

THE CONSTITUTION AND CANONS OF THE EPISCOPAL DIOCESE OF THE GREAT LAKES

As Adopted by the Primary Convention
of the Diocese (Date)_____

THE CONSTITUTION OF THE EPISCOPAL DIOCESE OF THE GREAT LAKES.....	3
ARTICLE I: ACCESSION TO PROTESTANT EPISCOPAL CHURCH	3
ARTICLE II: TERRITORY OF THE DIOCESE.....	3
ARTICLE III: ECCLESIASTICAL AUTHORITY.....	3
ARTICLE IV: CONVENTIONS.....	3
ARTICLE V: ELECTION OF A BISHOP	4
ARTICLE VI: AUTHENTICATION AND PRESERVATION OF CONSTITUTION AND CANONS.....	4
ARTICLE VII: AMENDMENT OF CONSTITUTION	4
ARTICLE VIII: AUTHORITY OF THE CANONS	4
THE CANONS OF THE EPISCOPAL DIOCESE OF THE GREAT LAKES.....	5
TITLE I: Communities of Faith	5
Canon 1: Congregations.....	5
Canon 2: The Governance of Congregations.....	6
Canon 3: Business Methods in Church Affairs.....	10
Canon 4: The Election and Call of a Priest for a Congregation	11
Canon 5: Pastoral Mediation	12
Canon 6: Dissolution of a Pastoral Relationship.....	12
Canon 7: Distressed Congregations	14
Canon 8: The Dissolution of a Congregation	16
Canon 9: Emergent Community of Faith.....	16
Canon 10: Programmatic Organization	16
Canon 11: Seasonal Chapel.....	17
Canon 12: Congregations in Covenant Relationship	19
TITLE II: The Diocese	20
Canon 1: The Association of the Diocese.....	20
Canon 2: Mission Regions.....	20
Canon 3: The Convention of the Diocese	21

Canon 4: Diocesan Officers	23
Canon 5: Committees of Convention	26
Canon 6: Elections	27
Canon 7: Vote by Orders	28
Canon 8: Committees of the Diocese	28
Canon 9: Companion Ministries.....	33
Canon 10: The General Fund	33
Canon 11: The Budget.....	33
Canon 12: Indebtedness of Communities of Faith	34
Canon 13: Audits and Insurance	35
Canon 14: Minimum Compensation for Clergy	36
Canon 15: The Administration of Ecclesiastical Discipline	36
TITLE III: The Diocese as Member of The Episcopal Church	38
Canon 1: General Convention and Province V.....	38
TITLE IV: General Provisions	39
Canon 1: Additions and Amendments to the Canons.....	39
Canon 2: Construction.....	39
Canon 3: Validity of Electronic Meetings	40
Canon 4: Parliamentary Authority	40
Canon 5: Presumption Against Conflict of Interest	40
Canon 6: Representation of Position of Diocese.....	40
TITLE V: Transitional Canons	41
Canon 1: Timeframe	41
Canon 2: Leadership Body Membership.....	41
Canon 3: Apportionment.....	41

THE CONSTITUTION OF THE EPISCOPAL DIOCESE OF THE GREAT LAKES

ARTICLE I: ACCESSION TO PROTESTANT EPISCOPAL CHURCH

As a constituent part of the Protestant Episcopal Church in the United States of America, The Episcopal Diocese of the Great Lakes accedes to, recognizes, and adopts the Constitution and Canons of the General Convention and acknowledges their authority.

ARTICLE II: TERRITORY OF THE DIOCESE

The Diocese of the Great Lakes embraces all that part of the Lower Peninsula of the State of Michigan lying within Alcona, Allegan, Alpena, Antrim, Arenac, Barry, Benzie, Bay, Berrien, Branch, Calhoun, Cass, Charlevoix, Cheboygan, Clare, Crawford, Eaton, Emmett, Genesee, Gladwin, Grand Traverse, Gratiot, Huron, Ionia, Iosco, Isabella, Kalamazoo, Kalkaska, Kent, Lake, Lapeer, Leelanau, Manistee, Mason, Mecosta, Midland, Missaukee, Montcalm, Montmorency, Muskegon, Newaygo, Oakland (that portion within Holly Township), Oceana, Ogemaw, Osceola, Oscoda, Otsego, Ottawa, Presque Isle, Roscommon, Saginaw, Sanilac, Shiawassee, St. Clair, St. Joseph, Tuscola, Van Buren, Wexford counties and the islands jurisdictionally attached to any thereof.

ARTICLE III: ECCLESIASTICAL AUTHORITY

The Bishop is the Chief Pastor of the Diocese and may preside and officiate in the worship of the Church within any congregation or mission or elsewhere in the Diocese. The Bishop is also the ecclesiastical authority of the Diocese, or in the absence of the Bishop, the Bishop Coadjutor, if there be one, shall be the ecclesiastical authority of the Diocese; or, in the absence of the Bishop Coadjutor, the Bishop Suffragan, if there be one, shall be the ecclesiastical authority, or, if there is no Bishop, Bishop Coadjutor, or Bishop Suffragan, the Standing Committee shall be the ecclesiastical authority of the Diocese. In the case of all references to actions by the Bishop in the Constitution and Canons of the General Convention or the Constitution and Canons of the Episcopal Diocese of the Great Lakes, in the absence of any Bishop, the Standing Committee shall act, unless it is a pastoral or sacramental action or an action under the Disciplinary Canons reserved for Bishops. In that case, the Standing Committee shall arrange for a Bishop to serve in these roles.

ARTICLE IV: CONVENTIONS

An Annual Convention shall be held, and special Conventions may be called and held in this Diocese, as Canons shall provide. The requirements for calling a special Convention shall be prescribed in Canons. The composition, officers, voting and quorum requirements, and the requirements for forfeiture of privileges, shall be prescribed in Canons. Canons not in conflict with this Constitution may be adopted by the Convention to implement the provisions of this Constitution and to prescribe the operation of this Diocese. Such proposed Canons or amendments to it may be adopted, which shall require a majority vote of the members present and eligible to vote at such Convention.

ARTICLE V: ELECTION OF A BISHOP

The Canons shall provide the procedure for the election of a Bishop, and the same procedure shall apply to the election of a Bishop Coadjutor or a Bishop Suffragan. At any such election, after the first ballot, a motion to go into committee of the whole shall be of the highest privilege and shall be carried by a one-third vote of each order.

ARTICLE VI: AUTHENTICATION AND PRESERVATION OF CONSTITUTION AND CANONS

The President of the Convention and Secretary of the Convention shall certify the Convention's adoption of any Constitution and Canons, and amendments to it. The Secretary of the Convention shall maintain a document titled "The Constitution and Canons of the Episcopal Diocese of the Great Lakes," in which such provisions and certifications shall be recorded. The provisions in that document shall be presumed to have been duly adopted and correctly recorded.

ARTICLE VII: AMENDMENT OF CONSTITUTION

This Constitution or any part thereof may be amended in the following manner only: At least sixty (60) days in advance of the annual Convention, the proposal to amend shall be submitted to the Bishop in writing, who shall give notice of the substance of the proposed amendment, not less than thirty days in advance of the Convention, to each member of the clergy entitled to seat and vote, and to each Community of Faith in union with the Diocese. The Bishop shall refer such proposals to an appropriate committee, which shall report to the Convention. After hearing the committee's report, the Convention may consider the amendment and, if approved or approved with change, shall lay over until the next annual Convention. If, at the second annual Convention, a majority of each order adopts the amendment without further modification, the Constitution shall stand amended at the Convention's close.

ARTICLE VIII: AUTHORITY OF THE CANONS

The Canons of the Episcopal Diocese of the Great Lakes supersede the bylaws of all Congregations of the Diocese.

THE CANONS OF THE EPISCOPAL DIOCESE OF THE GREAT LAKES

TITLE I: Communities of Faith

A Community of Faith is a group of persons united for the purpose of carrying out the mission of the Church, which the Catechism of the Church says is “to restore all people to unity with God and each other in Christ”. Communities of Faith pursue the mission of the Church as it “prays and worships, proclaims the Gospel, and promotes justice, peace, and love.” Communities of Faith in the Canons of this Diocese can be designated as Congregations, Emergent Communities of Faith, Programmatic Organizations, or Seasonal Chapels.

Canon 1: Congregations

Sec. 1. A Congregation is a Community of Faith that has been admitted into Union with the Convention of the Diocese. A Congregation:

- a. Maintains a place of worship, provides the regular engagement of a priest, remains current in payment of its apportionment, and pays all its operating expenses;
- b. Is mission-focused and able to come into alignment with the mission of the Diocese;
- c. Is both inward- and outward-looking, and seeks to impact its surrounding community;
- d. Has active lay leadership with the skills to manage the programs and property of the Congregation with ministry to meet its sense of mission;
- e. Strives to meet the challenges of the community it serves and to provide for the future well-being of congregational life;
- f. Ensures members who by diocesan policy are required to be trained in Safe Church, Safe Communities and Dismantling Racism receive such training, and documentation is provided to the Diocesan Office;
- g. Is financially self-supporting and relies mainly on the freewill offering of its members and its resources for its core financial support; and
- h. Does not endanger its future well-being by regularly drawing down its endowment or capital assets.

Sec. 2. Recognition as a Congregation and admission into Union with the Convention of this Diocese is requested by submitting, to the Secretary of the Convention at least sixty days (60) before any Annual Convention, a written application for recognition and admission and also the following:

- a. The minutes of a meeting of the members applying to become a Congregation showing that a majority of the members present have voted in favor of making such application and has elected at least three (3) members to act as incorporators of the congregation;

- b. A certificate from the Bishop acknowledging the intention of said congregation to incorporate and approve the application of such congregation; and
- c. Proof that the applicable Canons have been followed.

The Annual Convention shall vote on recognizing the Community of Faith as a Congregation and admitting them into Union with the Convention of the Diocese.

