

DIOCESE OF IDAHO
CONSTITUTION AND CANONS
(Revised October 25, 2009)

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**ARTICLES OF AMENDMENT
TO THE
ARTICLES OF INCORPORATION
OF THE
EPISCOPAL CHURCH IN IDAHO**

The Episcopal Church in Idaho adopts the following Articles of Amendment to its Articles of Incorporation:

1. The name of the corporation is the Episcopal Church in Idaho, but it is also known as the Episcopal Diocese of Idaho.
2. These Articles of Amendment are to be deemed as the constitution of the Episcopal Church in Idaho.
3. The corporation is a nonprofit corporation.
4. The corporation is to be of perpetual duration.
5. The purpose of the corporation is to act as a constituent part of The Episcopal Church and as the governing head as defined by its Canons.
6. The corporation has no members.
7. The Canons shall serve as the bylaws of the corporation. The Canons may be modified only by the Convention of the Diocese of Idaho as provided in those Canons.
8. The Board of Directors of the corporation is to be the Bishop of Idaho, the Vice-President of Diocesan Council, and the Standing Committee of the Diocese, membership of which is to be elected by the Convention of the Diocese of Idaho, P.O. Box 936, Boise, Idaho 83701, as determined by its Canons.
9. Amendment of the Articles of Incorporation shall be as set forth in the Canons of the Diocese of Idaho.

Dated this 23rd day of October, 2004.

The Rt. Rev. Harry B. Bainbridge, III
Bishop of Idaho

CANONS OF THE DIOCESE OF IDAHO

TITLE I ORGANIZATION

CANON 1 NAME

Section 1. Name. The Episcopal Church in Idaho shall be known as the Episcopal Diocese of Idaho, (the “Diocese”).

CANON 2 JURISDICTION

Section 1. Jurisdiction. The Diocese embraces territorially all of that part of the State of Idaho lying south of the Salmon River, and that portion of Teton County, Wyoming lying west and north of the summit of the Teton Mountain Range, including the unincorporated community of Alta.

CANON 3 ACCESSION TO THE EPISCOPAL CHURCH

Section 1. Accession to the Episcopal Church. The Diocese is a constituent part of The Episcopal Church and accedes to, recognizes and affirms the adoption of the Constitution and Canons of The Episcopal Church as established by the Bishops, Clergy and Laity in General Convention assembled.

TITLE II CONVENTION

CANON 1 MEETINGS OF CONVENTION

Section 1. Annual Convention. There shall be an annual Convention of the Diocese (“Convention”) at such time and place as may be designated by the preceding Convention. In the event no designation has been made by Convention, the Bishop, with the consent of the Standing Committee, shall set a time and place for Convention.

Section 2. Change of Time or Place of Convention. The Bishop, with the consent of the Standing Committee, shall have the power to change the time or place of Convention or both, provided that written notice is given to the clerical and lay delegates and the vestries of the congregations of the Diocese at least sixty (60) days before such meeting.

Section 3. Special Meetings of Convention. Special meetings of Convention may be called by the Bishop with the consent of the Standing Committee whenever the Bishop deems it necessary for the good of the Diocese. Written notice of special meetings of Convention shall be given to the clerical and lay delegates and to the vestries of congregations at least sixty (60) days before the special meeting. The notice of the special meeting shall specify the purpose or purposes for which the special convention is called. No other business shall be transacted at special meetings of Convention.

TITLE II CONVENTION

CANON 2 MEMBERS OF CONVENTION

Section 1. Members of Convention. Convention is the legislative authority of the Diocese and is comprised of its voting members who are referred to as delegates, and non-voting members entitled to seat and voice.

Section 2. Clerical Delegates. Clerical delegates entitled to seat, voice, and vote are:

- (a) The Bishop, the Bishop Coadjutor, the Bishop(s) Suffragan, and the Assistant Bishop(s) canonically resident in the Diocese.
- (b) Any member of the clergy canonically resident in the Diocese at the time of Convention.

Section 3. Lay Delegates. Lay delegates entitled to seat, voice and vote are:

- (a) Elected members in good standing of the congregations they represent and the wardens of each congregation. Each congregation is entitled to elect a minimum of one member, or one member for each thirty (30), or major fraction thereof, of the “average Sunday attendance” as listed in the previous year’s Parochial Report. Elected members shall be chosen at the annual meeting of the congregation by its qualified electors. If the congregation has not had an election, the vestry may select the members or if the vestry does not act, the rector, subject to the approval of the Bishop, may appoint the delegates.
- (b) Lay persons who have been appointed by the Bishop to be in charge of congregations which are without the services of a full time member of the clergy. Lay persons in charge of congregations shall be members only during their tenure in the congregation.

Section 4. Replacement or Substitution of Lay Delegates. Wardens and elected delegates are subject to replacement by elected alternates.

Section 5. Determination of Voting Rights. The names of all delegates, clerical and lay, shall be referred to a Committee on Credentials appointed by the presiding officer, and the Committee on Credentials shall report without delay the names of all delegates, clerical and lay, entitled to vote and evidenced by proper certification. The Secretary of Convention shall either call the role of all clerical and lay delegates or accept the report of the Committee on Credentials. The Secretary shall call the names of the congregations entitled to representation.

Section 6. Questions Relating to Eligibility of Delegate. The Committee on Credentials shall have final determination of the eligibility of any lay or clerical delegate to vote. Appeal of the decision of the Committee on Credentials lies with Convention itself which may overturn the decision of the Committee on Credentials by a two-thirds majority vote.

Section 7. Other Members of Convention. Members of Convention who are not clerical or lay delegates entitled to seat and voice but no vote are:

- (a) Officers of Convention.

