Convention Primer

A Publication of the Episcopal Diocese of Southwest Florida

A guide for clergy and voting delegates to the 2015 Diocesan Convention
So, you’re a delegate

Chances are you were elected as a convention delegate at your congregation’s annual meeting or you were appointed by your vestry or bishop’s committee. To be a delegate, you must satisfy the same qualifications that apply to an “elector” or voting member of a parish:

1. at least 16 years of age
2. name is duly enrolled in the register of your congregation
3. regular in attendance at divine services
4. make stated contributions of record to the general support of the congregation

If your congregation is a parish, you are one of three lay delegates. If your congregation is a mission, you have two delegates. Each congregation also has an alternate delegate in case a delegate is unable to serve. Notes about the role of the alternate will follow in the “Job Description” section, below.

Clergy members of the convention have separate rules under the Constitution and Canons of the Diocese.

What should delegates and alternates do?

Attend the fall deanery convocation meeting: In order to serve effectively, you need to be adequately prepared to vote on the resolutions that are placed into consideration. This requires that you attend your deanery convocation (locally-convened meetings organized by deaneries). Discussions at the fall meetings that precede convention are centered on the diocesan budget and any final preparations. The official convention book containing election nominee information, reports to convention, proposed budget and additional convention related information is distributed at these meetings.

The dates and locations for the fall convocations are:

- **Manasota/Venice deaneries**: Tuesday, September 8, at 7 p.m. at Church of the Redeemer, 222 South Palm Ave., Sarasota, FL 34236
- **Fort Myers/Naples deaneries**: Wednesday, September 9, at 7 p.m. at St. Mary’s Episcopal Church, 9801 Bonita Beach Road, Bonita Spring, FL 34135
- **Tampa/St. Petersburg/Clearwater deaneries**: Thursday, September 10, at 7 p.m. at Holy Innocents’ Episcopal Church, 604 North Valrico Rd., Valrico, FL 33594

Attend Convention: Lay delegates to convention are members of convention with the right to seat, voice and vote. It is your duty to attend every meeting of the convention. “Every meeting?” Yes. While very rare, it has come to pass that not all of the business of the convention was acted on in one day, and/or there was some urgent matter that required the undivided attention of the convention. You are a lay delegate at any subsequent meeting of the convention. You serve until you resign or until your successor is chosen.

A note for alternates: Alternate delegates to convention are members of convention with the right to seat but not voice or vote. You should be prepared to be of service. In the event a lay delegate is unable to attend convention, an alternate delegate from that congregation shall serve and shall have seat, voice and vote. If you are an alternate and there is a need for you to serve as a delegate, there is a separate registration process for this. See the “Registration” section that follows.

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1. Canon I.5.b.
2. Constitution, Art. V.3
3. Canon I.2.b.
5. Canon I.2.c.
What to expect

Diocesan convention weekend is much more than a business meeting. In fact delegates account for only half of the convention attendees. We gather to worship, to reunite with colleagues and friends, to learn and to share with others. Those who attend the Friday sessions (workshops, Ministry Fair, opening Eucharist, dinner) may not want to attend the business meeting. Delegates may not be able to attend anything but the business meeting. Others like to come and go and visit the Ministry Fair. The workshops on Friday are open to anyone in the diocese, and often appeal to those who are not necessarily voting delegates. These workshops offer a wide variety of subject matter that may be of interest to any lay person including treasurers, stewardship chairs, administrators and ministry leaders. The tables at the Ministry Fair display the work that goes on around the diocese and are a wonderful source of ideas and resources.

Delegates are encouraged to attend as many of the other meetings and events as possible. However, the varied nature of our gatherings requires distinction between the Friday and Saturday events. All events are at the Charlotte Harbor Event and Conference Center in Punta Gorda. This year's convention is Friday and Saturday, October 16, 17, 2015.

How to Officially Register for Diocesan Convention

The official registration process for the 2015 Diocesan Convention will be limited to “mail-in” registration forms accompanied with check payments. Online registration will not be available.