Canon 2: The Governance of Congregations

Sec. 1. The Annual Meeting

- a. In every Congregation, the Annual Meeting shall be held in January at a time and place designated by the Vestry.
- b. The purpose of this Annual Meeting shall be to elect members to the Vestry; receive reports from the Vestry, Congregation officers, and organizations; receive a budget for the new year; and transact such other business as may properly come before it.
- c. The Annual Meeting shall be presided over by the Rector or the Priest-in-Charge, or Pastoral Leader, if the office of Rector is vacant, or if the Rector, Priest-in-Charge, or Pastoral Leader is absent, by the Senior Warden. When the Annual Meeting is called to order, the qualifications for voters as defined in the Canons of the General Convention shall be read.
- d. Communicants in good standing shall be eligible to vote at the Annual Meeting and to serve on the Vestry.
- e. A quorum for the transaction of business in the Annual Meeting shall consist of 25% of the persons entitled to vote if they were present or 25 persons entitled to vote, whichever is fewer.
- f. No layperson shall simultaneously vote or hold office in multiple Congregations.
- g. Each Congregation shall have a Vestry consisting of not less than five (5) adult laypersons in good standing elected by the Annual Meeting.
- h. The length of one term of office for members of the Vestry shall be three years, with one-third of the members, or as near as may be, elected each year at the Annual Meeting.
- i. In each Congregation, the Vestry may, by resolution, designate the Nominating Committee. Otherwise, the Rector, Priest-in-Charge, or Pastoral Leader, together with the Senior Warden and the Junior Warden, shall be the Nominating Committee. The Nominating Committee shall publish to the Congregation at least two weeks prior to the Annual Meeting a ballot with sufficient qualified nominees to fill the vacancies on the Vestry for the upcoming year.
- j. Additional nominations may be made from the floor of the Annual Meeting or by other means established in the congregation's bylaws to ensure an open election.

Sec. 2. Special Meetings of the Congregation

- a. A Special Meeting may be held at any time on the written order of the Bishop or the Rector, Priest-in-Charge, or Pastoral Leader, or by resolution of the Vestry, or on a petition to the Bishop if such petition be signed by not less than one-third of the number entitled to vote at the last Annual Meeting. All such orders, resolutions, or petitions shall specify the time and place of such meeting and the business to be considered. No business shall be considered other than that specified in the call to such meeting.
- b. Notice of such meeting shall be distributed throughout the congregation at least two (2) weeks prior to the meeting and read publicly in church at all services (or otherwise disseminated electronically) on two (2) weekends prior to the meeting. This notice shall specify the time and place of the meeting, the business to be considered, and by whose order the meeting is called.
- c. Such meeting may be presided over by the Bishop. If the Bishop does not preside, the Rector, Priest-in-Charge, or Pastoral Leader, shall preside. If there is no Rector, Priest-in-Charge, or Pastoral Leader, the Bishop may request the Senior Warden to preside.

Sec. 3. Vestries

- a. In accordance with the Constitution and Canons of The Episcopal Church and of this Diocese, the Vestry shall govern the Congregation and shall manage and be responsible for its property and material affairs; and shall, in collaboration with the clergy, further the temporal and spiritual welfare of the Congregation; shall provide a suitable place of worship and see that it is supplied with all things necessary to the worship of Almighty God; shall have the authority to select and call a Rector and provide for the remuneration of the Rector; and shall present to each Annual Meeting a report on its work during the year preceding and a budget for the next year.
- b. Regarding civil matters, the Vestry shall be the corporate Board of Directors. The Rector, Priest-in-Charge, or Pastoral Leader shall be a member of and preside over the Vestry and is the corporation's President. If there is no Rector, Priest-in-Charge, or Pastoral Leader, then the Senior Warden shall be the President of the Corporation.
- c. The Lay Officers of a Congregation shall consist of two Wardens, Clerk, and Treasurer, who shall all be adult communicants in good standing of the Congregation and at least eighteen (18) years of age. No employee, spouse of an employee, or spouse of a clergy person serving the Congregation may serve as a member of the Vestry or an Officer of the Congregation.
 - i. At its first meeting following the Annual Congregational Meeting, the Vestry shall elect two (2) of its members as Wardens. It is the duty of the Wardens to work closely with the Rector, Priest-in-Charge, or Pastoral Leader; to advise them on all matters pertaining to the Congregation upon which the Rector, Priest-in-Charge, or Pastoral Leader, may wish to consult them; and to inform the Rector, Priest-in-Charge, or Pastoral Leader, of all

matters which the Wardens feel they need to know. If there is no Rector, Priest-in-Charge, or Pastoral Leader, it shall be the duty of the Wardens to assume all the temporal responsibilities of the Rector, including, but not limited to, presiding at Vestry meetings, signing documents, filing reports, and maintaining the Congregation Register.

- ii. Congregations may elect a Senior Warden and a Junior Warden, or two Co-Wardens, as provided in their bylaws. Congregations with Co-Wardens shall, in the interests of clear lines of communication and responsibility, identify one Co-Warden to the Diocese as Senior Warden.
 - iii. The Wardens shall see that the financial obligations of the Congregation are met and that the buildings belonging to the Congregation are kept in good repair and are adequately insured. Under the Rector, Priest-in-Charge, or Pastoral Leader, they shall see that all things needed for the orderly worship of God and the proper administration of the sacraments are provided. They shall prevent or repress all disturbance of worship. In the absence of a Rector, Priest-in-Charge, or Pastoral Leader, they shall, with the advice of the Bishop, procure a suitable supply priest for the continuance of the services.
 - iv. The Clerk shall be elected annually at the first Vestry meeting following the Annual Congregational Meeting. The Clerk shall be responsible for seeing that minutes are taken of all meetings of the Vestry, as well as of Annual and Special Meetings. The Clerk shall provide and make available all minutes in some stable, durable format such as but not limited to a bound book or digital folder. The Clerk shall also maintain in similar fashion the annual accounts of the Congregation's temporal condition, and all supporting documents relevant to business transacted by the Vestry. The Clerk shall turn over all files and records belonging to the Congregation, as well as any passwords necessary to access them, upon the completion of their service.
 - v. The Treasurer shall be elected annually at the first Vestry meeting following the Annual Congregational Meeting. Under the authority of the Vestry, the Treasurer is responsible for ensuring the collection, reception, disbursement, and accounting of the Congregation's funds. At every Vestry meeting and to the Annual Meeting, the Treasurer shall report on the Congregation's total assets and liabilities, and its income and expenses of all funds since the previous report and for the year to date. Prior to the Annual Meeting, the Treasurer shall present to the Vestry a full and accurate statement of the Congregation's financial condition. The Treasurer shall furnish a bond, which shall be paid for by the Congregation. Upon completion of their service, the Treasurer shall surrender all records, passwords, and funds related to their duties.
- d. **Vacancies** The Vestry shall fill any midterm vacancies in their number or among the officers of the Congregation by majority vote, so long as the preceding qualifications for membership and office are kept.

- e. **Meetings of the Vestry** Regular meetings of the Vestry shall be held at least six (6) times per year. All Vestry members are expected to be present at Vestry meetings. Electronic and hybrid meetings and votes and actions taken within them are valid and acceptable. If any member of the Vestry is absent from three (3) consecutive meetings without due cause, as determined by the Rector, Priest-in-Charge, or Pastoral Leader, and the Wardens, that seat shall be declared vacant.
- i. The Vestry shall not transact any business without the awareness of the Rector, Priest-in-Charge, or Pastoral Leader of the Congregation, or if the office of Rector, Priest-in-Charge, or Pastoral Leader, is vacant, without the presence of one of the Wardens. A quorum consisting of a majority of the elected members of the Vestry must be present for the Vestry to transact business. No action affecting the rights of the Rector, Priest-in-Charge, or Pastoral Leader shall be taken at any meeting at which the Rector, Priest-in-Charge, or Pastoral Leader, has not been given the opportunity to attend.
- ii. Special Meetings of the Vestry may be called at any time at the request of the Rector, Priest-in-Charge, or Pastoral Leader or at least one-third of Vestry members. Notice of such meeting shall be given to the Rector, Priest-in-Charge, or Pastoral Leader, the Wardens, and the members of the Vestry with at least three days' notice. This notice shall specify the time and place of the meeting and the business to be considered.

f. Indemnification

- i. No member of the Vestry shall be personally liable for monetary damages for any action taken or any failure to take any action unless said person has breached or failed to perform the duties of his office prescribed by these canons. The breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness. The provisions of this section shall not apply to the responsibility or liability of said person pursuant to any criminal statute or for the payment of taxes pursuant to local, state, or federal law.
- ii. The Congregation shall indemnify any Vestry member. It may also indemnify any other employee or agent who was or is a party to, or is threatened to be made a party to, or who is called as a witness in connection with, any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including any action by, or on behalf of, the Congregation by reason of the fact that they are or were a member of Vestry, employee, or agent of the Congregation, against expenses, including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding unless the act or failure to act giving rise to the claim for indemnification is determined by the Court to have constituted willful misconduct or recklessness. With respect to any such action, the Congregation may participate at its own expense, and the Congregation shall be entitled to assume the defense thereof, with Counsel selected by the Congregation to the reasonable satisfaction of the party being indemnified. After notice from the Congregation to such person of its election to assume the defense

thereof, the Congregation shall not be liable to such person for any legal or other expenses subsequently incurred by such person in connection with the defense thereof. Such person shall have the right to employ separate Counsel in such action, but the fees and expenses incurred after a notice from the Congregation of its assumption of the defense thereof shall be at the expense of such person.

Canon 3: Business Methods in Church Affairs

Sec. 1. In every Congregation, Emergent Community of Faith, or Seasonal Chapel connected with the Diocese of the Great Lakes, the Manual of Business Methods in Church Affairs, as issued from time to time by the Church, shall be used as a guide for the conduct of business.

Sec. 2. All property, real and personal, held by or for the benefit of any Congregation or Seasonal Chapel of this Diocese is held in trust for the Diocese and The Episcopal Church. The existence of this trust, however, shall in no way limit the power and authority of the Congregation otherwise existing over such property so long as the Congregation remains a part of, and subject to, this Church and its General and Diocesan Constitution and Canons.

Sec. 3. No mortgage, judgment, voluntary lien, or indebtedness shall be incurred by any Congregation or Seasonal Chapel of this Diocese without the consent and approval of the Bishop and the Standing Committee. If any Congregation learns it is subject to an involuntary lien or judgment, the Rector and/or Senior Warden shall promptly notify the Bishop.

Sec. 4. No real property, nor any portion thereof, titled to any Congregation or other entity of this Diocese shall be sold, given away, deliberately destroyed, or otherwise alienated or encumbered without the consent and approval of the Bishop and the Standing Committee.

Sec. 5. All Congregations and Seasonal Chapels shall be adequately insured with property and liability insurance that shall conform to a minimum standard for insurance established by the Diocesan Council and shall provide annually to the Diocese a certificate of insurance.

Sec. 6. No Congregation or other entity of this Diocese shall purchase real estate without the consent and approval of the Bishop and the Standing Committee.

Sec. 7. Real property held or administered by the Diocese of the Great Lakes, or by entities or Congregations connected with it, shall be offered for sale, sold, or leased only on a non-discriminatory basis consistent with the applicable laws of the State of Michigan, of the United States of America, and of the Canons of the General Convention.

Sec. 8. Every Congregation shall present the Annual Parochial Report to the Bishop by the date specified.