- (b)** Members of committees appointed by Convention.
- (c)** Those persons given the privilege of seat and voice by majority vote of the delegates of Convention.
- (d)** The President of the Diocesan Youth Group.
- (e)** Lay members of Diocesan Council and Standing Committee during their terms of office.
- (f)** The Chancellor of the Diocese.
- (g)** Chairpersons or designated representatives of Committees, Commissions, and Departments expressly defined in these canons.

TITLE II CONVENTION

CANON 3 PRESIDING OFFICER AND OTHER ELECTIONS AND APPOINTMENTS

Section 1. Presiding Officer. The Bishop is the presiding officer of Convention. The Bishop may designate another person to act instead. If the Bishop be unable to act, the President of Standing Committee is the Presiding Officer of Convention. In the event neither the Bishop nor the President of the Standing Committee is able to act, then the Standing Committee shall designate another person to act as Presiding Officer.

Section 2. Secretary. Convention shall elect a Secretary who shall continue in office until a successor is chosen. The duties of the Secretary are to:

- (a) Have charge of all papers of Convention, take the minutes of proceedings, publish them in a Journal of Convention and send them annually to the Bishop and Secretary of every Diocese in the Eighth Province and to the Presiding Bishop and the Secretary of General Convention.
- (b) Notify, sixty (60) days before Convention, the clergy or the proper representative of each congregation of the time and place of the meeting of Convention and send the proper forms for certification of lay delegates and alternates.
- (c) Attest to each General Convention a certificate of election of clerical and lay deputies in accordance with the Canons of the Diocese, and attest the public acts of Convention.
- (d) Deliver into the hands of the Secretary's successor all books and papers relative to the concerns of Convention.
- (e) Certify one copy of every Journal and deposit it with the Historian of the Diocese to be preserved as the official record of Convention.

Section 3. Treasurer. Convention shall elect a diocesan Treasurer who shall continue in the office until a successor is chosen. The duties of the Treasurer are to:

- (a) Receive all monies collected under the authority of the Diocese and disburse them under its direction except in such cases as may otherwise be especially provided for.
- (b) Make an annual report to Convention of all monies and other property entrusted to the Treasurer's care which accounts shall be duly audited as ordered by the Canons of General Convention.

Section 4. Chancellor. A Chancellor will be appointed annually by the Bishop. The Chancellor shall be a lay, baptized member of the Diocese, learned in the law, who shall be the legal advisor to the Diocese. The appointment is to be submitted to Convention for confirmation.

Section 5. Historian. The Historian of the Diocese shall be appointed annually by the Bishop. The appointment is to be submitted to Convention for confirmation. The Historian shall be the archivist of the Diocese and shall have the duty to gather and have in safekeeping the Journals of Convention, pamphlets, reports, and other documents belonging to the Diocese and such other duties and responsibilities as the Bishop designates.

Section 6. Vacancy. In the case of the death, resignation, removal from the Diocese or other disability of the persons listed in this Canon occurring during recess of Convention, the Bishop shall, with the consent of the Standing Committee, appoint a replacement to serve until the next annual meeting of Convention.

TITLE II CONVENTION

CANON 4 CONDUCT OF CONVENTION

Section 1. Quorum. The presence of a majority of the clerical and lay delegates from a majority of the congregations canonically in union with Convention shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

Section 2. Attendance of Delegates. All congregational delegates who register for Convention are to be at all sessions. Clergy will be in attendance for all sessions of Convention unless excused by the Bishop. No member of Convention shall leave during its session without having applied for and received leave of absence from the Presiding Officer.

Section 3. Order of Business. The presiding officer shall prepare an Order of Business for each session of Convention.

Section 4. Resolutions. Any baptized member in good standing of a congregation within the Diocese may propose resolutions for consideration by Convention. Any resolution to be considered by Convention must be received in the Diocesan office not less than forty-five (45) days prior to the opening of Convention. The Secretary of Convention shall communicate to each member of the clergy in canonical residence in the Diocese and the senior warden of each congregation a notice of the closing date for the receipt of proposed resolutions. The Secretary of Convention shall send each member of the clergy in canonical residence and each delegate known to the Secretary a copy of all resolutions which are timely submitted, at least twenty-one (21) days prior to Convention. Any resolution not available for pre-Convention deanery meetings must be available, in writing, for distribution to delegates at the time of registration, and must receive a favorable two-thirds vote at Convention upon motion for late consideration.

Section 5. Voting. The clerical and lay delegates of Convention shall vote in one body except when a vote by orders is required. In elections, nominees must receive a majority of votes cast on that ballot to be elected.

Section 6. Vote by Orders. There must be a request at any meeting by at least two (2) clerical and two (2) lay delegates for a vote by orders or written ballot, or both. In a vote by orders, persons elected must receive a majority of votes cast on that ballot in both houses.

Section 7. Rules. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern each Convention except where the rule conflicts with the Constitutions and Canons of The Episcopal Church or with the Constitution and Canons of the Diocese.

TITLE II CONVENTION

CANON 5 CONVENTION COMMITTEES

Section 1. Committee on Constitution and Canons. There shall be appointed by the Bishop, with the consent of Convention, a continuing Committee on Constitution and Canons. The Committee shall consist of not less than five (5) members. Membership shall represent each house of Convention and each Deanery. Terms of the members should be for three (3) years and should be staggered so that no more than one-half of the membership of the Committee is appointed in any one year. Members should not be appointed for more than two (2) consecutive terms. The Bishop and the Chancellor shall be ex-officio members of the Committee on Constitution and Canons, which shall organize itself.

