

Job Descriptions for Convocation and Committee Leadership In the Diocese of Central Pennsylvania

ELECTED OPPORTUNITIES

COUNCIL OF TRUSTEES

Elected by Convention

Members: 1 clergy and 2 lay members elected each year for a 3 year term.

Membership is composed of those elected by Convention; the Convenors and Assistant Convenors, elected by the Convocations; the Bishop; Chancellor; Secretary; Treasurer; President of the Standing Committee; President of the Episcopal Church Women; a Representative of the Youth Advisory Board; and Canon for Finance and Operations.

Diocesan Canons Title I, Canon III, Section 1-4

SECTION 1. There shall be a Council of Trustees for the Mission of the Diocese ("Council"), which shall have the following powers and duties:

- A. The Council shall hold title to all real estate and other assets owned by the Diocese and shall have full power to *deal with said real estate and assets after consultation with the Bishop*. In addition, the Council shall possess all other powers and duties granted by law to a Pennsylvania nonprofit corporation.
- B. The Council shall *report to the Annual Convention* and shall be the *governing body of the corporate and fiscal affairs of the Diocese*. *The Council shall carry out the program and work of the Annual Convention when said Convention is not in session* and shall perform such other responsibilities as normally assumed by a board of directors of a nonprofit corporation in accordance with the laws of the Commonwealth of Pennsylvania, and consistent with the Constitution and Canons of the Episcopal Church and of this Diocese.
- C. The Council shall have power to make such by-laws, rules, policies, and procedures as it may, from time to time, deem necessary or expedient for its governance, provided that they are not repugnant to the constitution and laws of the United States or the Commonwealth of Pennsylvania or to the constitution and canons of the Episcopal Church or this Diocese.

SECTION 2. Membership of the Council of Trustees

The Council of Trustees shall be composed of the following members, all of whom shall be entitled to vote: the Bishop, the Bishop Coadjutor and Suffragan Bishop, if there be such, the Chancellor, the Secretary, the Treasurer, the President of the Standing Committee, the Canon for Finance and Operations, the presiding officer of the Episcopal Churchwomen, a representative of the Youth Advisory Board, the seven Convocation Convenors and their Assistant Convenors, in office at the time, and three clergy members and six lay members elected by the Annual Convention for staggered three-year terms.

SECTION 3. Governance and operations of the Council

- A. The Bishop, or the Bishop's appointee, shall preside at all meetings of the Council of Trustees.
- B. The Council shall meet not less than four times annually upon dates fixed by itself.
- C. A quorum for the conducting of business shall be a majority of the *elected* Trustees including the Convocation Conveners and Assistant Conveners.

SECTION 4. Establishment of Committees

The Council shall *establish a Finance Committee and such other committees as it deems necessary* for the proper administration of the corporate and fiscal affairs of the Diocese and the program and work of the Annual Convention. Such committee members may include members who are not members of Council and shall serve at the pleasure of the Council.

(italics added)

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Meetings: At least 4 meetings are held a year; once per quarter. Meeting are usually alternated between a Thursday afternoon meeting in Harrisburg (2:00-4:00pm) and a Saturday morning meeting in Selinsgrove (10:00am-2:00pm with lunch provided).

The Council of Trustees (COT) performs in the role equivalent to the board of directors of a non-profit corporation, under the laws of the Commonwealth of Pennsylvania, and acts consistently with the Canons of the Episcopal Church and the Diocese.

The function of the COT is to oversee the program and mission of the Diocese by encouraging and supporting Diocesan mission and ministry, serving as liaisons to Diocesan committees, and communicating the good news of God's Mission in our Diocese.

Key Duties Conferred by Canons:

- The Council of Trustees serves as the governing body of the diocese and serves as custodians of the diocese's real estate, assets and fiscal affairs, in consultation with the Bishop.
- It carries out the program and work of the Annual Convention when Convention is not in session.
- The Council establishes the Finance Committee and any other committees as it deems necessary for the proper administration of the corporate and fiscal affairs of the Diocese.