Canon 4: The Election and Call of a Priest for a Congregation

Sec. 1. The Vestry of the Congregation elects a Rector in accordance with the provisions of this canon. After consultation with the Vestry, the Bishop may appoint a Priest to serve as Priest-in-Charge of any congregation in which there is no Rector. A Rector or Priest-in-Charge has all the duties and responsibilities outlined in the Canons of General Convention.

Sec. 2. When the Rector or Priest-in-Charge of a Congregation retires, resigns, becomes incapacitated, or dies, the Wardens shall promptly notify the Bishop and, with the advice of the Bishop, make due provision for services, the cost thereof to be paid by the Congregation. If the authorities of the congregation shall for thirty (30) days have failed to make provision for services, the Bishop shall take such measures as may be deemed suitable for the temporary maintenance of divine services therein.

Sec. 3. In the absence of a Rector or Priest-in-Charge, the Wardens shall ensure that the church building be kept from all secular and other uses not authorized by the Church. They shall make and certify all entries in the Congregation Register required by Canon and shall complete and present the Annual Parochial Report to the Bishop.

Sec. 4. The Vestry shall have the authority to elect a priest to be Rector of the Congregation. The said election shall be subject to the following provisions:

- a. It shall be the prerogative of the Bishop to submit to the Vestry a name or names of priests to be considered by them. The Vestry may also consider people not submitted by the Bishop.
- b. The Vestry in consultation with Diocesan staff shall determine a proper process for the search.
- c. No Congregation may elect a Rector until the names of the proposed nominees have been forwarded to the Bishop and a time, not exceeding fourteen (14) days, given to the Bishop to communicate with the Vestry, nor until any such communication has been considered by the Vestry at a meeting duly called and held for that purpose.
- d. No election shall be held until background checks, according to criteria established by the Bishop, have been satisfactorily completed.
- e. The Vestry shall submit to the Bishop the name of the priest whom they propose to elect and the Bishop shall confirm whether that individual is a duly qualified priest.
- f. The election having been held, written notice of the election, signed by the Wardens of the Congregation, a copy of the call to the Rector-elect, and a copy of the acceptance from the Rector-elect shall be sent to the Bishop.

Sec. 5. Rectors shall have a Letter of Agreement with the Congregation, approved by the Bishop, setting forth mutual responsibilities. It must express distinctly any special conditions, together with the stipulation of salary or support, and provision for residence, which shall conform with any Diocesan policy regarding minimum salary and benefits.

Sec. 6. Any priest appointed by the Bishop to minister to a Congregation as the Priest-in-Charge, but not elected by the Vestry thereof, is sent by the Bishop upon such terms as to financial support, and for such a period of time, as may have been agreed upon by the Bishop, the priest, and the Vestry of the Congregation. This appointment and agreement shall be in writing.

Sec. 7. In the case a Rector cannot be called, a Bishop may license a Pastoral Leader to handle pastoral or administrative duties in a congregation. To qualify, the individual must be a confirmed adult communicant in good standing. The Bishop sets the guidelines for training and selecting Pastoral Leaders. However, a Pastoral Leader will not be licensed if the Bishop determines that the congregation is capable of and has had a reasonable chance to secure a clergy person to lead them.

Canon 5: Pastoral Mediation

Sec. 1. Except as provided in the Canons of the General Convention, a Rector may not resign a Congregation without the consent of the Vestry thereof, nor may a Rector canonically chosen and in charge of a Congregation be removed therefrom by its Vestry against the Rector's will, except as provided by canon.

Sec. 2. If a Rector and the Vestry of the Congregation served are unable to agree on a matter or matters that might lead to a request by either party for dissolution of the pastoral relationship, either or both parties shall promptly deliver to the Bishop a written notice describing their differences and requesting mediation thereof by the Bishop. Upon receiving such a request, the Bishop shall mediate the disagreement and seek a solution. As part of the mediation process, the Bishop may appoint a committee composed of one presbyter and one layperson, neither affiliated with the Congregation in which the disagreement exists, to investigate and make a written report stating the nature of the dispute and each party's position. This report shall be delivered to the Bishop, the Rector, and the Vestry within twenty-one (21) days after the committee's appointment.

Canon 6: Dissolution of a Pastoral Relationship

Sec. 1. If the pastoral mediation called for by Canon has been exhausted without success and a Rector or the Vestry of the Congregation served wishes to have the pastoral relationship dissolved, each party, within sixty (60) days of the conclusion of the pastoral mediation process, may request final disposition of the dispute by giving written notice thereof to the Bishop and the other party concerned.

Sec. 2. Within thirty (30) days after receiving the written notice, the Bishop shall conduct a hearing on the issue. The Bishop shall fix the hearing's date, time, and place, notify the parties affected, and conduct the hearing as ultimate arbiter and judge. In all cases, the Bishop shall consult and seek the advice of the Standing Committee before reaching a decision.

Sec. 3. At the Bishop's request, the Standing Committee shall be present at the hearing provided for in Section 2 and shall be permitted to question persons present for the hearing. The Chancellor shall be available to the Bishop for consultation at the hearing.

Sec. 4. Each party or its representative may present a position statement and the reasons supporting it. No testimony or other evidence shall be given at the hearing unless exercising discretion. The Bishop shall allow it for compelling reasons in the interests of justice. Oral statements and testimony shall be subject to cross-examination.

Sec. 5. The Bishop shall render a decision not later than fifteen (15) days following the close of the hearing, and that decision shall be final and binding.

Sec. 6. If the pastoral relationship is to be dissolved: (a) The Bishop shall set forth the reasons and conditions for the dissolution in writing. A copy shall be provided to each party to the matter at issue, and a copy of the decision shall be available for public inspection. (b) The Bishop shall require just and compassionate compensation or indemnity, if any, and shall undertake to offer such supportive services as may be suitable.

Sec. 7. In the event of the failure or refusal of either party to comply with the terms of the decision, the Bishop may impose such penalties as may be provided by the Constitution and Canons of the Diocese and in default of any provisions for such penalties therein, the Bishop may act as follows: (a) In the case of a Rector, inhibit such Rector from officiating in the Congregation until the decision is complied with. (b) In the case of a Vestry, recommend to the Diocesan Convention that the congregation's union with the Convention cease until the Congregation complies with the decision.

Sec. 8. Statements made during the proceedings under this Canon are not admissible in any proceeding under Title IV of the Canons of the General Convention. However, this rule does not require excluding evidence in proceedings under the above Canons of the General Convention, where evidence is otherwise discoverable and admissible.

Canon 7: Distressed Congregations

Sec. 1. Conditions for Review Status This Canon is intended to address the case of a Congregation that appears to be in jeopardy, such that a degree of episcopal intervention or oversight is needed to restore the health of the Congregation. This Canon is not intended to diminish the right and responsibility of Congregations in the Episcopal Church to govern themselves under applicable law but to recognize situations where the Congregation is no longer operating under the definitional standards of a Congregation provided in these canons. A Congregation may be declared to be a Congregation Under Review when one or more of the following conditions exist, as determined by the Bishop with the consent of the Standing Committee:

- a. The Vestry or Rector of a Congregation requests the Bishop declare it a Congregation Under Review.
- b. The Congregation no longer meets the definition of Congregation provided in these Canons.
- c. The Congregation has violated the Constitution or Canons of this Diocese or the Constitution or Canons of the General Convention, including employing a member of the clergy under ecclesiastical censure or process, permitting a church edifice to be used for purposes incompatible with its consecration, or engaging in any persistent course inconsistent with the doctrine, discipline, or worship of the Church;
- d. The Congregation has refused or neglected to elect a Vestry, or failed to provide representation at any Annual Convention of this Diocese, or refused or neglected to pay its Diocesan Apportionment;
- e. The Congregation has failed to provide the services of a clergyperson without having made reasonable efforts;
- f. The Congregation has failed to comply with the provisions of the Canons of this Diocese or the General Canons of this Church pertaining to Business Methods in Church Affairs or the Church Pension Fund;
- g. The Congregation has repeatedly violated the requirements of the Uniform Prudent Management of Institutional Funds Act (UPMIFA) in the State of Michigan, or any successive such legislation, in taking more than what the act would consider a reasonably prudent draw from endowment accounts or evidenced substantial financial instability.

Sec. 2. Conditions for At Risk Status If the conditions set forth above persist for more than one year, or if conditions warrant immediate action, the Bishop, with advice and consent of the Standing Committee, may declare the Congregation to be a Congregation At Risk and establish a Restoration Plan, which may require the application of one or more of the following measures to restore health to the Congregation:

- a. Appointment, by the Bishop, of three (3) to five (5) persons, some or all of whom may be adult communicants of the Congregation, to govern the affairs of the Congregation as the Vestry, replacing the current Vestry, notwithstanding any other provisions for such governance or the election of a Vestry in the Canons of this Diocese;
- b. Designation of the Rector as Priest-in-Charge;
- c. Conveyance of title of all property to the Diocese;
- d. Such other measures which the Bishop, with the concurrence of the Standing Committee, determines to be appropriate.

Sec. 3. Restoration to Congregational Status

- a. At least every six (6) months, the Bishop (together with such other persons or Committees as the Bishop may designate) and the Vestry will evaluate the progress toward correcting the conditions that led to the Congregation being declared At Risk, including, but not limited to, the issues and guidelines listed in the Restoration Plan.
- b. When the conditions that led to the decision to declare a Congregation At Risk have been substantially ameliorated, the Congregation may petition the Bishop to restore the Congregation to regular canonical status.
- c. The Bishop, with the advice of the Standing Committee, shall decide whether or not to approve the petition.
- d. If a Congregation At Risk shall remain in such status for more than four (4) years without extension of its Restoration Plan, then a special meeting of the Congregation At Risk shall be called by either the Bishop or the Wardens of the Congregation, and by majority vote thereof, it shall be determined whether such Congregation At Risk shall petition to be restored to full and regular Congregation status, or take other actions, or shall ask to be merged or closed.
- e. With the advice and consent of the Standing Committee, the Bishop shall decide not less than one (1) month after the vote on such requested action whether to restore the Congregation, take other actions, or merge or close the Congregation.
- f. Any decision to close a Congregation shall be taken in accordance with the Canons of this Diocese.

Canon 8: The Dissolution of a Congregation

Sec. 1. Whenever any Congregation shall choose to dissolve or be determined by the Bishop and Diocesan Council to be no longer viable after steps have been taken to restore congregational health, the Convention may vote to remove it from union with the Diocese by a vote at Convention, but without prejudice to a subsequent application for readmission.