Section 2. Nominations Committee. A nominations committee, chaired by the Vice-President of Diocesan Council and consisting of the Sub-Dean from each Deanery, shall present to Convention a slate of nominees for each office to be elected by Convention.

Section 3. Other Committees and Task Forces. Convention or in its stead Diocesan Council may appoint such committees and task forces as may be necessary to carry on the work of Convention or arrange detail of subsequent Conventions.

TITLE II CONVENTION

CANON 6 DEPUTY SELECTION PROCESS

Section 1. General Convention Deputies. Convention shall elect by orders and written ballot the clerical and lay deputies and alternates to represent the Diocese at General Convention not later than twelve (12) months preceding the opening date of General Convention for which they are chosen. The election shall be in accordance with the provisions of the General Canons of The Episcopal Church. Alternate deputies to General Convention shall be elected in the same manner. In the event that the elected deputy shall be unable to attend General Convention, vacancies are filled by the alternates in the order of their election. In the event neither the elected deputy nor alternate shall be able to attend General Convention, the Ecclesiastical Authority of the Diocese shall appoint the deputy.

Section 2. Deputies to Provincial Synod. At the convention preceding the Provincial Synod, Convention shall elect one clerical and one lay deputy to the Provincial Synod. The Ecclesiastical Authority of the Diocese may nominate additional deputies as may be deemed appropriate and the Diocesan Council may elect up to four (4) of those so nominated.

TITLE III ADMINISTRATION

CANON 1 BISHOP

Section 1. Election of a Bishop.

- (a) **Election Convention.** The election of a Bishop, or of a Bishop Coadjutor, or of a Suffragan Bishop, for this Diocese, shall be made at Convention, or at a special session called for that purpose, provided at least sixty (60) days before the time of such special or annual meeting a notice be sent in writing by the Secretary of the Standing Committee to every member of the clergy who is a member of Convention, and to every Senior Warden of the congregations canonically in union with the Diocese. This notice shall state the purpose, time, and place of the proposed election.
- (b) **Nomination.** Prior to the meeting of such Convention, a nominating committee consisting of both clergy and lay persons shall be appointed by the Standing Committee of the Diocese to receive and make nominations to Convention. Nominations may also be made from the floor in open Convention. This nominating committee shall develop its own rules of procedure.
- (c) **Manner of Election.** After nominations have been received, the clergy and laity, in executive session and voting by orders, shall choose some qualified Presbyter for that office. A majority in each order shall be necessary for election.

Section 2. Duties and Powers.

- (a) **General.** The Bishop is the Ecclesiastical Authority of the Diocese, its chief pastor and ordinary of all religious and benevolent activities of the Diocese. When the Diocese is without a Bishop, or in the case of the inability of the Bishop to act and if there be no duly appointed or regular successor, the Standing Committee shall be the Ecclesiastical Authority of the Diocese for all purposes declared in the Canons of General Convention and in these Canons.
- (b) **Chief Pastor.** The Bishop is the chief pastor of the Diocese and may participate in services of the Diocese within any parish or elsewhere in the Diocese. The Bishop Coadjutor and the Suffragan Bishop(s), if there be such, shall have a similar right to participate.
- (c) **Accountability of All Committees, Councils and Commissions.** All Diocesan Committees, Councils and Commissions are accountable to the Bishop.
- (d) **Ordinary of Religious and Benevolent Organizations.** The Bishop is the ordinary of all religious or benevolent organizations of the Diocese, and as such, may attend any of their meetings.
- (e) **Pastoral Letter.** Whenever the Bishop shall issue a Pastoral Letter, it shall be the duty of every minister in charge of a congregation, or the Senior Warden, where there is no minister in charge, on the Sunday succeeding its receipt to read said letter to the congregation.

- (f) **Determination of Controversies.** All controversies between the rectors of two or more congregations, or between a congregation or its vestry and its rector, or between persons adversely claiming to be a member of the vestry of the congregation, shall be referred to the Bishop for determination.

Section 3. Other Bishops, Assistants to the Bishop, and Archdeacons.

- (a) **Bishop Coadjutor.** There may be a Bishop Coadjutor as provided in the Canons of General Convention whom the Bishop, in case of the Bishop's absence or indisposition, may designate as the Ecclesiastical Authority of this Diocese.
- (b) **Suffragan Bishop(s).** There may be Suffragan Bishop(s) in accordance with the Canons of General Convention.
- (c) **Assistant Bishop(s).** There may be Assistant Bishop(s) in accordance with the Canons of General Convention.
- (d) **Canon(s).** Canon(s) may be appointed by the Bishop for specific ministries in the Diocese, with the advice and consent of the Diocesan Council, confirmed by ballot at a regular meeting of the Council. Canon(s)' duties shall be determined by the bishop.
- (e) **Archdeacon(s).** Archdeacon(s) may be appointed by the Bishop with the advice and consent of the Diocesan Council, confirmed by ballot at a regular meeting of the Council. Archdeacon(s)' duties shall be determined by the Bishop.

TITLE III ADMINISTRATION

CANON 2 DIOCESAN COUNCIL

Section 1. Membership. The Diocesan Council (“Council”) shall consist of the Bishop, three (3) clergy, and three (3) lay persons, elected at Convention, and one (1) lay person duly elected by each Deanery. No elected member shall serve more than two (2) consecutive terms.