During August, a complete packet of convention information is sent to all churches in the diocese and also to each individual Clergy and Lay member of Convention. The content of the packet includes both Friday and Saturday registration forms, a listing of workshops, lunch selections, hotel information, etc. The same material and more is available for download from the Convention page of the diocesan website: www.episcopalswfl.org.

Check payment only must accompany the registration form/s. You must register by mail and your check payment must cover the total and correct amount reflected on the completed, accompanying registration form/s. All complete church registrations, with payment, received by Tuesday, September 15, 2015 will be entered in to the “Be Our Guest” drawing for 6 free tickets to the Friday Night Party. (A $150.00 value)

Registrations without full accompanying payment and faxed registrations will not be accepted and will be returned. Registration form/s and check payment must be mailed and received together.

- Convention registration deadline – Friday, October 9, 2015
  Registrations must be postmarked no later than Friday, October 9, 2015.
  No registration/s will be accepted after that date, and there is no provision for walk-in registration at the conference center. Pre-registration is mandatory.

  You must pick up credentials separately for Friday and Saturday on each respective day.
  No credentials are available in advance.
  - You are required to pick up your nametag and other materials on Friday at the conference center for Friday's activities.
  - You are required to pick up your Saturday credentials, voter packet and other materials on Saturday morning. Credentials for Saturday will not be handed out until Saturday morning.
On Friday, October 16, 2015:
Registration Begins at 8:00 a.m.

Register first! Pre-Registration is Essential

- Locate the registration tables on the concourse of the conference center.
- Registration for Friday is alphabetically organized from A – Z. There is no designation for clergy, lay delegate/alternate and guests/visitors.
- Everyone is listed by individual name, not by congregation or city.
- You will be handed your nametag and your tickets for lunch and dinner if you have ordered these. No additional lunch or dinner tickets will be sold or will be available at convention.
- Once you have received this information you may help yourself to the continental breakfast, visit the Ministry Fair tables and locate your first workshop room.

The Ministry Fair
Our Ministry Fair, on the main concourse, shows off the breadth and depth of ministry in our diocese with displays from congregations, ministry groups, national organizations and businesses that specialize in church products and services. There are shopping opportunities here and opportunities to contribute to Episcopal charitable causes, and there are always surprises. Don't forget to visit our very popular Altar Guild, where congregations offer at no charge vestments and equipment they no longer need.

The Ministry Fair opens at 8:30 a.m. on Friday and closes after lunch on Saturday.

Friday Workshops
On Friday we will offer a full day of continuing education that is open to anyone, convention delegate/alternate, clergy and guests/visitors. The canonically required safeguarding training is also being offered.

You must register in advance so that adequate provisions can been made for seating and handout material. This is your opportunity to learn new skills and find resources you can take back to your congregation. A list of workshops and registration forms may be found on the diocesan website and are mailed to all official voters.

Canned Food Drive
Each year we offer convention attendees the opportunity to help restock the shelves of food pantries that serve those in need. Our deacons are in charge of this friendly deanery competition, which leads to the awarding of the coveted “Canley Cup” trophy each year. We invite you to be generous: Start stocking up now at sales and “buy one/get one” offers at your supermarket. Tables and scales to receive donations are located at the front entrance doors of the Conference Center. Please bring your contributions in boxes rather than bags if possible (easier to stack and store) and make certain they are clearly marked with the name of your Deanery. Please limit your donations to small family sized boxes, cans, etc., as opposed to the larger, catering-sized goods that are difficult to distribute. Please do not donate water.

Worship
Many people tell us how much they appreciate the opportunity to worship together as a diocese. We offer Morning Prayer at 9 a.m. Friday and Saturday in Hibiscus Hall. This year’s Opening Eucharist will begin at 5:30 p.m. on Friday, October 16, 2015 in Hibiscus Hall.
Friday Night Dinner Party......BACK BY POPULAR DEMAND

As a diocese, we love to party. Annual convention weekend is our family reunion, the one time a year we get to be together, to relax, to enjoy a meal together and to sit back, talk with old friends and meet new ones.