Sec. 2. A service for the celebration of the life and ministry of the Congregation shall be scheduled and announced to the Diocese, and, if appropriate, a rite for secularizing a consecrated building shall be included.

Sec. 3. In such case, the real estate and invested funds shall be held by the Diocese for the benefit of the general missionary work of the Diocese or leased, mortgaged, sold, or otherwise disposed of by the Bishop and the Diocesan Council. All property and funds in the custody of the treasurer of the congregation shall be turned over to the Treasurer of the Diocese to be used under the direction of the Bishop and the Diocesan Council for the general missionary work of the Diocese.

Canon 9: Emergent Community of Faith

Sec. 1. Definition An Emergent Community of Faith is a new community that begins as a ministry of the Diocese or of a Congregation of the Diocese and is in a period of initial formation and incubation.

Sec. 2. To be designated an Emergent Community of Faith:

- a. Members participate in a discernment process overseen by the Diocesan Council.
- b. Following approval by Council, the community works with representatives of the Diocesan Council to reach an Emergent Community of Faith Agreement, which clarifies expectations and accountabilities. It includes such details as financial support, if any, from the diocesan operating budget, the pattern of reporting, leadership relationship to the diocese, staff accountability, the timeframe of the Agreement, and its renewal process.
- c. The Bishop, Diocesan Council, and Standing Committee must approve the Agreement.

Canon 10: Programmatic Organization

Sec. 1. Definition A Programmatic Organization is an established ministry of the diocese that is accountable to and run by diocesan leadership or a specific appointee but is significant enough to function as its own subset of the diocesan budget and staffing structure.

Sec. 2. As a program of the Diocese evolves into a Programmatic Organization, a Programmatic Organization Agreement is developed and approved by the Bishop, Diocesan Council, and the program director (or lead staff person) of the Programmatic Organization, explaining its financial, administrative, accountability, and management detail.

Canon 11: Seasonal Chapel

Sec. 1. Definition A Seasonal Chapel is a community of faith that functions like a Congregation but does not gather year-round.

Sec. 2. The Bishop supervises and directs all missionary activity of any Seasonal Chapel. It is solely the Bishop's prerogative to appoint clergy to all Seasonal Chapels.

Sec. 3. Governance

- a. A Seasonal Chapel has a Bishop's Committee instead of a Vestry and is under the authority of the Bishop.
- b. The responsibilities of the Wardens, the Bishop's Committee, and the officers of a Seasonal Chapel shall, as far as applicable, be those of the Wardens, the Vestry, and the officers of a Congregation but subject to the interpretation of the Bishop in cases of doubt.
- c. The number of members of the Bishop's Committee is determined by the Bishop, who may increase or decrease the number at any time.
- d. Qualifications for the Bishop's Committee members are those prescribed by Canon for members of the Vestry of a Congregation except as the Bishop otherwise directs.
- e. Nominations for the Bishop's Committee, Wardens, and other officers are to be made at the Annual Meeting. The Bishop may accept or reject any or all nominations made by members of the Seasonal Chapel and may appoint others, and may at any time remove from office any member or members of the Bishop's Committee, appoint others, and fill vacancies.
- f. The Treasurer must be bonded in an amount and by a surety approved by the Bishop.

Sec. 4. Bishop's Committee Meetings and Responsibilities

- a. The Priest-in-Charge presides at all Bishop's Committee meetings and has the right to vote in the case of a tie. If the Priest-in-Charge is unable to preside at a meeting of the Committee, then the Senior Warden or, if the Senior Warden is absent, the Junior Warden presides.
- b. No action may be taken at the Bishop's Committee meeting unless the Priest-in-Charge, Senior Warden, or other person appointed to the Bishop's representative is present.
- c. Every Bishop's Committee must adopt an annual budget for the Seasonal Chapel, and the finances of the Seasonal Chapel must be administered consistent with that budget. The annual budget and any subsequent material amendment to it are subject to the written approval of the Bishop and the Diocesan Council.

Sec. 5. Annual Meeting

- a. An Annual Meeting of the Seasonal Chapel shall be held at the time and place described in a notice issued by the Bishop's Committee or at another time or place prescribed by the Bishop.
- b. The Priest-in-Charge chairs the Annual Meeting. If the Priest-in-Charge does not preside, then the Senior Warden presides.
- c. If the Priest-in-Charge and the senior Warden cannot serve, the Bishop designates a Chair.
- d. At the Annual Meeting, persons are nominated to serve on the Bishop's Committee. The qualifications of voters and conduct of the election of nominees to the Bishop's Committee shall conform to the Canons describing the election of members of a Vestry.
- e. Names of nominees and a description of other actions taken at the annual meeting must be posted in a conspicuous place available to the membership and sent to the Bishop within seven (7) days of the annual meeting.
- f. At the Annual Meeting, delegate(s) and alternate(s) to the Convention of the Diocese shall be elected in the same manner as in a Congregation.

Sec. 6. Requirements and Reports

- a. In every Seasonal Chapel, a register conforming to the requirements of Congregational registers must be kept by the Priest-in-Charge, if there is one, or else by a Warden or Secretary.
- b. The Priest-in-Charge of a Seasonal Chapel must submit reports of activities as required by the Bishop or the Diocesan Council.
- c. The requirement of paying Diocesan Apportionment applies to Seasonal Chapels (unless the Bishop has waived this requirement in writing). Diocesan Apportionment must be part of each annual budget, and the Seasonal Chapel is obligated to the Diocese for the regular monthly payments of the apportionment. If in any budget, the Seasonal Chapel does not include the apportionment to the Diocese (unless the requirement of the apportionment is waived in writing by the Bishop), or if it does not make monthly payments on their apportionment, then the Bishop may discontinue services of the Priest-in-Charge if the Council concurs in that action, or the Bishop may take further action, including dissolution of the Seasonal Chapel, at the Bishop's discretion.

Sec. 7. Closure of a Seasonal Chapel The Bishop may close a Seasonal Chapel temporarily or permanently at any time and for any reason with the agreement of the Standing Committee.

Canon 12: Congregations in Covenant Relationship

Sec. 1. Definition. Two or more Congregations, organized under the Constitution and Canons of this Diocese, may enter into a covenant to work together in a regional ministry for a defined period. The participating Congregations may share clergy. The participating Congregations must determine whether to retain individual identities, vestries, and finances. Each Congregation retains its own representation in the Convention of the Diocese.

Sec. 2. Formation of a Covenant Relationship. A Covenant may be formed, and a written memorandum of understanding must be adopted, by a majority vote of the Vestry of each participating Congregation and with the consent of the Bishop and Diocesan Council.

Sec. 3. Covenant Governance and Leadership

- a. **Covenant Council.** There shall be a Covenant Council consisting of at least three (3) adult communicants in good standing from each participating Congregation. The clergy serving participating congregations shall be members of the Covenant Council with seat and voice only. The Covenant Council may elect officers.
- b. **Covenant Bylaws.** The Covenant Council may adopt bylaws that include provision for the election of a president, a secretary, and a treasurer from among those laypersons eligible to serve on the Covenant Council and the establishment of an annual budget. A copy of the bylaws and each amendment thereto adopted by the Covenant Council, certified by the secretary, shall be filed within thirty (30) days thereafter with the Bishop of the Diocese for approval.
- c. **Covenant Annual Meeting.** The Covenant Council may have individual congregational Annual Meetings or a joint Annual Meeting. If a joint Annual Meeting is chosen, it shall comply with all of the requirements for Congregational Annual Meetings in the Constitution and Canons of the General Convention and the Diocese of the Great Lakes. It shall be considered the Annual Meeting for each member congregation.
- d. **Covenant Budget.** The Covenant Council may approve a joint annual budget and present it during the Annual Meeting of each congregation or the combined Annual Meeting.

Sec. 4. Withdrawal from a Covenant Relationship. A participating Congregation may withdraw from a Covenant Relationship at the end of a calendar year, with the consent of the Bishop, upon six months' notice, and an affirmative majority vote of its Vestry or other governing body.

TITLE II: The Diocese

Canon 1: The Association of the Diocese

Sec. 1. Status The Diocese of the Great Lakes is a non-profit, non-stock ecclesiastical trustee corporation organized and existing under the laws of the State of Michigan. It is the custodian for the collection, holding, investment, and management of:

- a. All property and permanent funds of the Diocese except such as are or may be held by the Bishop as discretionary funds.
- b. All property and funds which may be conveyed to and held by it in trust for specified Communities of Faith, societies, groups, or committees.
- c. All property and funds conveyed to it in trust for the furtherance of any religious, educational or charitable purpose of this Church.

Sec. 2. Title of Property All conveyances shall be made to, and title to all property belonging to the Diocese shall vest in, the Diocese to be held for such purposes as its articles provide or as the Convention may direct by Canon or resolution, or as may be provided in any will, trust instrument, or valid order of a court of competent jurisdiction. A Congregation, Emergent Community of Faith, Seasonal Chapel, or other entity of the Diocese must obtain the approval of both the Bishop and the Standing Committee before acquiring or disposing of real property, whether by purchase, gift, bequest, or otherwise. Title to real property shall be held in trust for the Diocese of the Great Lakes, except as the Bishop and the Standing Committee otherwise direct.

Sec. 3. Securities and Contracts The Diocese shall have full authority to buy and sell investments, securities, notes, and mortgages, and to enter into leases and other contracts upon the approval of the annual Convention or Diocesan Council.

Sec. 4. Diocesan Funds The Diocesan Council shall determine the use of Diocesan funds.

Sec. 5. Extension of Agency Service to Vestries and Others If any Vestry, society, guild, circle, or board of any Community of Faith of this Diocese shall desire to avail itself of the services of the Diocese as an agency for the safekeeping and management of funds or securities, it may do so under such form of agency agreement as may be approved by the Diocesan Council. Application for such service shall be pursuant to resolution of the governing body of the applicant and shall have the written approval of the Rector or Priest-in-Charge, if there be one.

Canon 2: Mission Regions

Sec. 1. Composition The Diocese shall be divided into Mission Regions, which the Bishop will determine in consultation with the Standing Committee or appointed Committee. The clergy and members of the Congregations, Emergent Communities of Faith, Companion Ministries, Programmatic Organizations, and Seasonal Chapels in the Region are members.

Sec. 2. Purpose The Mission Region provides a vehicle for Congregations, Emergent Communities of Faith, Companion Ministries, Programmatic Organizations, and Seasonal Chapels in proximity to each other to offer mutual support, share best practices, and collaborate on program, projects and activities in furtherance of their respective missions and the mission and vision of the Diocese.

Canon 3: The Convention of the Diocese

Sec. 1. The Diocese shall hold an Annual Convention. The Bishop shall determine the date, time, and place.