- (a) **Qualifications.** Members of Council shall be either members of the clergy in the Diocese or lay persons who are baptized members in a congregation in canonical union with the Diocese.
- (b) **Elected Members.** Members of Council shall be elected as follows:
 - (1) **Deanery Seats.** Election to Deanery seats for three (3) year terms shall be by vote of Convention Delegates of that Deanery at the annual Deanery Meeting.
 - (2) **At-Large Seats.** Three (3) clergy and three (3) lay persons shall be elected by Convention, for three (3) year terms. One (1) member of the clergy and one (1) lay person shall be elected at each Convention.
- (c) **Non-Voting Members.** The Treasurer, and the regional Deans shall be entitled to seat and voice, but no vote on Council. Council may appoint such other non-voting members as Council may deem suitable.
- (d) **Vacancy.** Vacancies shall occur upon failure to attend three (3) consecutive meetings without prior consent of the Presiding Officer. Vacant at-large seats on Council may be filled by action of Council until Convention shall elect persons to fill the unexpired terms. Vacant Deanery seats shall be filled by appointment of the Dean until the next annual meeting of the Deanery, at which time the Deanery shall elect a person to fill the unexpired term.

Section 2. Organization.

- (a) The Bishop serves as President of Council. Council shall, at its first meeting following Convention, elect its Vice-President, Secretary, and such other officers as it may deem appropriate and organize itself.

Section 3. Duties of Officers.

- (a) The Bishop shall preside at all meetings.
- (b) The Vice-President shall preside in the Bishop’s absence and shall chair the committee to nominate persons for positions to be filled at Convention.
- (c) The Secretary shall: (1) Prepare an agenda for and minutes of all meetings; (2) Communicate the minutes of all meetings to each congregation in the Diocese and to each member of the clergy canonically resident in the Diocese, but not serving a specific congregation; (3) Submit a report to each Convention of the manner in which Council

carried out the directions of the previous Convention; (4) Submit written Council proposals for policy and program for the ensuing year to each Convention; and (5) Communicate the reports and proposals referred to in paragraphs (c)(3) and (c)(4) of this section to each member of the clergy in canonical residence and to each lay delegate to Convention not less than twenty-one (21) days prior to Convention.

Section 4. Duties and Powers of Council.

- (a) **Designated Duties.** Council is responsible for conducting the business of the Diocese committed to it by Convention and the Bishop. Council shall be responsible for approving and implementing interim policies and shall report any interim policies adopted to each Convention for action by Convention.
- (b) **Program and Planning.** Council shall be the program and planning body of the Diocese between sessions of Conventions and interpret detail and adjust any program or budget to meet the realities of changing situations and availability of funds.
- (c) **New Work.** Council may approve the initiation and development of new work between sessions of Convention as deemed necessary and consistent with the mission of the Diocese.
- (d) **Executive Committee.** The Bishop, the Vice-President and two (2) Council members, elected by Council, shall constitute the executive committee. The executive committee shall conduct business between meetings of Council and shall report its actions to each meeting of Council for approval.

Section 5. Meetings. Council shall meet not less than four (4) times between Conventions. Council may be called into special session by the Bishop, or in the absence of the Bishop, by the Vice-President, or by the Standing Committee acting as Ecclesiastical Authority, to address specific matters.

Section 6. Committees Responsible to Council.

- (a) Council shall provide for the organization of committees as created by resolution of Convention and as needed to implement the work of the Diocese. Membership of the committees shall be appointed by the Bishop and approved by Council. One member of Council may be committee member of liaison.
- (b) Committees shall submit in writing such report of activities and plans as each committee may deem appropriate or Council may require.

TITLE III ADMINISTRATION

CANON 3 FINANCIAL AFFAIRS

Section 1. Department of Finance.

- (a) **Department of Finance.** Pursuant to Title I, Canon 7, Section 2, of the Constitution and Canons of The Episcopal Church in the United States, there is hereby created and established the Department of Finance of the Diocese of Idaho (the “Department”), which Department also serves as the Finance Committee of Convention.
- (b) **Membership.** The Department shall consist of the Treasurer of the Diocese, who shall be the ex-officio chairman; and not less than six (6) other members, appointed by the Bishop, of whom at least one (1) member shall be appointed from Council.
- (c) **Duties.** The Department shall (1) insure the financial accounts and records of the Diocese; (2) report to each regular meeting of Council the financial status of the Diocese; (3) assure compliance with Title I, Canon 7, of the General Canons concerning “Of Business Methods in Church Affairs” and the Canons of this Diocese; (4) review, not less than annually, the accounts of all congregations and institutions in the Diocese; and (5) require of the Diocese, and of all congregations and institutions thereof, annual audits of accounts.
- (d) **Budget.** Annually, the Department shall formulate a Diocesan budget for the forthcoming year, and not less than sixty (60) days prior to Convention, shall submit the proposed budget to Council for its consideration and approval. The Department shall submit the approved budget to Convention for adoption.

Section 2. Financial Support.

- (a) **Power of Convention to Raise Money.** Convention shall have power to raise money for the General Church Program and for the support of the Episcopate, by assessment or apportionment on the congregations of the Diocese in accordance with these Canons.
- (b) **Stewardship Basis.**
 - (1) Financial Support of the Diocese shall be computed as the current year’s assessment percentage times the congregation’s Normal Operating Income.
 - a) The assessment percentage shall be set annually as part of the diocesan budget submitted by Council to Convention. It shall not exceed 24%.
 - b) Normal Operating Income is (generally) all sources of income used for the operating budget of the congregation. Council shall be responsible for establishing the accounting policy for determining Normal Operating Income, timing of payments to the Diocese, and required financial statements.

- (2) A congregation which is unable to meet its operating budget, which includes its Diocesan assessment, may request a grant from the Diocese at any time by submission of the following information to Council:
 - a) A year-end financial statement with budget for previous year;
 - b) A year-to-date financial statement with budget for the current year;
 - c) The proposed budget for the year in which the assessment is in question;
 - d) A statement of average attendance and communicant strength for the previous and current years;
 - e) A plan to enable the congregation to meet the canonical requirement relating to parish assessment.
- (3) A congregation failing to pay in full its previous year's assessment by 7 days prior to the beginning of Convention shall not be entitled to seat, voice or vote at Convention.