Our Friday night dinner party --- always a highlight of the convention weekend --- we will, once again, gather at Hurricane Charley's Restaurant, directly west of the Convention Center, just across U.S. 41.

Safety Advisory: Traffic is busy on U.S. 41. May we suggest that you use the walkway under U.S. 41? After the opening Eucharist, exit the conference center via the doors on the north end (The river side, onto the patio where lunch is served). Guides will direct you to the walkway, which is handicapped-accessible. If you wish, you may leave your cars parked where they are and use the safe walkway to the restaurant and enjoy an evening of fun and fellowship. We’ll have maps available after the Opening Eucharist.

Pre-registration and payment for the Friday Night Dinner Party must be made on a Friday registration form. We apologize but we are unable to accommodate any “walk in guests” to the Friday Night Dinner Party.

On Saturday, October 17, 2015:
Registration Begins at 8:00 a.m.

Credentials and seating at the business meeting

The annual business meeting of the diocese requires a separate registration process from Friday. We do this to differentiate "members of convention" (lay and clergy voting delegates) from all other attendees.

At the business meeting, seating is designated as follows:
- Voting members of convention sit at designated tables at the front of the hall labeled by deanery and congregation.
- Retired clergy, who retain seat and voice, sit at tables specifically designated for them. They do not sit with their former congregations.
- Tables marked “Special Guests” are set aside for members of Standing Committee, Diocesan Council, Finance Committee, Chancellor and Vice Chancellors, Canon Pastors, Honorary Members of Convention, Visiting Bishops and other designated Special Guests.
- All others are seated in the designated guest gallery. These include, but are not limited to, lay alternates; non-canonically resident clergy; clergy spouses; and anyone else wishing to attend this annual business meeting of the Diocese of Southwest Florida.

The Saturday registration and seating maintain the integrity of the voting system, ensuring that everyone who is on the floor of convention is authorized to be there. From this registration we are able to obtain an accurate count of the delegates and the congregations represented in order to determine a quorum. That establishes the number of votes required to conduct the business of convention, such as approving resolutions and the budget, electing candidates and dealing with other business that may be brought to the floor.

You may not pick up your Saturday voter packets or sign in for the business meeting before Saturday morning. In your voter packet you will find convention information, ballots, tickets for lunch, etc. Nametags for Saturday are specifically color-coded as an additional way for us to easily distinguish the credentialed members of convention from our guests.
Saturday On-Site Registration Pick-Up Process

- Locate the registration table in the concourse of the conference center that corresponds to your standing as an attendee. The choices will be clergy/clergy spouse/lay delegate/lay alternate/pre-registered guests/visitors. In each section, there will be alphabetically designated signs atop each table (A-J, K-N, and so on) and you will be shown where to form a line. Make certain you are at the correct table category and in the correct line alphabetically. Everyone is listed by individual name, not by congregation.
- You will be handed your nametag and voter packet.
- You will be handed your lunch tickets for Saturday. **No additional lunch tickets will be sold or available at convention.**
- Once you are registered, proceed to the floor of convention in Hibiscus Hall. Locate your deanery sign then find the table designated with your church name. Joint Ministry Congregations will be seated together at adjoining tables and marked as such. Again, **only voting delegates may sit at these tables.**
- Retired clergy sit at their specially designated tables.

Clergy Members of Convention

Diocesan Canons list six (6) separate distinctions for clergy members of convention. The canon that applies to you will be noted on your nametag. The preliminary roster was posted online in July so that you have adequate time for review and change requests. **It is too late to make status changes on convention weekend.**

Lay Member Change from Alternate to Delegate

Delegates who know in advance of convention weekend that they will be unable to attend may arrange to have their congregation's alternate changed to full delegate status. The change form is on the diocesan website along with other convention registration materials. This form must be completed and signed by the rector/vicar/priest in charge and senior warden or secretary of the vestry, and mailed to Jan Nothum in the bishop's office to be received no later than close of business on Friday, Oct. 9, 2015.

