and consent of the Diocesan Library and Archives Board, shall appoint a person knowledgeable about archives administration, library science, or history to be Registrar-Historiographer of the Diocese for a term of three years.

(2) Duties It shall be the duty of the Registrar-Historiographer, among other things, to supervise the Diocesan Library and Archives, to preserve in a proper registry book a record of the ordination and consecration of the successive Bishops of the Diocese, designating accurately the time and place of the same, with the names of the ordaining and consecrating Bishops and of the others present and assisting; and to maintain such additional materials as may be worthy of preservation in the Archives of the Diocese.

(3) Preservation and Filing of Diocesan Records The Journal of Convention, files, papers, reports and other documents, which, under the Canons or otherwise shall become the property of the Diocese, shall be committed to the keeping of the Registrar-Historiographer to be kept by the Archivist of the Diocese in the Diocesan Library and Archives. The Bishop may at his or her discretion direct that documents which for pastoral or other reasons should in his or her judgment be kept in confidence, shall be placed under seal, and may specify for what period such security shall continue, and what persons shall have access thereto, for what purposes and under what terms.

(4) Preservation and Filing of Parochial Records It shall be the duty of the Registrar-Historiographer to procure such journals, files, papers, reports, copies of charters and acts of incorporation of churches, and other documents as may be of value in the history of this Diocese; to arrange, file, index and otherwise put in order and provide for the safe keeping of the same, and all such others as may be hereafter come into his or her possession, in the Diocesan Library and Archives. Records of officially closed missions and parishes, including Vestry Minutes and Parochial Registers, shall revert to the custody of the Registrar-Historiographer to be kept by her or him in the Diocesan Library and Archives. The Registrar-Historiographer may accept endangered records of active parishes and missions for deposit in the Diocesan Library and Archives as space permits. Such material shall be placed under a formal deposit agreement and remain the property of the parish or mission.

(5) Diocesan Library and Archives Board There shall be a Diocesan Library and Archives Board composed of five members, appointed one each year for terms of five years by the Bishop with the approval of the Diocesan Council. The members shall be persons concerned

with and knowledgeable about the keeping of Diocesan Records, and shall oversee and serve as an advisory committee to the Registrar-Historiographer in his or her work. The Board shall meet at least twice yearly. The Registrar-Historiographer and the Diocesan Archivist shall be ex-officio members of the Board.

(6) Parish Historians The Rector (or Vicar), or in case of vacancy or absence the Wardens, shall appoint a Parish Historian, who shall be accountable to the governing body of the parish or mission, and shall be considered a member of the Parish Historians Society of the Diocese. The Parish Historian shall collect and maintain the non-current records of the parish, and other material useful to the study of the history of the parish or mission. In the event that a parish or mission cannot properly care for its records, the Registrar-Historiographer and the Diocesan Archivist shall be consulted.

(7) Parish Historians Society All parish historians and assistants or auxiliaries shall be considered members of the Parish Historians Society of the Diocese. The Society shall hold at least one meeting per year, and sponsor projects preserving and celebrating the heritage of the Episcopal Church in Massachusetts. The Registrar-Historiographer shall be the Convener of the Society and shall preside at its annual or special meetings.

(8) Disposition of Material The Registrar-Historiographer, with the consent of the Diocesan Library and Archives Board, shall be at liberty to sell, exchange or otherwise dispose of duplicates or unwanted material.

(9) Annual Report The Registrar-Historiographer shall make a report in writing, including a financial report, at each annual session of the Convention.

(10) Appropriation for the Diocesan Library and Archives The Diocesan Convention may each year make an annual appropriation towards the expense of the Diocesan Library and Archives.

## Sec. 5. Committees

In addition to the Committees required by the Constitution and other provisions of these Canons, there shall be the following committees, all of which, unless otherwise specifically provided, shall be appointed by the Bishop following the close of the annual session and serve through the next annual session of the Convention.

(1) Committee on Dispatch of Business Consisting of two clergy and three lay persons whose duties shall be to draw up and submit to the Secretary, at least four weeks prior to each session of the Convention, an Order of Business and, as occasion requires, to suggest changes in the same during the session. At least two weeks prior to the session of the Convention, the Secretary shall send a copy of the Order of Business to every cleric canonically resident in the Diocese and to every lay delegate in accordance with the Rules of Order.

(2) Committee on Qualifications Consisting of two clergy and three lay persons to whom the list of the clergy and the certificates of the lay delegates for each session of the

Convention shall be referred. Irregular or defective certificates, and certificates and documents referring to contested seats, shall be reported by the Committee to the Convention, which shall decide on the admission of the delegates named therein.

(3) Committee on Admission of Parishes and Missions Consisting of three clergy and three lay persons to whom shall be referred the report of the Bishop and Standing Committee relative to the admission of new parishes, missions and summer chapels with the documents attached, and it shall report thereon to the Convention.

(4) Committee on Constitution and Canons Consisting of three clergy and two lay persons to whom shall be referred all proposed amendments to the Constitution or Canons and whose duties it shall be to consider such proposed amendments and report its recommendations thereon, and any amendments which it wishes to propose, to the Convention.

(5) Committee on Resolutions Consisting of four clergy and three lay persons to whom shall be referred all resolutions introduced into the Convention dealing with any matter not subject to its control, and whose duties shall be to consider such resolutions and to report thereon to the Convention.

(6) Elections Committee Consisting of three clergy and two lay persons who shall have charge of all elections. The Bishop shall also appoint such number of tellers as he or she shall deem appropriate to receive and count the ballots.

(7) Committee on the F. S. Stevens and A. T. Worthington Funds Consisting of the Bishop and a lay person whose duties shall be to administer the income of the F. S. Stevens Fund for scholarships, and the income of the A. T. Worthington Fund for increases of salaries of the clergy.

(8) Committee on the Church Pension Fund Consisting of two clergy and three lay persons to perform the duties specified in Canon 11, Sec. 2.

(9) Other Committees There shall be such other committees as may be determined from time to time, with such duties as may be assigned to them.

#### Canon 4

#### THE STANDING COMMITTEE

Sec. 1. Organization The members of the Standing Committee shall, at their first meeting after Convention, choose a President and a Secretary from among the members. The Secretary shall record their proceedings in a book provided for this purpose, which book, and all papers in their hands relative to the Diocese, shall be subject to the examination of the Bishop and of the Convention; and a full report of their acts shall be made at each annual session of the Convention. A majority of the Committee shall be a quorum.



Sec. 2. Council of Advice The Standing Committee shall be a council of advice to the Bishop. Its members may be summoned by the Bishop whenever he or she shall wish for their advice; and they may meet on their own accord, and agreeably to their own rules, whenever they may be disposed to advise the Bishop.

Sec. 3. Ecclesiastical Authority in Vacancy of Episcopate In the event of the death or disability of the Bishop, the Coadjutor, if there be one, or the Suffragan Bishop if there be no Coadjutor (the senior in service in that office if there be more than one) shall be in charge of the Diocese and become temporarily the Ecclesiastical Authority thereof until such time as a new Bishop shall be chosen and consecrated or until the disability shall have terminated. During the absence of the Bishop, the Coadjutor if there be one, or the Suffragan Bishop if there be no Coadjutor (the senior in service in that office if there be more than one), may be placed in charge of the Diocese by the Bishop or the Standing Committee and become temporarily the Ecclesiastical Authority thereof.