Section 3. Property.

- (a) **Alienation of Property.** Neither real property nor any substantial portion of the personal property of the Diocese or a congregation shall be sold, transferred, assigned or encumbered without prior permission of the Bishop and Standing Committee in accordance with Title I, Canon 7, sections 3 and 4 of the Constitution and Canons of the Episcopal Church in the United States.

**TITLE IV
MINISTRY OF THE DIOCESE**

**CANON 1
STANDING COMMITTEE**

Section 1. Organization.

- (a) **Qualifications, Election, and Officers.** The Standing Committee (the “Committee”) shall be elected at each annual session of Convention, and shall consist of three (3) members of the clergy in the Diocese and three (3) lay persons who are baptized members in a congregation in canonical union with the Diocese. Two (2) members shall be elected at each Convention to serve terms of three (3) years each; one (1) shall be a member of the clergy and one (1) shall be a lay person. No member shall serve more than two (2) consecutive three-year terms. The Committee shall elect a President and Secretary at its first meeting and shall give notice to the Bishop.
- (b) **Vacancy.** When a member of the Committee shall be unable to serve or shall miss three (3) consecutive meetings without prior consent of the President, the Committee shall elect a member of the appropriate order to serve on the Committee until the next Convention, at which time Convention shall elect a member of the appropriate order to serve the unexpired term.

Section 2. Duties.

- (a) **Secretary.** It shall be the duty of the Secretary of the Committee to keep a record of all proceedings, to preserve the originals of all papers or letters addressed to the Committee, to attest their acts, and to deliver to the successor all books and papers which have been committed to the Secretary. The minutes of the Committee and all papers in its possession relative to the Diocese shall be subject to the examination of the Bishop and of Convention. A full report of the acts of the Committee shall be made at Convention.
- (b) **Board of Directors.** The members of the Committee are to be members of the Board of Directors of the Diocese. The conduct of their duties is to be as reflected in the Constitution and Canons of the Episcopal Church in the United States, the Constitution of the Diocese and these Canons and, where appropriate, as directors of a non-profit corporation under the secular laws of the state of Idaho.

TITLE IV MINISTRY OF THE DIOCESE

CANON 2 COMMISSION ON MINISTRY

Section 1. Appointment, Term of Office. At Convention, the Bishop shall nominate a Commission on Ministry (the “Commission”), to consist of not less than eight (8) persons. If those nominated be confirmed by majority vote of Convention, they shall serve for terms of three (3) years, and may serve for additional terms upon nomination by the Bishop and confirmation by Convention. No person may serve for more than two (2) consecutive terms.

Section 2. Coordination with Other Committees. With the consent of the Bishop, the Commission may join with other diocesan Commissions on Ministry in performing the duties hereinafter prescribed, provided that only the duly appointed members of the Commission shall vote upon matters of decision relating exclusively to the postulants, candidates, clergy, and church workers of the Diocese.

Section 3. Duties.

- (a) **Guidance in Selection of Minister, Either Lay or Ordained.** It shall be the duty of the Commission to assist the Bishop in matters pertaining to the enlistment and selection of persons for ministry and in the guidance and pastoral care of all postulants and candidates for Holy Orders.
- (b) **Guidance of Deacons, Church Workers.** The Commission shall assist the Bishop in the guidance and pastoral care of deacons and professional church workers.
- (c) **Continuing Education.** The Commission shall assist the Bishop in matters pertaining to the continuing education for ministry of all laity and clergy.
- (d) **Interviews and Examinations.** For persons preparing for ordination, the Commission shall comply with Title III, Canons 6 and 8 of the Episcopal Church in the United States.
- (e) **Subcommittees.** The Commission may adopt rules for its work, subject to the approval of the Bishop, provided the same are not inconsistent with the Canons of General Convention or of the Diocese. These rules may include the appointment of committees of the Commission to assist it in its work. A committee may appoint subcommittees to assist its work.

**TITLE IV
MINISTRY OF THE DIOCESE**

**CANON 3
DEANERIES**

Section 1. System of Deaneries. For the purpose of participating in corporate worship, stimulating the Christian fellowship, encouraging Christian evangelism, scholarship and learning, developing leadership and promoting specific programs of work, the Diocese adopts the system of Deaneries.

Section 2. Number and Boundaries. The Council, with the approval of the Bishop, shall divide the Diocese into Deaneries and, whenever deemed advisable, change either or both the number and boundaries of the Deaneries.

Section 3. Membership. Each Deanery shall be composed of all the congregations within its boundaries, together with the clergy canonically resident and the lay members of said congregations.

Section 4. Dean. The Bishop shall appoint the Dean to serve at the pleasure of the Bishop.

Section 5. Meetings. Each Deanery shall hold an Annual Meeting not less than two (2) weeks nor more than eight (8) weeks prior to Convention. The clergy, wardens, and convention delegates or alternates from each congregation in the Deanery shall attend such meetings. Each Deanery may hold as many other meetings as are necessary to fulfill the purpose of the Deanery as outlined in Section 1.

Section 6. Officers. At its Annual Meeting each Deanery shall:

- (a) **Sub-Dean.** Elect from its membership one (1) person to be its Sub-Dean for a term of one (1) year. The Sub-Dean and the Dean shall be of different orders.
- (b) **Member of Diocesan Council.** In the year in which that Deanery Representative's term on Council expires, elect a person from the laity to serve on Council for a term of three (3) years, or to serve the remainder of an unexpired term. The term of office shall commence upon the adjournment of Convention the same year.
- (c) **Recording Secretary.** Elect a recording secretary to serve until the next Annual Meeting of the Deanery.