Sec. 2. The Bishop shall have the power to call special conventions. The Bishop shall also do so when requested in writing by any five (5) members of the Standing Committee and shall give the Secretary of the Convention reasonable notice as to the proposed date, time, place, and purpose of such Special Convention.

Sec. 3. Notice of Convention

- a. The Secretary of the Convention shall give written notice of the date, time, and place of any Convention, annual or special.
- b. Notices may be transmitted electronically.
- c. Notices will be sent to the lay delegates of the Communities of Faith in union with the Convention and to all clergy canonically resident in the Diocese and resident in the State of Michigan.
- d. Notices of Annual Conventions must be transmitted at least sixty (60) days prior to the Convention date. Notices of a Special Convention must be sent at least thirty (30) days prior to the Convention date and shall contain the purpose for which the Convention is being called. Notices of a Special Convention for the election of a Bishop, Bishop Coadjutor, or Bishop Suffragan must be sent at least sixty (60) days prior to the Convention date and contain the purpose for which the Convention is being called.
- e. Notice of an Annual Convention shall be accompanied by a form for reporting the election of lay delegates and alternates, which is to be completed and signed (actually or electronically) by the Rector, Pastoral Leader, Priest-in-Charge, or warden and by the Clerk of the Vestry or the secretary of the annual meeting at which they were elected, and transmitted to the Diocesan Secretary in accordance with the instructions therefore.

Sec. 4. Composition of Convention The Annual Convention shall be comprised of clerical and lay delegates as follows:

- a. The Bishop;
- b. Each member of the clergy canonically resident in the Diocese of the Great Lakes and resident in the State of Michigan and having pastoral charge or engaged in work requiring the exercise of clerical duties;

- c. Each member of the clergy canonically resident but not exercising clerical duties solely by reason of age or incapacity;
- d. Each member of the clergy who is a member of a denomination in full communion with the Episcopal Church and serving a congregation in the Diocese;
- e. Each member of the clergy canonically resident in this Diocese who is currently serving in the Armed Forces of the United States of America;
- f. Each abbot, prior or acting head of a monastic community who is canonically resident and resident in the Diocese;
- g. Professed and ordained members of a monastic community canonically resident and resident in the Diocese, and having pastoral charge of a congregation in the Diocese;
- h. Eight (8) youth delegates appointed by the Bishop with nominations from throughout the diocese;
- i. One (1) lay delegate from each Emergent Community of Faith not otherwise represented by delegates, to be determined by the Emergent Community of Faith; and
- j. Two (2) lay delegates from each Congregation and Seasonal Chapel in union with the Convention, who are adult communicants in good standing chosen as prescribed by the Congregation's or Seasonal Chapel's bylaws.
- k. Each Congregation and Seasonal Chapel with an average Sunday attendance greater than seventy-five (75) as reported on the most recent parochial report shall be entitled to one additional lay delegate.
- l. A third of the clergy entitled to vote and a majority of the lay delegates shall constitute a quorum. In the absence of a quorum, a majority of the voting members present may adjourn the Convention.
- m. Otherwise qualified people may be given seat with voice but without vote, as the convention allows.

Sec. 5. Functions of Convention A Convention, whether Annual or Special, except as limited by the Constitution or Canons, has the power to:

- a. Prescribe its own rules of procedure;
- b. Amend the Constitution;
- c. Enact, amend, or repeal Canons;
- d. Elect a Bishop in case of vacancy;
- e. Elect a Bishop Coadjutor or a Bishop Suffragan as provided by Constitution or Canon;
- f. Elect officers and confirm appointments as provided by Constitution or Canon;

- g. Appoint commissions, committees, task forces, agencies, ecclesiastical or other corporations, and boards, ad hoc or otherwise, as necessary for the business of the Convention and to define their duties;
- h. Admit a Congregation into union with the Convention in the manner prescribed by Canon, and to terminate such union;
- i. Receive, order filed, or reject reports of officers and other instrumentalities;
- j. Approve budgets; and
- k. Approve resolutions.

Canon 4: Diocesan Officers

Sec. 1. Qualifications

- a. To be eligible to serve as an officer of any Convention, member of the Standing Committee or Diocesan Council or as a deputy to the General Convention or Provincial Synod, a member of the clergy must be canonically resident and a layperson must be a communicant in good standing. To be eligible for any elected or appointed position, a person must have completed Dismantling Racism and Safe Church, Safe Communities training, and any other training prescribed by Diocesan policy.
- b. Diocesan officers (except for the Standing Committee and the Diocesan Council) provided for in this Canon may be nominated by the Bishop and, if there be no other nominations, elected by acclamation by the Convention.
- c. All people who want to participate in this Church's life, worship, and governance shall be encouraged to participate regardless of race, color, ethnic origin, national origin, marital status, gender, sexual orientation, disabilities, or age, except as otherwise specified by Canons. Significant effort shall be made in every election or appointment process to include members of underrepresented groups and to include persons from different parts of the diocese and a range of congregational sizes.

Sec. 2. Presiding Officer The President and Presiding Officer of the Convention shall be the Bishop, or in the Bishop's absence, the Bishop Coadjutor, or in the absence of the Bishop and the Bishop Coadjutor, the Bishop Suffragan, or in the absence of the Bishop, the Bishop Coadjutor and Bishop Suffragan, the President of the Standing Committee. In the absence of all the previous, the senior presbyter (by length of time in canonical residence in this Diocese) present shall call Convention to order, and the Convention shall elect a President pro tempore. The Presiding Officer shall have no vote except in case of a tie.

Sec. 3. Secretary The Annual Convention shall elect the Secretary, who shall serve from the adjournment of the current Convention until the close of the next Annual Convention, and who shall have the duty to:

- a. Attend to the giving of all notices of a Convention and shall perform all duties assigned by the presiding officer by the Convention or by Canon;
- b. File and preserve all certificates of election of lay delegates and all written reports laid before the Convention;
- c. Preserve in permanent form complete minutes of the proceedings of the Convention and all its records;
- d. Deliver to the Bishop such documents of historical value as the Bishop may request; and
- e. Prepare, proofread, and cause promptly to be published the Journal of the Annual Convention, and shall transmit or disseminate a printed or electronic copy thereof throughout the Diocese, at the direction of the Diocesan Council.
- f. The Secretary may, with the approval of the Diocesan Council, appoint an Assistant Secretary. The Assistant Secretary shall provide support to the Secretary as required and assume the Secretary's duties in the event of the Secretary's absence or incapacity.

Sec. 4. Treasurer

- a. The Annual Convention shall elect the Treasurer for one year. Before engaging in official duties the Treasurer shall give bond as required by Canons of the General Convention. Such bond shall be deposited with the Bishop.
- b. The Treasurer shall have the duty to:
 - i. Receive and safely preserve and account for all monies and other things of value which come into the Treasurer's possession or control, and to make disbursement therefrom when, as, and only to the extent duly authorized;
 - ii. Maintain in books belonging to the Diocese an accurate record in detail of all receipts and disbursements of money or other things of value and maintain a separate complete account of each fund;
 - iii. Obtain and keep on file proper receipts and vouchers evidencing all disbursements;
 - iv. Present to the Annual Convention and deliver to the Diocesan Council, upon request, a detailed report of the receipts and disbursements of each fund and the balance on hand;
 - v. Cause an audit satisfactory to the Diocesan Council to accompany the annual report;
 - vi. Exercise diligence in the collection of all funds due and payable to the Diocese; and

- vii. Deliver promptly to a duly elected and qualified successor in office all monies and other things of value which have come into the Treasurer's hands or control and which have not been lawfully disbursed, together with all books, records, files, documents, receipts, vouchers, and correspondence pertaining to the office of the Treasurer.
- viii. The Treasurer may, with the approval of the Diocesan Council, appoint an Assistant Treasurer and shall give bond in the same manner as the Treasurer. The Assistant Treasurer shall provide support to the Treasurer as required and assume the Treasurer's duties in the event of the Treasurer's absence or incapacity.

Sec. 5. Registrar The Bishop shall appoint the Registrar who shall be the custodian of all diocesan documents and records not in the hands of the Bishop or required by Canon to be in the custody of some other officer, and maintain a current list of all canonically resident clergy of the diocese.

Sec. 6. The Chancellor and Vice Chancellors

- a. The Bishop may appoint a suitable person learned in Ecclesiastical and Civil Law, who shall be a communicant of this Church, a resident of this Diocese, and a member of the Michigan State Bar, as Chancellor of the Diocese. The appointed person may retire from office at any time and shall be subject to removal by the Bishop with the consent of the Standing Committee.
- b. The Chancellor shall be the legal advisor to the Bishop, the Convention, the Diocesan Council, and the Standing Committee in all cases and upon all questions in which each requests the Chancellor's advice in its official capacity.
- c. The Chancellor shall serve as the parliamentarian to the meetings of the Convention and other governing bodies of the Diocese upon request and is the Chair of the Committee on Constitution and Canons.
- d. Upon request and approval of the Bishop, the Chancellor may advise and assist the Congregations and other institutions of the Diocese.
- e. In fulfilling the duties enumerated above, the Chancellor, with the approval of the Bishop may call on the services of one or more Vice Chancellors.

Canon 5: Committees of Convention

Sec 1. Planning Committee The Planning Committee shall consist of the Bishop, a representative of the Standing Committee, a representative of the Diocesan Council, a representative of the worship team, a designated staff member, and others appointed by the Bishop and presented to the Diocesan Council, as necessary to properly plan for the Convention.

Sec 2. Credentials Committee The Bishop shall appoint, and present to Diocesan Council, a Credentials Committee which shall consist of two or more persons, lay or ordained, responsible for certifying the lay delegates and clergy.

Sec 3. Resolutions Committee

- a. The Bishop shall appoint a Resolutions Committee, subject to confirmation by the Diocesan Council, which shall consist of at least three (3) persons, including at least one ordained person and one layperson. The Resolutions Committee shall give due consideration to all resolutions submitted to it, working collaboratively if needed with those submitting a resolution to ensure proper content and form, and shall present all such resolutions to the Diocesan Convention. The Resolutions Committee shall develop any resolutions of courtesy to be considered by the Convention.
- b. Resolutions will be submitted to the Convention through the Resolutions Committee in the following manner:
 - i. Resolutions may be submitted by a Community of Faith of this Diocese, the Diocesan Council, the Standing Committee, any Diocesan Committee or Commission, or by at least three (3) delegates to Diocesan Convention in the Diocese.
 - ii. All proposed resolutions must be received by the Resolutions Committee no later than sixty (60) days before the date of the Convention, unless such Resolution arises out of the address of the Presiding Officer of Convention or is received at least thirty (30) days prior to Convention with the approval of the Bishop.
 - iii. All resolutions submitted which would amend the Constitution or Canons of this Diocese are to be considered by the Constitution and Canons Committee for content and form and compliance with the Constitution and Canons of General Convention.
 - iv. The Resolutions Committee shall submit its report to the Secretary of the Convention at least thirty-five (35) days before the Convention. The Secretary of the Convention shall forward this report to the lay delegates and clergy at least thirty (30) days before the Convention.
 - v. The Resolutions Committee shall submit a written report to the Convention of the title of proposed resolutions not received in a timely fashion according to this Section.