#### Canon 5

*(Revised November 4-5, 2011)*

### THE DIOCESAN COUNCIL

Sec. 1. Duties in General The Diocesan Council shall supervise the business and financial affairs of the Diocese, shall administer and carry on the work of missions and church extension, Christian education, social service and work with the youth of the Church, and shall perform such other work and duties as may be committed to it by the Bishop of the Diocese, or by the Convention. It shall assist the Bishop in matters pertaining to the compensation and benefits for clergy and lay employees of the Church. It shall also have the power to initiate and develop such new work, subject to the Constitution and Canons of the Diocese, as it may deem necessary. It shall submit to each annual session of the Convention a report of the current organization of the Diocesan Council and of the work done under its supervision during the preceding fiscal year.

Sec. 2. Officers The Bishop shall be the president of the Council and head of all its work. The Bishop shall preside at all meetings of the Diocesan Council. In her or his absence the Bishop Coadjutor shall preside, and in his or her absence the Suffragan Bishop, or if there be more than one Suffragan Bishop, the senior in service in that office shall preside. The Council may by vote determine who shall preside in the absence of a Bishop.

Sec. 3. Executive Committee There shall be an Executive Committee of the Council consisting of the Bishop (or her or his substitute as a Presiding Officer as provided in Sec. 2. above) and not less than three members of the Council, chosen by vote of the Council. The Executive Committee shall have and may exercise such power or powers to act between meetings of the Council as shall from time to time be specifically delegated to it by the Council. It shall report any action to all Council members.

Sec. 4. Diocesan Board of Missions The Diocesan Board of Missions shall consist of the Diocesan Council and the Treasurer of the Diocese, who shall be the Treasurer of the Diocesan

Board of Missions ex officio. The Diocesan Council shall be its Board of Directors and shall exercise all of its powers and duties.

Sec. 5. Authority Concerning Reports and Regulations The Diocesan Council shall have power to ask for such reports and statements from every parish and mission as it may deem necessary, and it shall be the duty of every parish and mission to give such information when and in whatever form required. Any society, institution or organization, in order to receive appropriations from Diocesan funds, must comply with such regulations as may be prescribed from time to time by the Diocesan Council.

## Canon 6

### ORGANIZATION

Sec. 1. Establishment of Organization The Bishop, with the advice and approval of the Diocesan Council, shall establish such additional offices, organizational posts, committees, and other organizational units as she or he deems necessary. He or she shall in each instance define its goal, purpose, or responsibility; delegate to it resources and authority in suitable proportion to its purpose or responsibility; fix terms of office or membership; and appoint personnel or establish a means by which incumbency or membership is determined. Compensation if any shall be fixed by the Diocesan Council.

Sec. 2. Disestablishment of Organization The Bishop, with the advice and approval of the Diocesan Council, may disestablish any office, organizational post, committee, or other organizational unit established under the provisions of Sec. 1.

Sec. 3. Continuity of Organization To assure continuity, all organizations and appointments of the Diocesan Council or within the organizational structure of the Diocese which exist at the time this Canon is adopted, and which are not otherwise provided for by the Canons or the Constitution, shall be considered reestablished under the provisions of Sec. 1. without loss of continuity, and may be disestablished under the provisions of Sec. 2.

Sec. 4. Description of Organization The Bishop shall maintain an up-to-date table of organization or other written record of the organization of the Diocese including those organizational elements established under Sec. 1., 2. and 3. above, as well as organizational elements provided for in the Constitution and in other Canons; and the same shall be published annually in the Journal of Convention.

Sec. 5. Delegation of Organizational Responsibilities The Bishop may delegate to the officer or incumbent, the committee Presiding Officer or the head of any other organizational unit established under the provisions of Sec. 1. above, all or part of the authority for and the responsibility for establishing organization within the area of responsibility defined for the organizational unit. Actions under such delegation of the Bishop's authority shall be effective only upon approval of the Diocesan Council. In all cases, the fixing of compensation shall be the prerogative of the Diocesan Council.

Canon 7

*(Revised November 4, 1988, November 2-3, 1990, November 5-6, 1993  
and November 5-6, 1999)*

DEANERIES OF THE DIOCESE

Sec. 1. Boundaries. The Diocese shall be divided into twelve Deaneries. The boundaries of such deaneries shall be set by the Diocesan Council and reviewed after one year, and thereafter shall be reviewed at least once every five years, and after review may be altered by the Diocesan Council after consultation with the affected Deaneries.

Sec. 2. Deans. The Diocesan Bishop shall appoint a Dean for each deanery from among the canonically resident clergy serving or living in the Diocese, who shall hold office until an appointment of a successor Dean is made by the Bishop.

Sec. 3. Deanery Officers. Each Deanery shall elect two people to serve as co-conveners, at least one of whom shall be a lay person. Such election shall be held at the last Deanery Assembly in the spring to take effect immediately. A convener's term shall be for two years. No person who has completed two successive terms shall be eligible to serve as convener until two years after the expiration of his or her second term. Each Deanery shall also elect a secretary, a youth officer, and such other officers as its bylaws may provide.

Sec. 4. Meetings with Bishops. Deanery Conveners shall meet together at least once each year with the Bishops.

Sec. 5. Deanery Assembly. There shall be a Deanery Assembly in each Deanery. All canonically resident clergy shall have seat and vote in the Assembly of the Deanery in which they serve. All other canonically resident clergy shall have seat and vote in the Assembly of the Deanery in which they reside. Five lay persons shall be elected from each parish and mission to have seat and vote in the Deanery Assembly.

Sec. 6. Deanery Assembly Meeting. Meetings of the Deanery Assembly shall be held at least four times in each year. Other meetings shall be at the call of the dean or conveners, as authorized by the Deanery Assembly or as requested by the Bishop.

Sec. 7. Representation on Diocesan Council. Each Deanery Assembly shall elect one clerical and one lay member to serve as members of the Diocesan Council.

Sec. 8. Deanery ByLaws. Each Deanery shall make its own ByLaws and Rules of Order, subject to the approval of the Bishop.

Canon 8

*(Revised November 14, 1987, November 2-3, 1990, November 4-5, 2011, and November 14, 2015)*

THE COMMISSION ON MINISTRY

Sec. 1. Function of the Commission The Commission shall assist the Bishop: with the implementation of Title III, Canon 1 of the Constitution and Canons of the Episcopal Church as described in Title III, Canon 2, Sec. 1-3.

Sec. 2. Membership of the Commission The Commission on Ministry shall consist of fifteen members, clergy and lay persons, who shall be appointed by the Bishop with the approval by vote of the Diocesan Convention. At the session of the Convention at which this Canon is adopted, five members shall be appointed for terms of one year each, five members for terms of two years each, and five members for terms of three years each. All subsequent appointments shall be for terms of three years. All terms shall expire at the close of the first session of the regular annual Diocesan Convention in the appropriate year.

Vacancies occurring between sessions of the Convention shall be filled by appointment of the Bishop with the approval of the Commission, persons so appointed to serve until the next session of the Convention, at which appointment shall be made in the normal manner of a person to complete the unexpired portion of the term. The Bishop shall be ex officio a member of the Commission. The Bishop shall designate two of the members of the Commission to serve as the Presiding Officers thereof.

Sec. 3. Organization of the Commission The Commission may adopt rules for its work, subject to the approval of the Bishop, and provided the same are not inconsistent with the Constitution and Canons of the General Convention and of this Diocese; and may appoint committees consisting of members of the Commission and/or persons to act on its behalf.