Members' Responsibilities:

- Be well-versed in our Diocesan Constitutions and Canons and familiar with TEC Constitution and Canons, and the structure of the diocese.
- Pray for the health and vitality of the Church; her people, clergy, neighborhoods and programs
- Attend quarterly meetings as scheduled
- Prepare for meetings having read any materials sent out in advance.
- Serve as a liaison to a diocesan program and file quarterly reports for COT review
- Serve in your parish, convocation and elsewhere as a voice of support for the Episcopal Diocese of Central Pennsylvania
- Bring news and communication of the diocese to the wider diocese
- Educate our parishes about the roles, structure and polity of our diocese
- Serve as custodians of the properties of the diocese

Job Descriptions for Convocation and Committee Leadership In the Diocese of Central Pennsylvania STANDING COMMITTEE

Elected by Convention. 2 clergy and 2 lay members elected each year for a 3 year term.

Diocesan Constitution Article V

SECTION 1. Members

The Annual Convention shall elect a Standing Committee which shall consist of twelve members: six clergy persons, no more than two of whom may be deacons, and six laypersons. Each member so elected shall serve a term of three years and may stand for re-election for one successive term. After serving for a period of six years, a member shall not be eligible for re-election until the lapse of one year from the completion of the second term.

No member of the Standing Committee shall be eligible to serve concurrently on the Disciplinary Board or the Finance Committee.

SECTION 2. Officers

The Standing Committee shall meet within one week after the adjournment of the Annual Convention and shall choose a President and a Secretary from among its members. Immediate notice of the selections shall be given to the Bishop. The Secretary shall keep a record of the proceedings of the Committee, and all books and papers in the Committee's hands relative to the Church shall be subject to the examination of the Bishop and of any Convention.

SECTION 3. Duties and Powers

The Standing Committee shall:

- A. Be the Ecclesiastical Authority of the Diocese when there is no Bishop or Bishop Coadjutor or when both are absent from the Diocese or are incapable of acting.
- B. Fill all vacancies that may occur during the recess of Annual Convention in its own body and in any Committee appointed to sit during the recess of Annual Convention.
- C. Fill all vacancies in such Diocesan offices as are held by annual election, unless otherwise provided for.
- D. Perform such other duties as are directed by any Convention or defined by Canon.
- E. Exercise and enjoy all the power, authority, and duties conferred upon Standing Committees by the Constitution and Canons of this Church as modified by amendment from time to time.

Number of Meetings a Year: Nine - Six meetings will be held to conduct regular Standing Committee business and three special meetings will be held to conduct interviews needed to review people who are in the process towards ordination. The Standing Committee interviews all who have been recommended for Candidacy and Ordination by the Commission on Ministry and Bishop.

Liaisons and Sub-Committees: Some members of the Standing Committee will serve as liaisons to the Commission on Ministry and the Finance committee, in order to support good communication and work flow between these entities. Members of the Standing Committee may be asked to work in sub-committees on special projects for the Standing Committee, such as leading a group book study, developing group norms, and taking turns opening and closing devotions.

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GENERAL CONVENTION DEPUTIES

Elected by Convention. The Deputies for the 2021 General Convention will be elected in 2019. 4 clergy and 4 lay Deputies, as well as 4 Alternates will be elected in each order.

Diocesan Constitution Article VI

At the Annual Convention at least twelve months prior to the next session of the General Convention, eight members of the clergy and eight laypersons shall be elected as deputies and alternates to represent this Diocese in said Convention. The members of the clergy shall be presbyters or deacons, canonically resident within this Diocese, and the laypersons shall be baptized adult communicants of the Church in good standing, resident within this Diocese. The residence requirement shall apply both at the time of election and of General Convention.

The four in each Order receiving the highest number of votes shall be the deputies. Alternates shall be designated as deputies as needed, in the order of votes received.

Attending General Convention: The Diocese will cover registration, travel, hotel and expenses (at a per diem rate) for the 4 Deputies elected in each order, as well as 1 Alternate from each order. All other Alternates may attend General Convention, but must do so at their own expense.

Expectations: The work of the Diocesan Deputies begins with preparation in the months preceding the triennial convention.

At General Convention, responsibilities include serving on committees, as appointed by the President of the House of Deputies; and faithful and conscientious attendance at plenary sessions, committee hearings and worship.

In the months and years following General Convention, the Deputies' work continues with helping to inform and integrate the work of General Convention in our Diocese.

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DISCIPLINARY BOARD

Elected by Convention: 3 members are elected by Convention for a 3 year term, elected from each Order, as needed to maintain the required complement of the Board.

Diocesan Canons Title III, Canon III

SECTION 2. There is hereby established a Disciplinary Board in and for the Diocese of Central Pennsylvania.

SECTION 3. The powers, duties, and procedures of the Disciplinary Board established under Section 2 and the definition of terms used herein shall be governed by Title IV of the Canons of the Episcopal Church.