Section 7. Duties of Dean. The duties of a Dean shall be to:

- (a) **Convener.** Convene the meetings of the Deanery.
- (b) **Presiding Officer.** Preside at all Deanery meetings except that the Bishop, when present, shall be entitled to preside. In the absence of the Dean, the Sub-Dean shall preside.
- (c) **Other Duties.** Perform such other duties as the Bishop may assign.

Section 8. Duties of the Sub-Dean. In addition to presiding in the absence of the Dean at Deanery meetings, the Sub-Dean is a member of the nominating committee of Council.

TITLE IV MINISTRY OF THE DIOCESE

CANON 4 CONGREGATIONS

Section 1. Bishop's Relationship to All Congregations.

- (a) All Congregations which are able to employ and maintain a priest in accordance with Diocesan salary guidelines and General Canons, without Diocesan financial assistance and which pay their Financial Commitment in full to the Diocese may, in accordance with other provisions of the Constitution and Canons of the Diocese, call their own Rector subject to the approval of the Bishop in accordance with Title III, Canon 17, Section 2 of the General Church Canons. The Bishop shall relate to these congregations in accordance with Diocesan and General Church Canons.
- (b) The Bishop shall be the Rector of any congregation which falls into one or more of the following categories:
 - (1) Any congregation which chooses not to call a Rector;
 - (2) Any congregation which is unable to employ and maintain a priest without Diocesan financial assistance at a level of participation acceptable to the Bishop in accordance with Diocesan and General Canons;
 - (3) Any congregation which has not paid its Financial Commitment in full to the Diocese by the 31st of March of the succeeding year for two of the past three years.
- (c) The Bishop may appoint a Vicar to those congregations of which he is Rector. Such appointments shall be made in consultation with the individual congregation.
- (d) In those congregations where the Bishop is Rector, the Congregation shall elect their Wardens and Vestry in accordance with the diocesan Canon on Vestries (Title IV, Canon 4.4 3(c)) subject to the approval of the Bishop.

Section 2. Congregations.

(a) Starting a Congregation.

- (1) A group of persons desiring to become a congregation in communion with the Episcopal Diocese of Idaho shall petition the Diocese in the following form:

To: The Bishop and Standing Committee of the Episcopal Diocese of Idaho:

We desire to assume full congregational participation in and responsibility for the life, governance and support of the work of The Episcopal Church and the Episcopal Diocese of Idaho and do hereby petition to be received as a congregation in communion with The Episcopal Church and the Episcopal Diocese of Idaho, and we do hereby reaffirm our conformity

with the Constitution, Canons, Doctrine, and Discipline of The Episcopal Church and the Episcopal Diocese of Idaho.

The petition must be signed by at least ten (10) baptized members in good standing of the congregation, sixteen (16) years of age or older, accompanied by a statement that indicates the basis of their authority in representing the congregation, a full list of families and members of the congregation, a proposed name for the congregation, and such other information as may be requested by the Ecclesiastical Authority.

- (2) The Bishop and Standing Committee shall present their recommendations concerning the petition to Convention where the matter shall be decided.
- (3) Upon receipt of formal notice of consent of Convention, the congregation shall be organized at a public meeting at which the Bishop or Bishop's representative shall preside. All adult members shall be given notice of said meeting at least thirty (30) days in advance. Members shall organize and elect a Vestry, and may establish By-Laws as they see fit, providing said By-Laws recognize the precedence of the Constitution and Canons of the Episcopal Church and the Episcopal Diocese of Idaho.
- (4) The title to all property of a congregation shall be vested in the Diocese.

(b) Incorporating a Congregation.

- (1) A congregation desiring to incorporate must notify the Bishop and Standing Committee in writing and submit a copy of the proposed Articles of Incorporation and By-Laws. A congregation must have the consent of the Bishop and Standing Committee and approval of incorporation documents before proceeding.
- (2) An incorporated congregation may, upon agreement of the Vestry and the Ecclesiastical Authority, become an unincorporated congregation.

(c) Congregation Reports. Each congregation shall report annually to the Ecclesiastical Authority by March 1 of the succeeding year, such report to include a full list of families and individuals, the annual Parochial Report, and such other information as may be requested by the Ecclesiastical Authority.

(d) Dissolving a Congregation. When, in the opinion of the Bishop and Standing Committee, a congregation does not comply with its obligations as a congregation in:

- (1) Conforming to the Constitution and Canons, Doctrine, and Discipline of this Church, or
- (2) Supporting a local ministry in a form and proficiency acceptable to the Ecclesiastical Authority, or
- (3) Meeting established Diocesan standards for support of the Diocesan and General Church Program, or
- (4) Representing itself at Convention,

and when the Vestry, having been given notice of the failure of compliance and opportunity, fails to negotiate an acceptable resolution of the matter, the Bishop and Standing Committee shall report to Convention, recommending to Convention that the congregation be dissolved.

- (e) **Joined Congregations.** Two or more congregations may be joined to form one congregation by submitting their plan of union to the Ecclesiastical Authority and following Section 2(a) of this canon.

Section 3. Vestries.