Canon 9

*(Revised November 14, 1987, November 3-4, 1989, November 4-5, 1992,  
November 4-5, 1994, November 8, 1997, and November 5-6, 2004)*

THE DIOCESAN ASSESSMENT

Sec. 1. Purpose As the ministry of Christ was supported by those who followed Him, and as the early churches supported each other's ministries, so we are called to support the mission and ministry of His church at home and abroad. Part of our ministry takes place through the Diocese, which has financial obligations over and above the obligations of its member congregations and must provide a fund to defray these expenses. Each parish, mission and summer chapel in union with Convention is called dutifully to accept its share of the Diocesan expenses through an annual assessment. This canon sets forth the means by which these necessary costs may be apportioned among the parishes, missions and summer chapels in union with Convention.

## Sec. 2. Preparation of the Assessment Formula.

(a) The Treasurer shall prepare a formula for the assessment of Diocesan expenses to each parish, mission and summer chapel in union with Convention for the year following the annual session of the Convention by no later than April 1 prior to each annual session of the Convention.

(b) The Diocesan Council shall review the formula prepared by the Treasurer and approve it with or without amendments no later than its April meeting.

(c) The assessment formula shall be fixed so as to raise the total amount of the Diocesan Budget approved under Canon 10, less such credit for endowment and investment income, fees, grants, and undesignated fund balance as Diocesan Council shall approve.

(d) The proposed formula thus prepared and approved shall be used to calculate assessments for the year following the annual session of Convention, and the assessment formula and the actual assessments shall be compiled and sent to each member of the congregationally-affiliated clergy and each delegate to Convention and to each Treasurer of a parish, mission or summer chapel in union with Convention, by May 1 prior to the annual session of Convention.

(e) Each member of the clergy in charge of a parish, mission, or summer chapel in union with Convention, is called to ensure that his or her congregation is instructed concerning Christian stewardship and mission, including the payment of the Diocesan assessment.

(f) The entire list of assessments shall be compiled and sent, not less than four weeks prior to the annual session of Convention, to each member of the congregationally-affiliated clergy, each congregation's treasurer, and to each delegate to the Convention. The Convention, without further referral to committee, shall proceed to take up the list of assessments and shall act upon the same.

## Sec. 3. Payment of Assessment.

Said assessed amount shall be paid in no more than twelve (12) successive monthly installments, the first installment to be paid in January.

## Sec. 4. Nonpayment of Assessment.

(a) If any parish, mission, or summer chapel in union with Convention has not paid its full assessment by May 1 of the ensuing year, notice of such nonpayment shall be sent to the proper corporate authority of such congregation and to the Secretary of Convention.

(b) If a parish, mission or summer chapel is in default for two consecutive years, the Secretary, unless otherwise ordered by the Convention, shall omit the name(s) of the lay delegate(s) of such congregation from the voting list of the Convention.

(c) The congregational support services of the Bishop's Office shall be available to any parish, mission or summer chapel in union with Convention notwithstanding a default in its assessment.

#### Canon 10

*(Approved November 4-5, 1994, Revised November 3, 2018)*

### THE ALLOCATION OF DIOCESAN RESOURCES

Sec. 1. Purpose The Diocese allocates financial and other resources to provide support for Diocesan and congregational mission. The purpose of a Diocesan Mission Strategy and budget is to provide for the allocation of resources by the Convention, Diocesan Council and the Bishop.

#### Sec. 2. Mission Strategy.

(a) Diocesan Council and the Bishop shall prepare the Diocesan Mission Strategy for approval of the Convention.

(b) The Diocesan Mission Strategy shall identify and prioritize all Diocesan programmatic and administrative activities in sufficient detail to guide the allocation of resources by the Convention, Diocesan Council and the Bishop.

(c) The Diocesan Mission Strategy shall be distributed annually prior to Convention, in conjunction with the Diocesan budget and list of assessments.

(d) From time to time as determined by the Diocesan Council and the Bishop, but in any event no less frequently than once every five years, the Diocesan Council and the Bishop shall review the Diocesan Mission Strategy and submit it to the Convention for approval with such amendments, if any, as the Diocesan Council and the Bishop may determine are necessary or desirable.

#### Sec. 3. The Diocesan Budget.

(a) The Treasurer and Diocesan Council, prior to each annual session of the Convention, shall prepare an itemized budget for the income and expenses of the Diocese in the next calendar year. Sources of income include the assessment, endowment and investment income, gifts, grants and undesignated fund balances. All expenses in the budget must be for purposes enumerated in the Diocesan Mission Strategy. Projected expenses may not exceed projected income.

(b) The budget shall be presented to Diocesan Council for its approval no later than September prior to the effective year of the proposed budget.

(c) The proposed budget shall be printed and sent, not less than four weeks prior to the annual session of Convention, to each member of the clergy, each congregation's treasurer,

and to each delegate to the Convention. The Convention, without further reference to committee, shall consider and shall act on the same.

(d) Diocesan Council may amend the budget between the sessions of Convention, provided that new expenses conform to the Diocesan Mission Strategy, and that specific sources of income are identified to provide for such expenses.

(e) In the year 1995, in the absence of approved Diocesan Mission Strategy, the Treasurer and Diocesan Council shall prepare the budget following the guidelines established in Sec. 1 of the 1992 amendment to Canon 9, as printed on pages 35 and 36 of the Journal of Convention, 1992.

### Canon 11

#### THE CHURCH PENSION FUND

Sec. 1. Purpose In conformity with the legislation adopted by the General Convention of 1913, setting forth the principles upon which a pension system for the clergy of the Church and their dependents should be constructed, pursuant to which the corporation, the Church Pension Fund, has been created to carry these principles into effect, the Diocese of Massachusetts adopts the system of the Church Pension Fund.

Sec. 2. Duties of Committee The duties of the Committee on the Church Pension Fund shall be as follows:

(1) to furnish annually to the Church Pension Fund a list of the clergy canonically resident in this Diocese, and the clergy canonically resident in other dioceses or missionary districts licensed to officiate in this Diocese, with a statement of the stipends received by each of said cleric from any parish or mission in this Diocese or other organization in the Diocese which either is under the supervision of this Corporation, or being engaged in religious or charitable work as a Church Institution, elects to come into the Church Pension Fund;

(2) to receive from the Church Pension Fund annually a statement of the premiums necessary to be paid by each of the said parishes, missions or other organizations, in order that the cleric in receipt of stipends from them may be entitled respectively to pensions;

(3) to inform the authorities of each of the said parishes, missions and other organizations of the premiums payable to them, and of the time and manner of payments thereof;

(4) to inform the Church Pension Fund from time to time of the clergy and surviving spouses and minor orphans of the clergy, who may be entitled in respect of this Diocese to receive pensions from the Church Pension Fund; and

(5) in general, to inform the clergy and laity of the Diocese of the pension system created by the General Convention, and committed by it to the operation of the Church Pension Fund, whereby the clergy of the Church are assured of pensions, as of right, to themselves in the

event of old age or disability, and in the event of death, to their surviving spouses and minor orphans, and to do all things that may be necessary or advisable in the premises to the end that the monies necessary to be paid by the parishes, missions and other ecclesiastical organizations may be fully and systematically paid.

Sec. 3. Premiums on Diocesan Stipends The Treasurer of each organization, including the Episcopal City Mission, shall report to the Church Pension Fund the stipends paid by it to clerics in its employ and pay the premiums thereon directly to the Treasurer of the Church Pension Fund.

Sec. 4. Information for Committee It shall be the duty of every cleric as aforesaid receiving a stipend or stipends, and the duty of every parish, mission or other organization as aforesaid paying a stipend or stipends, to furnish a statement of such stipend or stipends to the Committee on the Church Pension Fund whenever said Committee shall, in writing, ask for such statement.