SECTION 4.

- A. The Disciplinary Board shall consist of nine members, five of whom shall be Clergy and four of whom shall be lay persons. All Clergy members of the Board must be canonically resident within the Diocese.
- B. At each Annual Diocesan Convention three persons shall be elected to serve on the Disciplinary Board for a term of three years. Persons elected shall be from each Order as required to maintain the required complement of the Board.
- C. No member of the Board shall be eligible to serve concurrently on the Standing Committee or Finance Committee.
- D. Vacancies occurring within the membership of the Disciplinary Board shall be filled by a majority vote of the remaining members of the Board. A person elected to fill a vacancy must be from the same Order as the person being replaced. Vacancies must be filled within four months of notification of the vacancy unless sooner required by other provisions of canon.
- E. Within 60 days following each Annual Diocesan Convention, the members of the Disciplinary Board shall elect, from among themselves, by majority vote, one person to serve as President for a one-year term.
- F. Within four months following each Annual Diocesan Convention, the members of the Disciplinary Board shall appoint a duly licensed attorney to serve as Church Attorney for a one year term.
- G. All persons elected or appointed under this section are eligible to be reelected or re-appointed upon the expiration of their terms.

Members: 9 members (5 Clergy and 4 Laypersons) All Clergy members of the Board must be canonically resident in this diocese.

You may not serve on the Disciplinary Board if you are currently serving on the Standing Committee or Finance Committee.

Function: The Disciplinary Board investigates and conducts hearings, as needed, regarding charges of clergy misconduct, as defined by Title IV of the Canons of the Episcopal Church.

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CONVENORS AND ASSISTANT CONVENORS

Elected by Convocations

Diocesan Canons Title I Canon IV, Section 4

- A. At the Fall Assembly, a Convenor of the Convocation shall be elected from the members of the Assembly, to serve a two-year term. An Assistant Convenor shall also be elected for a two-year term, and shall be of the opposite Order as the Convenor. Elected and appointed officers shall not be eligible for reelection or reappointment, after having served two consecutive terms, until after the expiration of one year after the end of their second term.
- B. The Convenor shall *preside at meetings of the Convocation*. The Convenor and the Assistant Convenor shall also *serve as elected members of the Council of Trustees*, and shall perform such *other duties as may be assigned by the Bishop*. In the absence of the Convenor, the Assistant Convenor shall preside. *The Convenor and Assistant Convenor shall function as an Executive Committee to plan agendas, schedule meetings, to give notice of meetings to all members*, and as a Nominating Committee to *nominate candidates for Convenor, Assistant Convenor*, and representative to Diocesan Council in succeeding years.

(italics added)

Responsibilities:

- Preside at meetings of the Convocation.
- Serve as elected members of the Council of Trustees.
- Other duties as may be assigned by the Bishop.
- The Convenor and Assistant Convenor function as an Executive Committee of the Convocation to plan agendas, schedule meetings, to give notice of meetings to all members, and as a Nominating Committee to nominate candidates for Convenor and Assistant Convenor.

The Office of Diocesan Communications relies on the Convenor and Assistant Convenor of each Convocation to disseminate information for Diocesan Convention in regards to convocation meetings and diocesan happenings prior to convention.

**Job Descriptions for Convocation and Committee Leadership
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LAY DELEGATES TO DIOCESAN CONVENTION

Elected by Parishes at Annual Meetings

Diocesan Constitution Article III, Section 2

- A. The lay members shall consist of the Chancellor, the Secretary, the Treasurer, and the Registrar of this Diocese, if they be laypersons, one lay delegate from each Parish, with one additional lay delegate for each 100 baptized members therein for the first 500 baptized members, and with one additional lay delegate for each additional 200 baptized members therein, as listed in the latest Parochial Report. The privilege to vote shall be denied any Parish if any of the following occur, unless exonerated by the Convention:
- i. Failure to file a Parochial Report in accordance with the Canons.
 - ii. Failure to employ a member of the clergy as its Parish Minister for the space of one calendar year in accordance with the Canons.
 - iii. Failure to pay its Diocesan Fair Share in accordance with the Canons.
 - iv. Failure to pay the Church Pension Fund premiums for all prior years on or before the tenth day of January of the year in which the Convention is held.
- B. Lay delegates to any Convention shall be elected in accordance with the Canons, and shall be baptized adult communicants of the Church in good standing.