- (a) The Vestry, in cooperation with the Ecclesiastical Authority, and in compliance with applicable diocesan policies, practices, and standards, shall provide for the regular corporate worship and sacraments for the congregation; for the support and enablement of the ministries of its members; and for the stewardship of the resources of the congregation.
- (b) The Vestry shall consist of one (1) or two (2) Wardens and from four (4) to ten (10) others who shall be sixteen (16) years of age or older and who shall be baptized members in good standing in the congregation.
- (c) Unless congregation By-Laws provide otherwise, the selection of Vestry members shall be as follows:
 - (1) The congregation annually elects the Warden(s) for one (1) year terms at its annual meeting. The Warden(s) are full member(s) of the Vestry.
 - (2) Other Vestry members are elected by the congregation for three (3) year terms, with terms appropriately staggered.
 - (3) In the absence of a Rector or Vicar, the Vestry elects a Warden as its presiding officer, who then presides at Vestry meetings and at meetings of the congregation. The Senior Warden may be designated as the presiding officer at the Rector's or Vicar's discretion.
 - (4) The Vestry annually appoints a clerk and a treasurer, who need not be members of the Vestry, but who shall regularly attend Vestry meetings.
 - (5) In the event the office of Warden becomes vacant during the year, the Vestry appoints one of its members to fill the position until the next annual meeting. Other vacancies in the Vestry may be filled by election at a special congregational meeting held before or after the principal morning service on any Sunday, notice having been given the previous Sunday.
 - (6) Small congregations (25 members or less) wishing to dispense with the organizing of a Vestry may conduct the affairs of the congregation at a series of congregational meetings, in which case the congregational meetings shall exercise the full responsibility and authority of the Vestry as set forth in this canon.
- (d) At least six (6) regular meetings of the Vestry shall be held annually at stated intervals and at a time and place fixed by the Vestry, special meetings may be called by the

Ecclesiastical Authority, the Rector, a Warden, or any two members of the Vestry, care having been exercised to give all members adequate notice thereof. The Vestry may not take formal action except at a properly scheduled meeting and with a majority of all members present.

Section 4. Ministry.

- (a) It shall be the duty of Vestries of congregations to cooperate with the Ecclesiastical Authority to provide for the support of the full ministry of each congregation.
- (b) It shall be the duty of the Ecclesiastical Authority of the Diocese, in cooperation with Vestries and congregations to authorize and support ways through which the services of priests and deacons are available in all congregations.
- (c) A congregation meeting all its obligations and able to provide for a salary and benefits meeting Diocesan and National Canons for full time employed clergy, may choose to call a Rector or employ an assistant to the Rector; in which case the following shall apply:
 - (1) The Vestry shall consult with the Bishop concerning the congregation's needs and shall cooperate with the Bishop's Office in conducting a prescribed search procedure.
 - (2) When a selection has been made, either Rector or assistant, the Bishop shall be notified and a call may not be made until the Bishop's written consent shall have been received.
 - (3) The Vestry shall set forth terms of employment in a Letter of Agreement, subject to the approval of the Bishop, and terms shall comply with all Diocesan and National Canons and Standards.
 - (4) The Rector and Vestry are expected to work and plan together. An annual review of the performance of both parties shall be a normal element of discipline in their cooperative endeavor.

Section 5. Church Records.

- (a) **Congregation Register.** The Congregation Register shall be a suitable book or books, provided by the Wardens and Vestry, and shall be kept by the Rector or Vicar. If the congregation is without Rector or Vicar, they shall be kept by the Senior Warden, who shall make all required entries.
- (b) **Contents of Register.** In the Register required by the General Canons of The Episcopal Church to be kept in each congregation shall be specified:
 - (1) Full name and date and place of birth of the child baptized, with the full names of the parents and sponsors, the full name of the parents and witnesses, date and place of birth, and date of such Baptismal Service.
 - (2) The full names of the parties married and of two or more witnesses of the same, along with the place and date where the Marriage solemnized – all these parties being required to sign this record of Marriage.

- (3) The full name of those confirmed, and of the Bishop confirming them, together with the date and place of such Confirmation Service.
- (4) The full name of the person buried and place of internment with the date when each Rite was performed.
- (5) A list of all Baptized Members with the record of their reception and removal.
- (c) **Signatures Required.** The clergy or other person officiating at each Rite shall affix his signature to the record of the same.
- (d) **List of Families.** There shall also be kept a record of all families and individuals specifying the number of baptized persons.
- (e) **Inspection by Bishop.** In accordance with the General Canons of The Episcopal Church, the Bishop shall inspect the Register at each and every official visitation.

Section 6. Business Methods in Church Affairs.

- (a) **Annual Meetings.** Each congregation shall hold an annual meeting, not later than the end of the first week of February.
- (b) **Financial Reports.** At Annual Meetings of each congregation a statement of the assets and liabilities shall be made, and reports of receipts and disbursements for the year shall be made by the Treasurer of every organization of the congregation. In addition, a financial statement including a statement of the assets and liabilities of the congregation and a report of receipts and disbursements shall be submitted by each congregation to the Diocese not less than quarterly.
- (c) **Parochial Report.** The Rector or Vicar of each congregation or, if there be none, then a Warden or other proper officer, shall make and deliver a report to the Annual Meeting which shall include the parochial information set forth in the Canon on “Of Mode of Securing an Accurate View of the State of This Church” of the General Canons of The Episcopal Church.
- (d) **Business Methods.** All business affairs of the congregations of the Diocese shall be conducted in accordance with the Canon on “Of Business Methods in Church Affairs,” of the General Canons of The Episcopal Church.

Section 7. Control of Property Use. For purposes of the office and for the full and free discharge of all functions and duties pertaining thereto, the Rector or Vicar shall at all times be entitled to the use and control of the Church and congregational buildings with the appurtenances and furniture thereof.

Section 8. St. Michael’s Cathedral.