#### Canon 12

*(Revised November 14, 1987, November 1-2, 1991, and November 3, 2018)*

### DEPUTIES TO THE GENERAL CONVENTION

Sec. 1. Number, Term and Manner of Election At each annual session of the Convention in the second calendar year preceding the year in which a stated meeting of the General Convention is to be held, four clergy and four lay persons shall be elected as deputies to represent the Diocese in the General Convention. At the annual session of the Convention in the calendar year preceding a year in which a stated meeting of the General Convention is to be held, four clergy and four lay persons shall be elected as provisional deputies, and they shall be listed in the Journal in the order of the number of ballots received by them, beginning with the highest.

Sec. 2. Eligibility The cleric so elected shall be canonically resident in the Diocese. The laity so elected shall be confirmed adult communicants of this Church, in good standing in the Diocese but not necessarily domiciled in the Diocese.

Sec. 3. Designation of Provisional Deputies to Serve In case of the inability of any deputy to attend, or in case of vacancy, the Standing Committee, after consultation with the Bishop, shall designate to serve as deputies as many of the provisional deputies as may be necessary to ensure, so far as possible, a full representation of the Diocese. In the event, however, of the occurrence of a vacancy when the General Convention is actually in session, the Bishop may designate any person otherwise qualified for election as a clerical or lay deputy from this Diocese (whichever may be appropriate to the vacancy), to serve temporarily as such deputy until the provisional deputy designated by the Standing Committee as provided above arrives at the session of the General Convention and is seated.

Sec. 4. Certification of Deputies In addition to the documents required by the Canons of the General Church, the Secretary of the Diocese shall transmit to each General Convention a certificate signed by herself or himself of the appointment of clerical and lay deputies.



Canon 13  
*(Revised November 3, 2018)*

DEPUTIES TO THE PROVINCIAL SYNOD

Sec. 1. Number, Term and Election At every third session of the Convention one clerical and one lay deputy (and one alternate in each order) shall be elected to represent this Diocese in the Provincial Synod of the Province of New England, to serve for a three-year term and until their successors are elected. The clerics so elected shall be canonically resident in this Diocese. The laity so elected shall be confirmed adult communicants of this Church in good standing but not necessarily domiciled in the Diocese.

Sec. 2. Provisional Representatives In case of the inability of any representative to attend, or in case of vacancy, the Bishop shall have power to appoint a provisional representative or representatives to serve.

Canon 14  
*(Revised November 17, 1984, November 2-3, 1990, November 4-5, 1994, November 6-7, 1998, and October 28, 2023)*

ORGANIZATION OF PARISHES, MISSIONS,  
AND INTENTIONAL EPISCOPAL COMMUNITIES

Sec. 1. Procedure for Organizing Subject to the provisions of this canon, a mission or summer chapel may be organized as such by the adoption of a constitution or bylaws and the election of one or more wardens, an executive committee, a treasurer, and a clerk, and a parish may be organized as such, or a mission or summer chapel may be organized into a parish, by the adoption of a constitution or bylaws and the election by the parish of two wardens, a vestry, a treasurer, and a clerk; or alternatively, following election of the vestry, treasurer and clerk, one or both of the wardens may be appointed or elected from among the members of the vestry by such means as are authorized in such constitution or bylaws, but in each case only with the consent of the Bishop and Standing Committee and only if such constitution or bylaws have been approved by them. The application for such consent shall set forth the number of communicants, the number of Church school teachers and pupils, the prospects for future growth and such other information as may be deemed relevant, and shall be accompanied by a full statement of financial condition, income and expenses.

An Intentional Episcopal Community may be organized as such by the adoption of a constitution or bylaws, appointment by the Bishop of, or election by its members of, a governing body, and a petition for consent to the Bishop and the Standing Committee (a) affirming that such community will accede to the Constitution and Canons of The Episcopal Church and the Constitution and Canons of this Diocese; (b) affirming that such community will be subject to Title I, Canon 7, Section 4 of Canons of the General Convention of The Episcopal Church; (c) affirming that such community will be subject to the oversight of the Bishop; (d) affirming that such community will be loyal to the doctrine, discipline, and worship of Christ as The Episcopal Church has received them; and (e) containing or attaching a ministry covenant that describes the governance of the community, including the role of clergy in such community, and the rights and responsibilities of the community and Diocese in partnership. Upon the Bishop and Standing Committee granting consent to an Intentional Episcopal Community, the Bishop shall

enter into a ministry covenant with the community.

Sec. 2. Conditions of Consent The Bishop and the Standing Committee shall not approve such constitution or bylaws unless in all respects consistent with the Constitution and Canons of this Diocese and containing a statement acceding to the doctrine, discipline and worship, and to the Constitution and Canons of the Episcopal Church in the United States of America and to the Constitution and Canons of this Diocese. They shall not consent to such organization unless they are satisfied that the applicant is adequately qualified for the status applied for, and if applying to be a parish, that it will be self-supporting.

Sec. 3. Notice to Neighboring Parishes and Missions Before giving consent to such organization, the Bishop and Standing Committee may, if they think advisable, give notice of such application to the neighboring parishes and missions, and offer them an opportunity to be heard or to submit their views and recommendations in writing.

Sec. 4. Reclassification of a Parish

(1) A parish which has voted to request reclassification as a mission, or which has failed to be self-supporting or to maintain public services for the past three years, may, after due notice of the proposed action has been given to the parish (unless it has requested reclassification) and to the convener of the region in which the parish is located, be reclassified as a mission by the Bishop and the Standing Committee. The Secretary of the Standing Committee shall promptly notify the Secretary of the Corporation of any such action.

(2) Upon the recommendation of the Bishop and the Standing Committee, the Convention at the annual or any special session may vote to reclassify as a mission a parish which has not paid in full all its past and current assessments, in accordance with Canon 9, for a period of three (3) consecutive years prior to the annual or special session at which the foregoing vote is proposed to be taken. Notice of such proposed action shall be sent to the Wardens and Vestry of such parish at least thirty (30) days before the session at which such action is proposed to be taken.

(3) If a vote is taken, pursuant to the foregoing paragraph (2), to reclassify a parish as a mission, the Bishop is authorized to dismiss the Wardens and Vestry of the parish holding office at the time the vote is taken and to appoint a new warden or wardens and an executive committee.

Sec. 5. Revival of Parish A parish which has been reclassified as a mission may be revived, reestablished, or recognized as a parish under this canon with the consent of the Bishop and Standing Committee upon submission to them of satisfactory evidence that it is qualified therefor.

Sec. 6. Constitution/ByLaws The constitution or bylaws of each mission, summer chapel and parish shall provide for an annual meeting of members of the congregation at which officers and vestry members shall be elected as therein provided. Each constitution or bylaw shall provide that any baptized person of age sixteen years or more who declares his or her intention to support the mission, summer chapel or parish by regular attendance at public worship and by financial aid shall be eligible for membership and entitled to vote at meetings of the members of the congregation. No constitution or bylaw shall preclude nominations for any office to be filled by

an annual meeting from being made at such annual meeting by members of the mission, summer chapel or parish. The Standing Committee shall from time to time adopt and maintain a model bylaw for the guidance of missions, summer chapels and parishes of the Diocese, and the constitution or bylaws of each mission, summer chapel or parish shall at all times be in substantial compliance therewith, subject to such variations as the Bishop and Standing Committee may otherwise authorize.

## Sec. 7. Intentional Episcopal Communities

(1) Each Intentional Episcopal Community must have a governance structure agreed to by the Bishop and Standing Committee, which will be set out in the ministry covenant required by Canon 14, Section 1. An Intentional Episcopal Community may amend its constitution, bylaws, or governance structure only with the consent of the Bishop and the Standing Committee.