Sec 4. Nominating Committee

- a. The Bishop shall appoint a Nominating Committee, which shall consist of at least four persons, including at least two ordained persons and two laypersons subject to confirmation by the Diocesan Council, to assist in nominating persons for appropriate offices, to be elected by the annual Convention, and to assist in the conduct and tally of elections and voting at a Convention.
- b. Significant effort shall be made in every election or appointment process to include members of underrepresented groups and to include persons from different parts of the diocese and a range of congregational sizes.

Canon 6: Elections

Sec. 1. In all elections, other than the election of a Bishop, the first ballot for an election shall contain the names of all persons as nominated by the appropriate Committee. Any person(s) receiving a majority of the votes cast shall be declared elected.

Sec. 2. Should fewer than the necessary number of persons to fill the positions receive a majority of the votes cast in the first ballot, a second ballot shall be prepared. The names of the remaining unelected nominees receiving the most votes shall, in order of most votes received, be placed on the second ballot in sufficient numbers to provide only twice the number of positions to be elected. Any person(s) receiving a majority of the votes cast in the second ballot shall be declared elected. Should fewer than the necessary number of persons to fill the positions of an elected office be elected on the second ballot, a third ballot shall be prepared and taken as provided in this Section for the second ballot.

Sec. 3. Should an election by a majority vote be inconclusive after a third ballot, a deadlock shall be declared. Any persons elected on the first, second, and third ballots shall be declared elected, and the remaining unfilled positions shall be filled as provided for in the Canons. Should that vacancy be required to be filled by election at an Annual Convention of the Diocese, that vacancy shall hold over and the next subsequent Annual Convention or Council meeting shall fill that vacancy by election; the person(s) then elected shall serve the unexpired remainder of the original term.

Sec. 4. Nomination and Election Of A Bishop

- a. The nomination of a Bishop, or a Bishop Coadjutor, or a Bishop Suffragan shall be made to the Standing Committee in the following manner by the date specified by the Standing Committee:
 - i. By a Bishop Search Committee appointed by the Standing Committee; and
 - ii. By petition, the form of which shall be determined by the Standing Committee, signed by no less than seven (7) clergy members and by no less than seven (7) lay members in good standing. The person nominated must indicate such person's

willingness to be nominated and consent in writing to the standard background checks no later than the date specified by the Standing Committee.

- b. All nominees whose nominations have been made as set forth above shall be eligible for election, and no nominations may be made from the floor of the Convention.
 - i. In accordance with the canons of the General Convention, the members of the clergy and lay delegates to the Convention shall vote by ballot and by orders. A concurrence of a majority of both orders shall be necessary for an election. If in either order less than sixty (60) percent of all entitled to vote are present, two-thirds of the votes of those present in that order shall be necessary to determine the election. Absent non-stipendiary members of the clergy and absent retired members of the clergy shall not be counted in determining the majority of clergy.
- c. In case of failure to elect upon any ballot as herein provided, the Convention shall continue to ballot until an election occurs or the Convention adjourns.

Canon 7: Vote by Orders

A vote by Orders is required:

- a. For election of a Bishop, Bishop Coadjutor, or Bishop Suffragan;
- b. For amendments to the Constitution;
- c. When requested by seven delegates (at least two Clerical and two Lay);
- d. On any motion to reconsider a vote on a question for which a vote by Orders has been previously ordered;
- e. In other cases required by the Constitution or Canons of General Convention.

Canon 8: Committees of the Diocese

Sec. 1. The Standing Committee

- a. There shall be a Standing Committee to perform the functions and duties prescribed by the Constitution and Canons of the General Convention and this Diocese.
- b. The Standing Committee shall present to the Annual Convention each year a report of its work and activities during the preceding year, except such as pertain to the exercise of its function as The Council of Advice to the Bishop.
- c. **Composition** The Standing Committee shall comprise nine (9) persons with at least four (4) lay and four (4) clergy members. Each year, sufficient clergy and sufficient laypersons shall be elected by the Annual Convention for three-year terms and may serve two consecutive terms. No person employed by the diocese or person in the ordination process may serve on the Standing Committee. In addition, no clergy or layperson connected to a Congregation implementing a plan to restore congregational health or

linked to a congregation undergoing a dissolution shall be eligible for election/appointment to the Standing Committee. Vacancies shall be filled at the next Annual Convention by election for the remainder of the unexpired term.

- d. **Organization** The Standing Committee shall meet within thirty (30) days of the end of the Annual Convention to elect a member to be President, a member to be Vice-President, and a member to be Secretary. The Standing Committee shall determine the specified date, time, and place of its regular meetings. Meetings may be in person or virtual. Such dates, times, and locations shall be posted at the diocesan office and on the Diocesan website. The Secretary of the Standing Committee shall notify all members of the date, time, and place of these regular meetings. A majority shall constitute a quorum. Additional meetings of the Standing Committee may be called at any time by the Bishop, the President of the Standing Committee, or any three members.
- e. **Powers** During the interval between Annual Conventions, the Standing Committee, by and with the approval of the Bishop, shall have the power to fill, by appointment, any vacancy in any elective or appointive office of the Diocese, except as otherwise provided by Canon. Such an appointment will be for the unexpired portion of the term.
- f. **Duties** The Standing Committee shall have the duty to:
 - i. Call a Special Convention when there is no Bishop, Bishop Coadjutor, or Bishop Suffragan.
 - ii. Investigate and make a recommendation to the Bishop regarding any matter of difference arising between a member of the clergy and a Congregation or Vestry, which matter is first referred to the Standing Committee by the Bishop. Such recommendation shall be binding upon the Bishop's approval.
 - iii. Preserve correct minutes of all proceedings of the Committee in some stable, durable format such as (but not limited to) a bound book or digital folder to the Diocese, which shall be signed by the Secretary and countersigned by the President. Such record shall be subject to inspection by the Bishop. A summary thereof shall be presented at the following Annual Convention.
 - iv. Within thirty (30) days following a meeting of the Standing Committee, a copy of the minutes of that meeting (whether yet approved as presented or corrected) shall be provided to each member of the Diocesan staff and each member of the Diocesan Council. These minutes may be provided by electronic means.
- g. **Recusal** Any member of the Standing Committee involved in a matter pending before the Standing Committee shall recuse themselves from discussion and vote on that matter.

Sec. 2. The Diocesan Council

- a. The Diocesan Council shall function as the executive committee of the Diocese acting with the authority of and in the name of the Diocese between meetings of the annual Convention and in accordance with such direction and limits as may be set forth by the Diocese in its articles of incorporation or by such resolutions or canons that may be passed by the Convention.
- b. The Diocesan Council shall function as the governing authority of the Episcopal Diocese of the Great Lakes, a Michigan ecclesiastical corporation.
- c. Composition and Presiding Officers of Diocesan Council
 - i. Diocesan council shall be composed of fourteen (14) members: six (6) laypersons and six (6) clergy elected by Convention, and two (2) members of the Standing Committee appointed by the Standing Committee at the first meeting following the annual Convention. Elected members shall serve three-year terms and may serve two consecutive terms. No person employed by the Episcopal Diocese of the Great Lakes may serve on Diocesan Council.
 - ii. The Bishop shall normally serve as presiding officer. The Council shall annually elect a Vice Chair from its ranks. A Secretary, who need not be a member of the Diocesan Council, may be likewise elected.
- d. Meetings and Reporting of the Diocesan Council
 - i. The Diocesan Council meets at least quarterly during the year on the call of the presiding officer to enable it to carry out its function and duties.
 - ii. Within thirty (30) days following a meeting of the Diocesan Council, a copy of the minutes of that meeting (whether or not yet approved as presented or corrected) shall be provided to each member of Diocesan Council, the Diocesan staff and each member of the Standing Committee. These minutes may be provided by electronic means.
 - iii. All meetings of the Council shall be held in open session, with time, date, and place being announced by appropriate means to the entire Diocese, and members thereof, clerical and lay, shall be invited and urged to attend such meetings. Executive sessions shall be permitted upon a two-thirds vote of all Council members present and voting for the considerations of budget matters related to personnel or staffing. The ultimate resolution of such budgetary personnel matters shall be reported and ratified by vote in an open meeting.
- e. Responsibilities and Powers of The Diocesan Council
 - i. There shall be a Diocesan Council to administer the secular affairs of the Diocese pursuant to the statutes of the State of Michigan and to perform the various

functions and duties prescribed by the Constitution and Canons of the General Convention and the Constitution and Canons of this Diocese.

- ii. The Diocesan Council shall have full powers over all Diocesan property conveyed or transferred to the Diocese, in trust or otherwise, or held or received by it, for or in connection with the work and business of the Church and the Diocese, or elsewhere, and to collect, pay out, and dispose of all income received or held by it for any such purpose aforesaid, subject, however, to the terms of the trust or trusts under which any such property or money may have been received by it.
- iii. The Diocesan Council shall prepare and present the annual budget of the Diocese for adoption by Convention.
- iv. The Diocesan Council shall develop strategy and policy, in conjunction with the Bishop and in collaboration with other leadership bodies and agencies of the Diocese.
- v. The Diocesan Council oversees the discernment and designation processes for Emergent Communities of Faith, Companion Ministries, and Programmatic Organizations of the Diocese.
- vi. The Diocesan Council oversees the discernment and covenanting processes for covenant relationships between Congregations in the Diocese.
- vii. The Diocesan Council may create groups to carry out its work. These entities will be given a clear charge, and remain accountable to and operate under guidelines and time frames established by the Diocesan Council with consent of the Bishop. Any group created by the Diocesan Council can also be terminated by Diocesan Council with the consent of the Bishop.
- viii. The Diocesan Council shall appoint an Endowment Committee to serve as advisors to Diocesan Council. The Endowment Committee composed of five (5) members, plus a liaison from Diocesan Council, the Chief Financial Officer of the Diocese, the Treasurer, and Assistant Treasurer of the Diocese if there be one, serving as ex officio members. The term of members is three years with two consecutive terms possible and at least one year following the second term for eligibility to serve again. The Endowment Committee is charged with oversight of endowment distributions and shall make recommendations to Diocesan Council regarding the annual draw based on established guidelines and policy. The Endowment Committee shall meet at least quarterly and report to Diocesan Council at least quarterly.
- ix. The Diocesan Council shall monitor compliance with the requirements of the Canons of the General Convention related to the Church Pension Fund in a timely and effective manner and work to resolve any deficiencies in that compliance.