For delegate changes on the day of convention (Saturday only), alternates and their rector, vicar, priest-in-charge or interim must visit the credentials table in the registration area. The clergy member must sign the change form. If no clergy member from the congregation is present, a clergy member of the bishop's staff will verify and sign the change form. At that point the alternate's nametag will be updated and the alternate will receive a voter packet and will be seated at the congregation's table on the floor of convention.

**Delegate changes are only permitted prior to the presentation of the final Credentials report (usually this comes about at approximately 10 a.m. on Saturday). After that time no changes in delegate/delegation status may be made.**

Once you have picked up your nametag and voter packet, you are officially registered and you alone are responsible for your personal convention materials and ballots. No duplicate materials will be handed out. Your voter packet includes the day's agenda. We begin with registration at 8 a.m. followed by Morning Prayer at 9 a.m. and the business session at 9:30 a.m. You are invited to enjoy a continental breakfast and visit the Ministry Fair in the concourse before you enter the floor of convention in Hibiscus Hall.

Business Session/Voting

- As you enter Hibiscus Hall, a floor manager will direct you to the appropriate area -- the floor of convention or the guests’ gallery. We do this to assure that only those who are entitled to vote are seated on the voting floor of convention. This is how we insure the integrity of the vote, which you, the delegates, have told us repeatedly, is critically important to you.
- Once the business meeting has begun, if you wish to speak at an appropriate time, please approach one of the two microphones on the convention floor and wait to be recognized by the chair. **First state your name and congregation**, and then make your comments, which are limited to three minutes. Then return to your seat. Convention works through the agenda, with scheduled breaks and a lunch period.
Votes will be taken throughout the day on a variety of issues. For some votes, you will fill in a printed ballot and hand it to an assigned page, who will then carry the ballots to the tellers to be counted electronically. Other votes may be taken by a show of red or green cards, which you will receive in your voter packet, along with other official materials. At the appropriate time, hold up red for “No” and green for “Yes.” The floor pages will count the cards. We believe this is a more accurate system than a voice vote.

Homework for Delegates
Your congregation chose you to do the business of the Diocese of Southwest Florida at convention. This includes:

- Voting on the budget
- Voting on resolutions
- Electing candidates to various positions

In order to be an effective delegate, you will need to do some homework before you get to convention. All the materials you need to do that work are available to you well in advance, either on the diocesan website or in the convention book, which you will receive at the fall deanery convocation. No need to wait till the last minute! Let’s look at a few items:

The Budget
- Copies of the budget will be presented at the fall deanery convocations.
- Chief Financial Officer, Anne Vickers, will be present at the convocations to explain the budget. This is the best place to get your questions answered and seek clarity on anything you don’t understand. On the floor of convention at the business meeting, with lots of items on the agenda, it is difficult to ask or answer technical questions.
- The CFO is available to you after the deanery convocation if you have additional questions.

The Resolutions
- Throughout the year, resolutions are submitted seeking approval of the members of convention on a variety of topics. In the past, resolutions have included support for farm workers in Immokalee, revising or amending diocesan Canons, making changes in our financial procedures and granting voting rights to deacons.
- The text of the resolutions and explanations of what they would do is available on the diocesan website and in the convention book that you receive at your fall deanery convocation.
- Read the resolutions and the explanations, think about them, ask questions and determine how you plan to vote.
- Don’t wait until the morning of convention to start considering whether you will support one resolution or another.

Elections
- The names, photos and statements of the candidates are available on the diocesan website and the convention book, as are the descriptions of what each job involves.
- Additional candidates may be nominated from the floor of convention. We are unable to provide biographical information for floor nominees because voting takes place immediately after nominations close.
- Take time to study the candidates and their qualifications before the business meeting and give prayerful consideration in determining whom you will choose to do the work of the diocese in the years to come.