(2) The Bishop shall make available to each Intentional Episcopal Community a system of support and accountability to encourage and enable the development of the community's life and ministry, including but not limited to: ministry from and visitation by a Bishop of the Diocese, and access to Diocesan grants, loans, and insurance plans.

(3) Each Intentional Episcopal Community shall provide a report of its activities, ministry, sacramental acts, and leaders annually to the Bishop in the format prescribed by the Bishop.

(4) Each Intentional Episcopal Community is responsible to live within a system of support and accountability that links its life and ministry with that of the Bishop and the Diocese, possibly including financial contributions. Whether and the level at which an Intentional Episcopal Community not in union with the Convention shall make financial contributions shall be determined by the Bishop in consultation with the Diocesan Council.

(5) For an Intentional Episcopal Community not in union with the Convention, the Bishop, with the consent of the Standing Committee and upon no less than fourteen (14) calendar days' written notice to the Intentional Episcopal Community, may terminate the status of any group of individuals organized as an Intentional Episcopal Community.

(6) No consecrated church or chapel owned, used, or controlled by an Intentional Episcopal Community, nor any church or chapel which has been used solely for divine service, nor any property which is being used as a house for clergy of the Intentional Episcopal Community, nor any land incidental to or regularly used in connection with any of the foregoing, shall be alienated or encumbered without the previous written consent of the Bishop, acting with the advice and consent of the Standing Committee.

(7) An Intentional Episcopal Community may seek admission into union with the Convention. In seeking admission into union with the Convention, the provisions of Article 13, Section 2, of the Constitution shall apply, and, for purposes of seeking admission into union with the Convention, such Intentional Episcopal Community shall be subject to the same criteria as a mission seeking union.

(8) An Intentional Episcopal Community admitted into union with the Convention

shall have all the same rights, including representation at Convention, and be subject to all the requirements of a mission in union with the Convention set forth in the Constitution and Canons in the same manner and with the same intent as if such Intentional Episcopal Community were a mission in union with the Convention. Further, the report required by Canon 14, Section 7(3), shall be deemed to satisfy the reporting requirements of Canon 16 provided that it substantially complies with the format prescribed by the Bishop.

## Canon 15

### ELECTION AND APPOINTMENT OF CLERGY

Sec. 1. Parish Clergy No election or appointment of a rector or any other minister to any parish shall be had until the name of the candidate has been made known to the Bishop, if there be one, or to the Ecclesiastical Authority serving in the place of the Bishop, and sufficient time, not exceeding thirty days, has been given to him or her to communicate with the vestry, in the case of an election or with the rector in the case of an appointment, nor, in the case of an election, until such communication, if made within that period, has been considered by the parish or vestry at a meeting duly called and held for that purpose.

Sec. 2. Missionary Clergy Except as otherwise provided in these Canons or specifically authorized from time to time by the Bishop, all clergy in charge of or ministering to missions, however established or conducted, shall be appointed by and remain under the direct supervision of the Bishop. They may be designated as vicars, priests-in-charge, ministers-in-charge, or otherwise, as the Bishop may approve.

Sec. 3. Report of Vacancy Whenever a parish or mission becomes vacant, it shall be the duty of the wardens or other representatives of such parish or mission to give immediate notice thereof to the Ecclesiastical Authority.

## Canon 16

*(Revised November 14, 1987 and November 1-2, 1991)*

### RECORDS AND REPORTS OF PARISHES, MISSIONS AND CLERGY

Sec. 1. Records to be Kept by Clerics Every cleric of this Church regularly settled in any parish or mission shall record in a book to be provided for the purpose and to be called the register, all baptisms, confirmations, marriages and burials. He or she shall also keep a list of all communicants, families and adults within his or her cure, as nearly as can be ascertained. She or he shall exhibit the register and such list to the Bishop on each visitation. The register shall specify the names of parents and sponsors of each child baptized; the name and witnesses of each adult baptized; the name of each person confirmed by the Bishop of the Church or otherwise canonically received therein; the names of all persons married; the name of each person buried; and the date when each rite was performed.

## Sec. 2. Definitions

(1) Member (a) All persons who have received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptisms have been duly recorded in this Church, are members thereof.

(b) Members sixteen years of age and over are to be considered adult members.

(2) Communicant (a) All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

(b) For purposes of statistical consistency, communicants sixteen years of age and over are to be considered adult communicants.

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

(4) Confirmed Person: A person, (a) who is baptized in this Church as an adult and receives the laying on of hands by the Bishop at Baptism, (b) who is baptized in this Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of Baptismal Vows, and (c) any baptized person who received the laying on of hands at Confirmation (by any Bishop in apostolic succession) and is received into the Episcopal Church by a Bishop of this Church, and (d) any baptized person who received the laying on of hands by a Bishop of this Church at Confirmation or Reception, is to be considered as both baptized and confirmed.

Sec. 3. Annual Reports of Parishes, Missions and Clergy Every cleric of this Church, regularly settled in any parish or mission shall deliver or cause to be delivered, on or before February 1st, to the Bishop of the Diocese (or if there be no Bishop, to the Presiding Officer of the Convention), a report for the year ending with the previous thirty-first day of December, showing: (1) the number of baptisms, confirmations, marriages and burials during the year; the total number of adult baptized members, baptized members under sixteen years of age, and total number of baptized members; the total number of confirmed adult communicants in good standing, the total number of confirmed communicants in good standing under sixteen years of age, and the total number of confirmed communicants in good standing; (2) a summary of all the receipts and expenditures, from whatever source derived and for whatever purpose used; (3) a statement of the property held by the Parish, whether real or personal, with an appraisal of its value, together with a statement of the indebtedness of the Parish, if any, and of the amount of insurance carried; and (4) such other relevant information as is needed to secure an accurate view of the state of this Church, as required by the approved form. If the parish is vacant, the wardens shall deliver, or cause to be delivered, the foregoing report. If a mission is vacant, the warden or wardens or person holding a similar office in the mission shall deliver or cause to be delivered the foregoing report. Every cleric not regularly settled in any parish or mission shall also report the occasional services he or she may have performed, and, if he or she has performed no such services, the causes for reasons for not so doing. Every cleric engaged in educational or other

non-parochial work shall report such work. The Treasurers of all allied parochial organizations are required to present to the Treasurer of the parish on or before January 15th of each year, their annual reports, and he or she shall see that these reports are similarly audited.

Canon 17

*(Revised November 14, 1986, November 2-3, 1990 and November 3-4, 2000)*

BUSINESS METHODS GENERALLY

Sec. 1. Trusts and Permanent Funds Records shall be made of all trusts and permanent funds belonging to any parish, mission or diocesan organization which shall list the source and date of such trusts or funds, the terms governing the use of principal and income, to whom and how often accounts are to be made, and how the trusts or funds are invested.

Cash shall be deposited with a Federal or State bank or trust company whose deposits are insured by a Federal or State agency. Checks below a reasonable amount as determined by the governing board of the organization may be signed by only one authorized person, otherwise by two authorized persons.

All securities and saving deposit books of whatsoever kind or nature shall be held by a diocesan corporation, by a bank or trust company or deposited in a safe deposit vault, access to which shall only be had by two persons authorized by the governing board.

Except for balances in money market funds which are technically classified as securities, a vote of the governing board shall be required to withdraw securities or balances in savings accounts and in those cases only one signature is necessary. Balances in money market funds may be transferred into authorized checking accounts by one authorized signature under guidelines established by the governing board.