- x. The Diocesan Council shall present to the Annual Convention a report of its work and activities during the preceding year each year. All rules and bylaws of the Diocesan Council shall be published annually in the Journal of the Convention.
- xi. The Diocesan Council shall maintain and publish a list of all current Diocesan committees, commissions, and other groups and their membership.

Sec. 3. The Commission on Ministry

- a. The purpose of the Commission on Ministry will be to advise and assist the Bishop in implementing Title III of the Canons of the General Convention.
- b. The Commission on Ministry shall consist of at least ten (10) members appointed for three-year terms. Membership shall include at least four laypersons, four priests, and two deacons. No person in the ordination process may serve on the Commission on Ministry. Members shall serve three-year terms, and may serve no more than two (2) consecutive terms.
- c. The Commission on Ministry shall be appointed by the Bishop and confirmed by a vote at the Convention.
- d. The Commission on Ministry may create groups to help carry out its work. These groups report directly to the Commission on Ministry and must have a Commission on Ministry member serving as liaison to the Commission on Ministry.

Sec. 4. The Constitution and Canons Committee

- a. The Bishop, subject to the confirmation by the Council, shall appoint a Constitution and Canons Committee to consist of such persons, clergy or lay, as the Bishop deems necessary. The Chancellor or a Vice-Chancellor shall serve as chairperson of the Committee. Other members shall serve three-year terms, and may serve no more than two (2) consecutive terms.
- b. The Constitution and Canons Committee shall regularly review the Constitution and Canons of the Diocese and propose changes to the Convention of the Diocese. The Committee shall also review proposed revisions to the Constitution and Canons of the Diocese referred to it by the Bishop or others. Such review shall be to determine the canonical propriety of said revision and the compatibility of the proposed revision with the Constitution and Canons of the General Convention, the Constitution and Canons of the Diocese and any other documents that may be relevant. The Committee shall report the results of such review to the Bishop and the Annual Convention.

Sec. 5. The Bishop may establish groups whose duties, membership, and duration shall be designated from time to time by the Bishop with notification to Diocesan Council.

Canon 9: Companion Ministries

Sec. 1. Definition A Companion Ministry is an organization that is a separate 501(c)(3) nonprofit organization in alignment with the overall vision and mission purposes of the diocese and provides a ministry within the diocese. By its designation as a Companion Ministry of the Diocese, Companion Ministries receive tangible and intangible benefits from the diocese, while the diocese benefits from the mission and ministry possibilities these organizations offer.

Sec. 2. To be designated a Companion Ministry:

- a. Members participate in a discernment process overseen by the Diocesan Council.
- b. Following approval by Council, the community works with representatives of the Diocesan Council to reach a Companion Ministry Agreement, which clarifies expectations and accountabilities. It includes such details as financial support, if any, from the diocesan operating budget, the pattern of reporting, leadership relationship to the diocese, staff accountability, the timeframe of the Agreement, and its renewal process.
- c. The Bishop, Diocesan Council, and Standing Committee must approve the Agreement.

Canon 10: The General Fund

Sec. 1. Purpose The General Fund shall include all unrestricted funds of the Diocese and shall be used for the share of the Diocese in the General Church Program of The Episcopal Church as adopted by the General Convention, support of Communities of Faith and Commissions, the stipend and expenses of the Bishop, and the salaries and expenses of the Diocese.

Sec. 2. Sources, Receipts, and Disbursements The General Fund shall be derived from income from designated and unrestricted endowment and trust funds, and from the apportionments of each congregation. All monies due or accruing to the Fund shall be paid to the Treasurer, who shall pay no monies therefrom which have not been provided for by the Budget adopted at the annual Convention, unless authorized to do so by the Diocesan Council, or by the Bishop in case of expenditures under \$1,000.

Canon 11: The Budget

Sec. 1. Apportionment The Budget of the Diocese, including its obligation to The Episcopal Church and Province V, shall be funded, in part, by an annual apportionment of each Congregation and Seasonal Chapel. The apportionment shall be a percentage, not to exceed 14%, of each Congregation's and Seasonal Chapel's Operating Income. A Congregation's Operating Income shall be the average Operating Income appearing on the last three Parochial Reports. The proposed apportionment set by the Diocesan Council may be a tiered flat rate for each Congregation and Seasonal Chapel or a graduated rate determined by the Operating Income of each Congregation and Seasonal Chapel. The proposed apportionment rate for a given year will be attached to the proposed budget of the Diocese and submitted to Convention

for approval. The apportionment rate of a congregation shall not increase more than 2% from one year to the next.

Sec. 2. Budget The balanced Budget with the proposed apportionment percentage shall be adopted by the Diocesan Council and submitted to the Diocesan Convention for approval not less than thirty (30) days before the Diocesan Convention. Any proposed amendments to the Budget during the Diocesan Convention must include a means by which the Budget remains in balance.

Sec. 3. Notification of Apportionment The Diocesan Office will inform each Congregation and Seasonal Chapel of its apportionment in a timely manner. Each Congregation and Seasonal Chapel will have a maximum of forty-five (45) days to respond in writing. If a Congregation or Seasonal Chapel believes itself unable to meet the apportionment, it must indicate in writing why that is so.

Sec. 4. Apportionment Review Committee The Apportionment Review Committee shall be a subcommittee of the Diocesan Council charged with working with Congregations and Seasonal Chapels that are unable to meet their apportionment.

- a. The committee members shall be appointed by the Bishop and approved by the Diocesan Council.
- b. Upon notice by a Congregation or Seasonal Chapel that they cannot meet their apportionment, the Committee will work with the Rector, Vestry, or Bishop's Committee to determine an appropriate amount of support for the Diocese and a plan to meet the apportionment in a set timeline. The Committee may then recommend waiving a portion of the apportionment for that year to the Diocesan Council.
- c. If a Congregation or Seasonal Chapel will not work in good faith with the Apportionment Review Committee and the supportive groups within the Diocese to meet the apportionment goal, the Bishop and the Standing Committee will have the option of prescribing a course of action for the health of the Congregation or Seasonal Chapel, pursuant to these Diocesan Canons.

Sec. 5. The Bishop, or the Presiding Bishop of The Episcopal Church, may directly appeal to the congregations and members of the Diocese for response to emergency needs in extreme or unusual circumstances.

Canon 12: Indebtedness of Communities of Faith

Sec. 1. Limitations on Debt No indebtedness shall be incurred by any Congregation or Seasonal Chapel without the approval of both the Bishop and the Standing Committee, except:

- a. Indebtedness for permanent improvements, replacement, or additions to real estate or equipment, where the amount of such indebtedness, plus indebtedness of every kind already existing, shall not exceed 150% of the average annual receipts of such congregation during the three years then last preceding;

- b. Indebtedness for current expenses where the amount of such indebtedness, plus all indebtedness heretofore incurred for current expenses and still existing, shall not exceed 20% of the total current receipts of such congregation during the preceding fiscal year; and the payment of all such indebtedness shall be provided for in the budget of the next ensuing fiscal year with a reasonable expectation of its payment out of the receipts of the next two years; or,
- c. Indebtedness incurred to finance existing loans, provided the total amount thereof be not increased. In computing receipts under subsections (a) and (b) hereof, income from endowments, devises, and bequests available for general purposes may be included; but principal and income not available for payment of debts, and receipts earmarked for non-parochial purposes shall be excluded.

Sec. 2. Plan of Payment Required Where approval of proposed indebtedness is required, the application, therefore, shall be accompanied by a plan of payment, and such approval shall not be granted in any event unless such a plan is deemed feasible by the Bishop and the Standing Committee.

Sec. 3. Existing Indebtedness This Canon shall not apply to the refinancing of existing indebtedness, provided the total existing indebtedness is not increased.

Canon 13: Audits and Insurance

Sec. 1. Audits and Reviews The criteria that satisfy this requirement shall be determined as a policy of Diocesan Council and approved by the Chancellor. As soon as possible after the close of each fiscal year, the accounts of all officers handling funds, whether of the diocese or its auxiliaries, or of Congregations and their auxiliaries, or of all Emergent Communities of Faith, Seasonal Chapels, and Congregations in Covenant Relationship shall be audited in accordance with the Episcopal Church Manual of Business Methods in Church Affairs and The Episcopal Diocese of the Great Lakes Policy "Annual Audit of Congregations." Copies of audit reports shall be submitted to the Diocesan Treasurer for review by September 1, following the close of the fiscal year. Congregations, Emergent Communities of Faith, and Seasonal Chapels who fail to complete and submit an annual audit by September 1 will be referred to the Treasurer and, if needed, Diocesan Council, for assistance in completing the audit. Diocesan Council may appoint an Audit Committee to assist in this work.

Sec. 2. Insurance

- a. All buildings and tangible personal property owned or held in trust by the Diocese shall be insured as prescribed by the Diocesan Council.
- b. Each Congregation, Emergent Community of Faith, and Seasonal Chapel shall follow the Diocesan policy regarding the provision of healthcare for clergy and lay staff.

Canon 14: Minimum Compensation for Clergy

Sec. 1. Establishment of Standards Using the definition of compensation established by the Church Pension Group, the Diocesan Council shall adopt an annual clergy compensation minimum for the ensuing fiscal year for all members of the clergy exercising stipendiary ministry in the Episcopal Diocese of the Great Lakes. For those ordained more than one year, the minimum standard shall be increased by an amount determined by the Diocesan Council for each year of ordained ministry beyond the first year to a limit of ten years.

Sec. 2. Failure to Compensate In any case where the compensation provided is below the minimum standard, the Bishop, or the Bishop's representative, shall assist in negotiating a mutually agreeable solution.

Sec. 3. Other Benefits Consideration for adequate reimbursement shall also be given by vestries in the areas of automobile expenses, continuing education, and other professional expenses.

Canon 15: The Administration of Ecclesiastical Discipline

Sec. 1. The Diocese of the Great Lakes adopts by reference Title IV (Ecclesiastical Discipline) of the Canons of the General Convention, applicable to the Ecclesiastical Discipline of Priests and Deacons, and as it pertains to the practices and procedures set forth. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV established by the General Convention, the Canons of the General Convention shall govern.