As a Delegate to the Annual Diocesan Convention, duly elected by your parish, it is your responsibility to represent your parish's interests at convention and report on convention business back to the parish after convention is held. In order to do this you are expected to:

- Attend Spring and Fall Convocation meetings
- Read the Diocesan Digest for all Convention updates
- Meet with your parish prior to Convention to discuss the budget, resolutions, etc.
- After Convention, provide a report (either written or verbal) to your parish

Job Descriptions for Convocation and Committee Leadership In the Diocese of Central Pennsylvania

NON-ELECTED COMMITTEE OPPORTUNITIES

(membership by appointment of the Bishop)

RESOLUTIONS COMMITTEE

Diocesan Rules of Order Rule I: Deadlines and Committee Responsibilities Prior To Convention

SECTION 1. There shall be a Committee on Resolutions appointed by the Bishop, to which Committee all resolutions, except as provided in Title V, Canon II "Amendments," shall be submitted in writing on or before four months prior to Annual Convention. This Committee shall report to the Annual Convention all resolutions received, together with its recommendations, and shall have the power to initiate substitute resolutions.

Responsibilities: All resolutions are submitted in writing to the Resolutions Committee four months prior to Annual Convention. The Committee reviews Resolutions and assists presenters in the correct format and requirements for presenting a resolution to Convention. The Committee then reports on the resolutions to the Annual Convention with its recommendations, and guides the discussion and voting at the Convention.

NOMINATING COMMITTEE

SECTION 2. There shall be a Nominating Committee appointed by the Bishop, composed of members representing each Convocation, which shall nominate candidates for offices to be filled by the Convention. The names of these candidates, with biographical sketches, shall be sent to each congregation not less than four months prior to Annual Convention. Anyone wishing to make an additional nomination shall submit the name of such nominee, together with a biographical sketch and the signatures of at least ten (10) sponsors, to the Chair of the Nominating Committee no later than three months prior to Convention. The Nominating Committee shall distribute the complete slate of candidates to all lay delegates and clergy not less than sixty days before Convention. All nominations made by the Nominating Committee or by sponsors must be accompanied by the written consent of the individual nominated. No nominations shall be permitted after the deadlines set forth herein.

Responsibilities: The Nominating Committee nominates candidates for offices to be filled by the Convention. They oversee the nomination process: receiving the names of candidates; sending them to each congregation; and distributing the complete slate of candidates to all lay delegates and clergy before Convention.

If you are interested in serving, contact Alexis Guszick at aguszick@diocesecpa.org or (717) 236-5959 ext.1108

Job Descriptions for Convocation and Committee Leadership In the Diocese of Central Pennsylvania COMMISSION ON MINISTRY

Diocesan Canons TITLE III: CANON I: Commission on Ministry

SECTION 1. MEMBERSHIP.

A. There shall be a Commission on Ministry in this Diocese, consisting of twelve persons, six clergy and six lay, appointed by the Bishop, and who shall serve at the pleasure of the Bishop. B. The Bishop shall be ex officio the President of the Commission on Ministry. The Bishop Coadjutor and Bishop Suffragan, if there be such, and the Archdeacon for Deacons shall be ex officio members of this Commission.

SECTION 2. DUTIES. The duties of the Commission on Ministry shall be those prescribed in the Canons of the Church; and such other duties related to the ministry in this Diocese as shall be assigned by the Bishop.

SECTION 3. ORGANIZATION. The Commission on Ministry shall have the power to devise and enact bylaws for its own governance, not inconsistent with the Constitution and Canons of the Church and this Diocese.

SECTION 4. HOLY ORDERS. Nothing in this canon shall be construed in such a way as to eliminate the practice of examination of candidates for Holy Orders on their professional qualifications by Examining Chaplains, as appointed by the Bishop.

SECTION 5. ANNUAL REPORT. The Commission on Ministry shall report to the Annual Convention the substance of its actions during the preceding year.

Role: The Commission on Ministry (COM) guides and oversees the discernment by persons in the diocese who have expressed a call to Ordained Ministry, as a Deacon or Priest, or to particular lay pastoral or leadership ministries. The COM works closely with Parishes, the Standing Committee, the Stevenson School for Ministry, and the Examining Chaplains in this work.

Membership: 12 members, six clergy and six lay, appointed by the Bishop.

If you feel called to serve on the Commission on Ministry, please contact Bishop Scanlan at ascanlan@diocesecpa.org.