In parishes, missions or diocesan organizations where the investment portfolio is managed by an Investment Committee, the governing board may grant standing authority to the Committee to withdraw securities or balances in savings accounts under appropriate requirements for reports to the governing board, audit of the records, and adequate bonding of the members.

Sec. 2. Financial Records and Audits Books of account shall be kept so as to make possible preparation of financial statements periodically. The fiscal year shall begin January 1st. All accounts shall be audited annually by a certified or independent public accountant or by an audit committee as shall be permitted by the Diocesan Council. The rector, vicar or priest-in-charge shall deliver to the Bishop or Ecclesiastical Authority of the Diocese on or before September 1 of each year a copy of said audit for the previous fiscal year.

Sec. 3. Bonds and Insurance. Treasurers and custodians other than banking institutions shall be adequately bonded, except Treasurers of funds that do not exceed \$500 at any one time during the fiscal year. All buildings and their contents shall be adequately insured. Each church (including all parishes, missions, chaplaincies and summer chapels) shall maintain property, casualty and liability insurance with limits of coverage prescribed from time to time by the Diocesan Council. Each church shall deliver by February 1st in each year to the Diocesan

Treasurer's Office a Certificate of Insurance showing the church's coverages and carriers. The Diocese is to be named as "additional insured and loss payee" on the insurance for comprehensive general and umbrella liability coverage. Additionally, the Diocese is to be named as "additional insured and loss payee as its interest may appear" on the insurance for all real and tangible personal property falling within the scope of Diocesan Canon 18, Sec. 1., first sentence. Should the Diocese have an insurable interest, i.e. Stokes Fund Loan, Church Building Fund Loan, etc., the Diocese will require that any loss payment be made payable to both the Diocese and the church.

Each mission shall participate in the insurance program endorsed by the Diocese at the limits of coverage prescribed in such program. Any parish desiring to do so may elect to include itself in the insurance program endorsed by the Diocese, provided that it advises the Diocesan Treasurer's Office of its wish to be so included by November 1st of the year preceding the year in which it wishes such inclusion.

If any church shall neglect to deliver to the Diocesan Treasurer's Office in a timely manner the Certificate of Insurance prescribed above and such neglect shall continue for more than 30 days after notice of such neglect has been given in writing to the church by the Diocese, the church shall be required for the year then in progress and for the next ensuing year to participate in the insurance program endorsed by the Diocese.

#### Canon 18

*(Revised November 14, 1987)*

### ALIENATION OR ENCUMBRANCE OF REAL ESTATE

Sec. 1. Restrictions Applicable to Certain Property No consecrated church or chapel, nor any church or chapel which has been used solely for divine service, nor any property which is being used as a parish house or rectory, nor any land incidental to or regularly used in connection with any of the foregoing, shall be alienated or encumbered without the previous written consent of the Bishop, acting with the advice and consent of the Standing Committee; provided, that this restriction shall not apply to the transfer to or from the Diocese or to the Bishop and Trustees of the Episcopal Church in the Diocese of Massachusetts, or to the Trustees of Donations of the Episcopal Church, of property other than a consecrated church or chapel or a church or chapel which has been used solely for divine service.

Sec. 2. Alienation or Encumbrance Generally Subject to the provisions of Sec. 1. above and to any other applicable restrictions and conditions, any property held by or for the Diocese or any parish, mission or other organization or institution within the Diocese may be alienated or encumbered for such consideration and on such terms and conditions as the person, body or group holding it may determine, without consent of the Bishop or Standing Committee.

Sec. 3. Certification of Status A certificate to the effect that designated property is not of a kind the alienation or encumbrance of which requires the consent of the Bishop or Standing Committee, executed by the person, or by the Treasurer or Secretary of the body or group, holding such property or for whose benefit it is held shall be conclusive proof that no such consent is required by this canon.

## Canon 19

*(Canon 19 of November 3-4, 1995 and Canon 20 of November 2-3, 2007 repealed, November 6, 2010; Canon 19 approved November 6, 2010; Revised November 3, 2018)*

### ECCLESIASTICAL DISCIPLINE

#### Sec.1. Intent and Interpretation.

1.01 Relation To Canons of General Convention. This Canon adopts policies, procedures and structures to implement in The Diocese of Massachusetts (the “Diocese”) provisions for discipline set forth in Title IV of the Canons of General Convention (“Church Canons”) for priests and deacons who, by their vows at ordination, have accepted both responsibility under and accountability for the doctrine, discipline and worship of The Episcopal Church (the “Church”). In the event any provision of this Canon is in conflict with or inconsistent with Title IV of Church Canons, the provisions of Title IV shall prevail.

1.02 Definitions. The capitalized terms herein shall have the meanings attributed to them in Canon IV.2 of Church Canons unless otherwise defined herein. All references herein to the Bishop shall mean the Bishop Diocesan, or a Bishop Suffragan if specific jurisdiction for matters contemplated by Title IV of Church Canons has been assigned to that Bishop Suffragan.

#### Sec. 2. Discipline Structure

2.01 Disciplinary Board. A court to be known as the Disciplinary Board (“Disciplinary Board”) is hereby created for the Diocese of Massachusetts, with a membership as set forth below.

- a. The Disciplinary Board shall consist of nine members, five of whom are priests or deacons and four of whom are Laity.
- b. The Clergy members of the Disciplinary Board shall be priests or deacons who are canonically resident within the Diocese.
- c. The lay members of the Disciplinary Board shall be adult Communicants of this church, in good standing in this Diocese but not necessarily domiciled in the Diocese.
- d. No person acting as Chancellor or Vice Chancellor of the Diocese (and no person associated with a law firm of the Chancellor or Vice Chancellor) shall serve as a member of the Disciplinary Board or as Church Attorney. A member of the Standing Committee is not, by virtue of such position, prohibited from serving on the Disciplinary Board.



e. Members of the Disciplinary Board may be removed by the Bishop, with the advice and consent of the Standing Committee, whenever in the judgment of the Bishop the best interests of the Diocese would be served thereby.

f. The members of the Disciplinary Board shall be elected by the Diocesan Convention. Each member shall be elected for a three-year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The term of the member shall commence on election. The terms of office of the Disciplinary Board shall be staggered so that one-third of the members is elected each year. Members of the Disciplinary Board may serve no more than two consecutive, full three-year terms.

g. Vacancies on the Disciplinary Board shall be filled as follows:

i. 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.

ii. The Bishop shall appoint a replacement Disciplinary Board member with the advice and consent of the Standing Committee from the same order as the former member.

iii. Persons appointed to fill vacancies on the Disciplinary Board shall meet the same eligibility requirements as apply to elected Disciplinary Board members.

iv. With respect to a vacancy created by any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Disciplinary Board member shall be until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Disciplinary Board member shall serve only for the proceedings for which the elected Disciplinary Board member is not serving as a result of the challenge.

h. The term of office of any member of a Hearing Panel whose original term expires after a matter has been referred to that Panel shall be extended until forty days after the entry of an Order by that Panel.

2.02 Preserving Impartiality. In any proceeding under Title IV, if any member of a Conference Panel or Hearing Panel of the Disciplinary Board shall become aware of a conflict of interest or undue bias, that member shall immediately notify the President of the Disciplinary Board and request a replacement member of the Panel. Respondent, Complainant, 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. If the member is excused, the President shall appoint another member of the Disciplinary Board to the panel to fill the vacancy created by the challenge, in a manner consistent with Canon IV.6.7 of the Church Canons.