Sec. 2. Disciplinary Structure

a. Disciplinary Board

- i. The Disciplinary Board shall consist of no fewer than seven (7) persons, the majority of whom shall be priests or deacons but by no more than one.
- ii. The Bishop shall appoint the members of the Board with the advice and consent of the Standing Committee and report to Diocesan Convention. The ordained members of the Board must be canonically and geographically resident in the State of Michigan. The lay members of the Board shall be adult communicants in good standing and geographically resident in this Diocese. Members shall be appointed for a three-year term, beginning on the first day following Convention. Membership on the Board shall meet the limitations set forth in the Canons of the General Convention.
- iii. The Bishop shall fill vacancies on the Board with the advice and consent of the Standing Committee, upon notice by the President of the Board of such vacancy. Persons appointed to fill vacancies shall complete the vacated term and shall be of the same order as the Board member replaced. Should a vacancy occur as a result of a challenge, a replacement Board member shall serve only for the proceeding for

which the regular Board member is not serving as a result of the challenge and shall be of the same order.

- iv. Within sixty (60) days following Convention, the Board shall meet and elect a President and one or more Vice Presidents from its members. The Board shall also appoint a Clerk, who shall be custodian of all records and provide administrative services as needed by the Board. The Clerk may be a member of the Board.
- b. **Reference Panel** A Reference Panel shall be composed of an Intake Officer, the Bishop, and the President or a Vice-President of the Disciplinary Board. The Reference Panel shall review the Intake Report to determine how to refer to the Report for further consideration. All deliberations shall be confidential, except as required by the law or as deemed pastorally appropriate by the Bishop.
- c. **Hearing Panel** The Hearing Panel of three (3) members of the Disciplinary Board, selected by the President of the Board shall serve as the body before which a hearing is held, as provided by the Canons of the General Convention.
- d. **Intake Officer** An Intake Officer shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop may appoint additional Intake Officers according to the needs of the Diocese. The Bishop shall publish the names and contact information of the Intake Officer(s) throughout the Diocese, with methods and means of reporting information concerning alleged offenses. All communications shall be confidential, except as required by law or as deemed pastorally appropriate by the Bishop.
- e. **Investigator** The Bishop shall appoint an Investigator, in consultation with the President of the Board. The Investigator need not be a member of The Episcopal Church. The Investigator shall be skilled and able to conduct investigations under this Title.
- f. **Church Attorney** Within sixty (60) days following each Annual Convention, the Bishop and Disciplinary Board shall appoint an attorney to serve as Church Attorney for the following calendar year. The person selected must be a member of The Episcopal Church and a duly licensed attorney but need not reside within the Diocese. The Church Attorney will represent the Episcopal Church in proceedings under this Title. Multiple Church Attorneys may be appointed to meet the needs of the process.
- g. **Pastoral Response Coordinator** The Bishop may appoint a Pastoral Response Coordinator, to serve at the pleasure of the Bishop in coordinating the delivery of appropriate pastoral responses to affected persons and communities provided for in Title IV, Canon 8 (Of Pastoral Response) of the Canons of the General Convention and this Title. The Pastoral Response Coordinator may be an Intake Officer but shall not be a person serving in any other appointed or elected capacity under this Title.
- h. **Advisors** In each proceeding under this Title, the Bishop shall appoint one Advisor each for the complainant and the respondent. A person serving as an Advisor shall hold no

other appointed or elected position provided for under this Title and shall not include persons serving as Chancellors, Vice-Chancellors, or Assistant Chancellors of this Diocese, or any person likely to be called as a witness in the proceeding. An Advisor shall be available for purposes of support, assistance, consultation, and advice regarding the process provided in this Title and the pertinent rights, responsibilities, consequences, and alternatives.

- i. **Conciliator** The Bishop shall appoint a Conciliator to assist in reconciling the parties and issues involved. The Conciliator shall be skilled in dispute resolution and without conflict of interest in the matter.

Sec. 3. Interdiocesan Agreements This Diocese may agree with one or more Dioceses to develop and share resources necessary to implement this Canon, including all boards, panels, personnel, and administrative and financial support for proceedings under this Canon. With the advice and consent of the Bishop, such agreement may be established by the Diocesan Council, subject to such changes to this Canon as may be necessary to implement such an agreement fully.

TITLE III: The Diocese as Member of The Episcopal Church

Canon 1: General Convention and Province V

Sec. 1. Deputies and Alternates to General Convention The annual Convention shall elect by ballot, in the year following any General Convention, eight (8) deputies to the next General Convention, four (4) members of the clergy and four (4) adult lay communicants in good standing, together with an equal number of alternate deputies having similar qualifications. The four members of the clergy and four adult lay communicants in good standing first receiving a simple majority of the votes cast shall be declared elected deputies. The four members of the clergy and laity receiving the next highest number of votes in the final election for deputies shall be declared alternate deputies in the order of votes received.

Sec. 2. Deputies to Provincial Synod

- a. The Convention shall elect by ballot Deputies to represent the Diocese in the Provincial Synod, as provided for in the ordinances of the Province.
- b. If the Convention fails to elect such Deputies, those last previously chosen shall serve until their successors have been elected. Should a Deputy no longer wish to continue in such service, the Bishop may appoint a replacement with the consent of the Standing Committee.

Sec. 3. Executive Board of Province V

The Executive Board of Province V supervises the Province's affairs between Synods. The Bishop, with the Standing Committee's consent, shall appoint one representative to this Board and report the appointment to the Annual Convention.

TITLE IV: General Provisions

Canon 1: Additions and Amendments to the Canons

Sec. 1. All proposed amendments or additions to the Canons shall be submitted to the Secretary of the Convention at least sixty (60) days before the Convention at which they are to be considered.

- a. The Secretary of the Convention shall then file them with the Constitution and Canons Committee.
- b. The Secretary shall submit copies of the proposed amendments or additions, including any such report, to the lay delegates and clergy of the Convention at least thirty (30) days before the date of such Convention and shall report the same to the Convention.
- c. The Convention shall not consider any amendment or addition to the Canons unless so reported to it by the Secretary.

Sec. 2. When any proposed amendment or addition is before the Convention for consideration, changes may be made by a majority vote during the debate and before the final vote. An amendment or addition to the Canons shall be adopted by a majority vote of the members present.

Sec. 3. New canons, deletions of whole canons, and additions to, amendments of, and deletions from existing canons, unless otherwise expressly ordered, shall take effect on the first day following the adjournment of the Convention at which they were adopted.

Canon 2: Construction

Sec. 1. These Canons, and this Diocese and its organizations, are subject to the Constitution and Statutes of the United States of America, the Constitution and Statutes of the State of Michigan, and the Constitution and Canons of the General Convention of The Episcopal Church in the United States, as the same may, from time to time, be amended or changed, and these Canons should be construed as being consistent therewith, anything herein to the contrary notwithstanding.

Sec. 2. The table of contents, index, cross-reference tables, catch line headings, and comments published with these Canons are not part of the text of the Canons and are not to be used in the construction of these Canons.

Sec. 3. Should any court of competent jurisdiction, whether civil or ecclesiastical, determine that any provision of these Canons is contrary to any governing law, such provision shall be null, void, and of no effect from such point forward, but such determination shall have no effect on any remaining Canon. Each Canon is severable from the remainder and shall continue in force until repealed or amended.

Canon 3: Validity of Electronic Meetings

Any meeting of a Diocesan Body, or Body of a Community of Faith, may be held electronically as long as each member has the ability to hear and be heard by all other members. Leadership of Diocesan Committees or the Committees of Communities of Faith may make limited use of email polling for questions that need to be addressed before the next meeting of the committee. Email polling must allow for all members to view the votes and comments of all other members. Decisions made by email polling must be ratified at the next official meeting of the committee.

Canon 4: Parliamentary Authority

Sec. 1. The current edition of Robert's Rules of Order shall be the parliamentary authority at all meetings of the Diocese and any of its Congregations and organizations unless they are inconsistent with the Constitution and Canons of the General Convention and of this Diocese or the rules of order of the Convention.

Sec. 2. An Annual Convention, from time to time, may adopt, alter, or delete permanent rules of order not inconsistent with the Constitution and Canons of the General Convention and of this Diocese for itself and subsequent Annual and Special Conventions.

Sec. 3. At any meeting of the Diocese and any of its Congregations and organizations, a two-thirds majority of those present and entitled to vote, provided that a quorum has been determined to be present, may vote to suspend or modify the Rules of Order for that meeting only; and, provided that the suspension of the Rules of Order shall not interfere with the ability of the meeting to adjourn.

Canon 5: Presumption Against Conflict of Interest

No contract of the Diocese, or of any Congregation or constituent organization of the Diocese, made with any member of the Diocese, or with any Congregation or constituent organization of the Diocese, or made with a partnership or other group or association of which any such member shall be a member, or made with any corporation of which such member may be a member or director, and no contract between this Diocesan corporation and any other corporation having common directors shall be invalid because of such facts alone.

Canon 6: Representation of Position of Diocese

No public statement respecting a position on any issue attributed to the Diocese, any Congregation in the Diocese, or any organization of the Diocese may be made unless in full compliance with the Constitution and Canons of this Diocese, and the prior approval of the Bishop. The Bishop has the authority to issue blanket approvals or to delegate this power by written authorization.

TITLE V: Transitional Canons

Canon 1: Timeframe

These Transitional Canons will have immediate effect upon adoption. A resolution to delete these Transitional Canons will be presented to the 2025 Convention.

Canon 2: Leadership Body Membership

Sec 1. Standing Committee and Diocesan Council The 2024 Convention shall elect one-third of the membership of the Standing Committee and the Diocesan Council, ensuring the proper allocation of clergy and laypersons as new members of the body. The 2024 Convention shall also elect two-thirds of the membership of the Standing Committee and the Diocesan Council from the existing membership of that body for the Dioceses of Eastern and Western Michigan, assigning each to a term of two or one year. Each leadership body shall determine the members nominated for election at the 2024 Convention, assuring the proper allocation of clergy and laypersons and even ensuring division between members from the previous dioceses. Members serving on either body of the previous dioceses who are not nominated for election at the 2024 Convention shall be eligible for nomination for any newly elected offices.

Sec 2. Commission on Ministry The members of the Commission on Ministry for the Dioceses of Western Michigan and Eastern Michigan shall constitute the Commission on Ministry for the Episcopal Diocese of the Great Lakes until the Annual Convention held in 2025 notwithstanding the Canons herein on the Commission on Ministry. Sixty (60) days prior to the 2025 Annual Convention, the Commission on Ministry shall report to the Bishop suggesting the continued membership of the Commission on Ministry.

Canon 3: Apportionment

Diocesan apportionments for 2025 shall be calculated using the original formula of each diocese. The lesser amount of either that calculation or the apportionment amount calculated for 2024 shall be applied.