- (a) **Designation.** St. Michael’s congregation, Boise, shall be known as the Cathedral of the Diocese of Idaho, and shall bear the title of “St. Michael’s Cathedral.” Except as hereinafter provided, the Dean, Wardens, and members of the Vestry, and other clergy and laity of the Cathedral congregation shall have all the rights and privileges, and shall

perform the appropriate canonical duties of similar clergy, lay officers and persons of other congregations, and to the extent and as set forth in the Constitution and Canons for the government of the Episcopal Church in the United States of America.

- (b) **Rights of Bishop.** The Bishop shall have the right to occupy his seat in the Cathedral Sanctuary or Choir at his pleasure; to take order for all conciliar and other similar services, and to officiate at such other times as may be agreed upon by the Bishop and the Dean. The Bishop shall have the right to meet and confer with the Vestry at the regular or special meetings.
- (c) **Use of Buildings by Bishop.** The Bishop shall have the right to use the Cathedral and other buildings, exclusive of the Deanery, for Diocesan meetings, but shall in every case give due notice of such intended use to the Dean.
- (d) **Vestry and Wardens.** The Cathedral congregation and Vestry may, from time to time, adopt such Articles of Incorporation and By-Laws as to provide for governing of St. Michael's congregation and the conduct of congregational affairs, and for the nomination, election and terms of members of the Vestry and Wardens and the Dean/Rector, in such manner and with such qualifications as said By-Laws prescribe, the provisions of Title IV, Canon 4.4 on Vestries notwithstanding.
- (e) **Procedure for Changing Canon.** This Section of this Canon shall not be amended, changed, or modified in any respect without the approval of the Vestry and the Cathedral congregation at a congregational meeting called for such purpose.

**TITLE V
ECCLESIASTICAL DISCIPLINE**

**CANON 1
DISCIPLINE OF CLERGY**

Section 1. Court Instituted by Convention. It shall be the duty of the Diocese in accordance with the General Canons of The Episcopal Church (the “General Canons”) to have an Ecclesiastical Court (the “Court”) for the trial of any member of the clergy of the Diocese subject to the disciplines set forth in the General Canons.

Section 2. Mode of Proceeding. Whenever the Clergy of the Diocese shall become liable to presentment and trial in the Diocese, the mode of proceeding shall be in accord with rules developed by the Court with the advice and consent of the Chancellor, the Bishop and the Standing Committee. These rules shall be in conformity with the General Canons.

Section 3. Composition of the Court. The Court shall be comprised of three (3) members elected by Convention for a one-year term. Two members shall be members of the Clergy and one member shall be a baptized member of the laity who is trained in the law.

Section 4. Presiding Judge. The members of the Court shall annually elect from its members a Presiding Judge within two months following Convention.

Section 5. Church Attorney. The Bishop shall appoint a duly licensed attorney to be an advocate for the Diocese. The Church Attorney shall be a communicant in good standing in a congregation of the Diocese.

Section 6. Vacancy. If a vacancy occurs in the Court between Conventions, the Court shall select a replacement to fill the vacancy with the approval of the Bishop. Vacancies filled by the Court shall preserve the same balance between ordained and non-ordained persons.

TITLE VI AMENDMENTS

CANON 1 AMENDMENTS TO THE CONSTITUTION

Section 1. Constitutional Amendments. This Constitution shall not be altered or amended in any Article unless the amendment shall have been proposed in writing to the Committee on Constitution and Canons at least sixty (60) days prior to Convention and approved at Convention by a two-thirds vote of all members present and as provided for in the General Canons.

Section 2. Notice of Closing Date for Proposed Changes. It shall be the duty of the Secretary of Convention at least seventy-five (75) days prior to the date set for Convention to send to each member of the clergy in canonical residence within the Diocese notice of the closing date for proposed changes in this Constitution. It shall also be the duty of the Secretary of Convention to send to each member of the clergy in canonical residence and to each delegate known a copy of all proposed amendments to the Constitution, said mailing to be made at least twenty-one (21) days prior to Convention.

Section 3. Referral to Committee on Constitution and Canons. Each amendment to the Constitution passed by Convention shall be submitted to the Committee on Constitution and Canons for incorporation in the Constitution and compliance with the Constitution and Canons of the Diocese and the secular laws of the state of Idaho. The Committee on Constitution and Canons shall report to the next Convention its compliance with the adopted amendment or any difficulty which it may have encountered.

TITLE VI AMENDMENTS

CANON 2 AMENDMENTS TO THE CANONS

Section 1. Alterations. These Canons shall not be altered or amended unless the amendment shall have been proposed in writing to the Committee on Constitution and Canons at least sixty (60) days prior to Convention and approved at Convention by a two-thirds vote of all members present and voting.

Section 2. Additions. Convention may adopt additional Canons that do not contradict the Constitution and Canons of the Diocese or the Constitution and Canons of The Episcopal Church.

Section 3. Notice of Closing Date for Proposed Changes. It shall be the duty of the Secretary of Convention to send to each member of the clergy in canonical residence within the Diocese a notice of the closing dates for proposed changes to these Canons, such notice to be mailed at least seventy-five (75) days in advance of Convention. It shall also be the duty of the Secretary of Convention to send to each member of the clergy in canonical residence and to each delegate known a copy of all proposed changes to these Canons, said mailing to be made a least twenty-one (21) days prior to Convention.

Section 4. Referral to Committee on Constitution and Canons. Each amendment to the Canons passed by Convention shall be submitted to the Committee on the Constitution and Canons for incorporation in the Canons and compliance with the Constitution and Canons of the Diocese and the secular laws of the state of Idaho. The Committee on Constitution and Canons shall report to the next Convention its compliance with the adopted amendment or any difficulty which it may have encountered.