2.03 President. The President of the Disciplinary Board shall be elected annually by the Disciplinary Board, subject to the approval of the Standing Committee.

2.04 Intake Officer. One or more Intake Officers shall be appointed from time to time by the Bishop after consultation with the Disciplinary Board. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.

2.05 Investigator. As circumstances may require, the Bishop shall appoint an Investigator in consultation with the Disciplinary Board President and the Intake Officer. The Investigator may but need not be a Member of the Church. The Bishop may terminate the term of the Investigator with the advice and consent of the Standing Committee. The Diocese may compensate an Investigator for services rendered at the rate described in a written retainer agreement. Whether or not an Investigator is compensated, the Diocese shall reimburse an Investigator for reasonable and necessary expenses, subject to budgetary constraints as may be established by the Diocesan Council, incurred in a proceeding under this Canon.

2.06 Church Attorney. The Bishop in consultation with the Standing Committee shall appoint one or more Church Attorneys. The person so selected must be a member in good standing of the Bar of the Commonwealth of Massachusetts. The Bishop may remove the Church Attorney with the advice and consent of the Standing Committee at any time. The Diocese may compensate a Church Attorney for services rendered at a rate described in a written retainer agreement and, whether or not the Church Attorney is compensated, shall reimburse the Church Attorney for reasonable and necessary expenses, subject to budgetary constraints as may be established by the Diocesan Council, incurred in a proceeding under this Canon.

2.07 Investigations. Investigations shall be conducted only to a reasonable and necessary extent.

2.08 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 Church Canons and this Title. 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 Title.

2.09 Advisors. In each proceeding under Title IV, 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 Title, and shall not include Chancellors or Vice Chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

2.10 Accord. No less than thirty days prior to the issuance of an Accord, the initiating body or party shall notify the Bishop of the intent to issue an Accord and shall confer with the

Bishop concerning the proposed terms of the Accord. The foregoing shall not apply to a proposed Accord reached between the Bishop and a respondent.

2.11 Order. The opportunity of the Bishop and Complainant to be heard on the proposed terms of an Order by a Conference or a Hearing Panel in accordance with Canon IV.14.7 of the Church Canons shall occur no less than thirty days prior to the issuance of the Order unless both the Bishop and the Complainant waive the aforementioned thirty-day waiting period.

2.12 Agreements. In accordance with Canon IV.5.3(i) of Church Canons, the Diocese may enter into agreements with one or more other dioceses for the sharing of resources in connection with discipline under Title IV and this Canon.

### Sec. 3. Expenses

3.01 Expenses Generally. Unless expressly provided otherwise in this Canon 19, all costs, expenses and fees incurred under Title IV of Church Canons and this Canon 19 shall be the obligation of the person incurring them.

3.02 Costs Incurred by the Church. The reasonable costs and expenses of the Disciplinary Board, the Intake Officer, the Investigator, the Church Attorney, the Advisors and the Pastoral Response Coordinator shall be the obligation of the Diocese, subject to budgetary constraints as may be established by Diocesan Council.

3.03 Other Fees and Expenses. In the sole discretion of the Bishop and with the consent of the Standing Committee, the Bishop may recommend to the Diocesan Council the payment by the Diocese of certain reasonable fees and expenses incurred by a Respondent, subject to budgetary constraints as may be established by Diocesan Council.

### Sec. 4. Records

4.01 Records of Proceedings. 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 Clerk, if there be one, otherwise by the Intake Officer.

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

### Sec.5. Privileged Communications

The evidentiary law of the Commonwealth of Massachusetts with respect to privilege and disqualification shall control.

Canon 20

*(Renumbered from Canon 21, November 6, 2010; Revised November 14, 1986)*

COUNCIL OF ADVISORS IN MARRIAGE CASES

The Bishop may at his or her discretion appoint a Council of Advisors composed of clergy and lay persons with whom the Bishop may consult individually or collectively concerning marital cases submitted to him or her for judgment under the provisions of Title I, Canon 18 of the Canons for the Government of the Episcopal Church in the United States of America. The members of the Council shall be appointed by the Bishop with the advice and consent of the Standing Committee, and shall serve at the pleasure of the Bishop.

Canon 21

*(Renumbered from Canon 22, November 6, 2010)*

AMENDMENT OF THE CANONS

Sec. 1. Procedure for Amendment No new Canon shall be enacted and no amendment of these Canons shall be made except those proposed by the Committee on Constitution and Canons, unless the proposed new Canon or Amendment is sent to the Secretary at least eight weeks before the annual session of the Convention and is promptly referred by him or her to the Committee on Constitution and Canons. Said Committee shall report its recommendations thereon, and any new Canons or amendments of these Canons proposed by it, to the Secretary at least four weeks before such session and he or she shall include such report with the reports of other committees which are sent to the delegates to the Convention. If the Convention then adopts such new Canon or Amendment, in its original form or after revision, by majority vote of each Order, voting separately, it shall become immediately effective.

Sec. 2. Effect on Prior Repeal Whenever there shall be a repealing clause in any Canon and such Canon shall be repealed, such repeal shall not be a reenactment of the Canon or Canons repealed by the said repealing clause.

Sec. 3. Certification of Changes The Secretary, with the Presiding Officer of the Committee on Constitution and Canons or any other member selected by such Committee, shall, at the close of each session of the Convention, certify changes made in the Constitution and in the Canons, and the Secretary shall print the same in the Journal.

## **RULES OF ORDER OF THE CONVENTION**

**Rule I.** When the Presiding Officer takes the chair, no member shall continue standing, or shall afterward stand up, except to address the chair.

No member shall absent himself or herself from the Convention, unless she or he has leave or be unable to attend.

When any member is about to speak or deliver any matter to the Convention, he or she shall with due respect address herself or himself to the Presiding Officer, confining himself or herself strictly to the point in debate.

No member shall speak more than twice in the same debate without leave of the Convention, no more than once until others desiring to speak shall have spoken, but the mover of a resolution shall have the privilege of closing the debate.

While the Presiding Officer is putting any question, the members shall continue in their seats and shall not hold any private discourse. Every member who shall be in the Convention when any question is put, shall vote, unless she or he be personally interested in the question or be excused by the Convention for reasons assigned.

**Rule II.** No motion shall be considered as before the Convention unless seconded by a member not belonging to the same parish with the mover; and every motion shall, if required, be reduced to writing and the name of the mover appended.

**Rule III.** Subject to the provisions of Rule XVII hereof, when the report of a committee is presented it shall be read and entered on the minutes unless otherwise determined by the Convention; provided, however, that any person presenting such a report requiring more than five minutes in delivery may give a summary of it. If such a report is accompanied by resolutions, the question shall be on adopting them.

**Rule IV.** When a question is before the Convention, it shall be in order: (1) to lay on the table; (2) to postpone to a day certain; (3) to postpone indefinitely; (4) to limit debate by taking a vote at a time certain, or by determining the time allowed for each speech; (5) to commit; (6) to amend.

Motions for any of these proceedings shall have precedence in the order in which they are here named, and a question on any of these shall be decided before the original motion.

**Rule V.** If the question under debate contains distinct propositions, the same shall be divided at the request of any member, and a vote taken separately, except that a motion to strike out and insert shall be indivisible.

Rule VI. All amendments shall be considered in the order in which they are moved. When a proposed amendment is under consideration, a motion to amend the same may be made. No after amendment to such second amendment shall be in order; but a substitute for the whole matter may be received. No proposition on a subject different from that under consideration shall be received under color of a substitute.

If a motion to lay an amendment on the table be carried, the matter before the Convention shall be proceeded with as if no such amendment had been offered.

With respect to amendments to budgets, additional funding of specific programs voted from the floor of the Convention shall be on the basis of new income allocated to the specific additional expense. Any person proposing additional program expenses must show evidence of the source of such funding.

Rule VII. A motion to lay upon the table shall be decided without debate.

Rule VIII. A motion to adjourn shall always be in order when no member is speaking, and if unqualified, shall be decided without debate.

Rule IX. The Presiding Officer shall decide all questions of order subject to an appeal to the Convention. The chair shall be sustained on an appeal from his or her decision thereon unless a plurality vote shall be cast against her or his ruling.

Rule X. Record shall be made upon the minutes of every motion or resolution which is put upon its passage, or upon which any action allowed by Rule IV shall have been taken; but, with the consent of the Convention, the mover may withdraw a motion or resolution at any time before such action has been taken, or it has been put upon its passage.

Rule XI. An address or communication from the Bishop shall be in order at any time.

Rule XII. A question having been decided shall not be reconsidered during the same session, without the consent of two-thirds of the members present, nor unless the motion to reconsider be made and seconded by members who voted in the majority on the original motion.

Rule XIII. 1. Nominations may be made, subject to the provisions of these Rules of Order, by individual members of the Convention or by the Diocesan Council acting as a nominating committee; and it shall be the duty of the Diocesan Council to see that there are nominations for all positions to be filled. Written notice of each nomination signed by seven members of the Convention or on behalf of the Diocesan Council by one of its officers and accompanied by a written statement of the occupation, residence and parish or mission of the nominee together with a further statement, if desired, of not over fifteen words concerning the nominee shall be delivered to the Secretary not less than eight weeks before the session, after which other nominations cannot be made except to fill vacancies for which there is then no valid nomination. The Secretary shall notify each nominee of his or her nomination. The name of each nominee who declines to accept shall be removed from the list of nominees.

Not less than four weeks before the Convention, the Secretary shall mail to all clergy and lay delegates entitled to vote at such session the list of the nominees for all positions to be filled, together with the statements which accompanied their respective nominations as provided above, provided that failure to comply with this requirement shall not invalidate any election. All voting shall take place at the Convention. The Secretary shall cause appropriate ballots to be prepared on which the names of the nominees for each position shall be listed in such manner as the Secretary shall determine. Upon registration each lay and clergy delegate shall receive a ballot which shall be returned to the Secretary of the Convention at the time specified on the ballot. The tally of ballots will begin as soon as practicable after said time. The results of the tally will be certified to the Bishop by the Committee on Elections immediately after the tally has been completed, and the Bishop shall announce the results in open Convention if the tally has been completed at the session, and shall transmit the same to the Secretary of the Corporation to become a part of its records.

None of the foregoing provisions of this Section 1 shall be applicable to the election of Bishops.

2. The conduct of elections by proportional representation shall be in accordance with the "Regulations for election by ballot with computer processing in the Diocese of Massachusetts (according to the Single Transferable Vote) as proposed in 1967," which regulations are hereby incorporated in and made a part of this Rule of Order.

3. All elections other than elections by proportional representation shall be by ballot in accordance with the Australian method, and concurrence of both orders shall be necessary to elect. Persons nominated for any position for which alternates, however designated, are also to be elected shall be deemed nominated for such position and for the position of alternate.

Rule XIV. At the request of the Presiding Officer, or on motion, the Convention may resolve itself into a committee of the whole.

Rule XV. When the Convention is about to rise, every member shall keep his or her seat until the Presiding Officer leaves the chair.

Rule XVI. Proposed new standing resolutions or rules of order or proposed amendments to existing resolutions or rules, unless proposed by a committee, shall be referred to a committee before passage. For the suspension of any part of the standing order of business, or of any of the rules of order, the consent of two-thirds of the members present shall be necessary.

Rule XVII. The Diocesan Council, special committees appointed to report to a succeeding meeting of the Convention, and each department, board, committee or organization whose report is regularly included in the Convention Handbook shall, except as otherwise specifically provided, submit their reports to the Secretary at least eight weeks before the time of the meeting. Any such reports, or portions thereof, proposing amendments to the Constitution, Canons or rules of order shall be submitted immediately upon receipt thereof by the Secretary to the Committee on Constitution and Canons for consideration and inclusion of its

recommendations thereon in its report. The Secretary shall cause all such reports to be printed and mailed to all clergy and lay delegates entitled to vote at the meeting not less than two weeks before the time of the meeting. All reports which have been so printed and distributed in advance may be presented to the meeting by title only, and not read.

Rule XVIII. Any person desiring to propose any resolution expressing the sentiment or views of the Convention on any matter not subject to its control, at any session of the Convention, shall submit the same in writing to the Secretary not less than eight weeks before such session, and he or she shall forward it immediately to the Committee on Resolutions. No such resolution, unless so submitted, or included in the report of a committee, shall be considered by the Convention; provided that this rule shall not prohibit consideration of resolutions designed to carry out any recommendation contained in the address of any Bishop before the Convention. Copies of such resolutions as originally submitted under the above provisions shall be mailed to all clergy and lay delegates, entitled to vote at the Convention, not less than four weeks before the meeting of the Convention.

Rule XIX. It shall be unnecessary to read to the Convention the minutes of its business sessions. Authority to approve them shall be vested in a committee to consist of the Chancellor of the Diocese, the Presiding Officer of the Committee on Constitution and Canons and the Presiding Officer of the Committee on Dispatch of Business, or the persons who perform their respective functions at such sessions if any of them is absent therefrom.

Rule XX. The Timetable of Closing Dates and Secretary's Mailings shall be as follows:

## **TIMETABLE**

### I. For Annual Sessions

16 weeks before annual session:

- Secretary mails copy of Canon 2, Sec. 2. and form of delegate certificate to parish clerks (Canon 2, Sec. 3.)
- Preliminary notice and list of places to be filled, to clergy and parish clerks (Canon 2, Sec. 3.)

8 weeks before annual session:

Closing date for filing:

- a. reports of committees (except Committee on Constitution and Canons), for publication (Rule XVII)
- b. proposed amendments of Constitution (Article 18)
- c. proposed amendments of Canons (Canon 21, Sec. 1.)
- d. application for admission into union (Article 13)
- e. resolutions (Rule XVIII)
- f. notice of nominations (Rule XIII)



4 weeks before annual session:

- (1) Closing date for report of Committee on Constitution and Canons for publication (Article 18; Canon 3, Sec. 5. (4); Canon 21, Sec. 1.; and Rule XVII)
- (2) Closing date for report of Committee on Dispatch of Business (Canon 3, Sec. 5. (1))
- (3) Secretary mails:
  - a. list of nominees (Rule XIII)
  - b. Report of Committee on Resolutions (Rule XVIII)
  - c. estimate of expenses (Canon 10, Sec. 3.)

2 weeks before annual session:

- (1) Bishop files list of clergy (Canon 1, Sec. 3.)
- (2) Secretary mails:
  - a. Handbook to clergy and delegates, containing:
    - formal notice (Article 3, Sec. 3.)
    - order of business (Canon 3, Sec. 5. (1))
    - committee reports (Rule XVII)

## II. For Special Sessions

8 weeks before special session to elect a Bishop: Secretary mails notice to clergy and parish clerks or delegates (Article 11)

2 weeks before ordinary special session: Secretary mails copies of resolutions to clergy or delegates (Rule XVIII)

2 weeks before any special session:

- (1) Closing date for resolutions (Rule XVIII);
- (2) Bishop files list of clergy (Canon 1, Sec. 3.)

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