

Canons of the Diocese of Atlanta

Canon 1 - Canon 19

last amended, 12 November, 2005

CANON 1

Of the Council of the Diocese

Section 1. Organization: The Bishop, or in the absence of the Bishop, the Bishop Coadjutor or Suffragan Bishop or the priest selected by the Standing Committee shall, in the order named, call the clergy and Delegates to order, and direct the Secretary to determine and announce if a quorum is present. A quorum being present, the Bishop, Bishop Coadjutor, or Suffragan Bishop shall act as President; in their absence the Council may proceed to elect a President pro tempore.

Section 2. Members:

(a). A list of the Clergy entitled to seats in the Council shall be furnished the Secretary by the Ecclesiastical Authority of the Diocese.

(b). Lay representation: The Secretary of the Council, not later than six months before its annual meeting, shall advise each Parish and Aided Parish of the number of Lay Delegates and Alternate Lay Delegates it is authorized by the Constitution of the Diocese.

(1). The Secretary of the Council, not later than six months before its annual meeting, shall furnish every Parish, Aided Parish, or congregation entitled to Delegates a form as follows:

CERTIFICATE OF ELECTION

This is to certify that at a meeting of the Rector, or Minister-in-Charge, Wardens, and Vestry members, or of the congregation of _____ held on the _____ day of _____ the following lay persons were elected to represent said church in the next Council of the Diocese and at all special and called meetings of the same until the following Annual Council, and that all the named persons are confirmed communicants of this Church in good standing:

Delegates to which the Parish or Aided Parish is entitled and send it and any registration fees to the Episcopal Center by the date set by the Department of Annual Council.

Following the Parish elections, the Certificate of Election shall be completed and signed by the Rector, or Minister-in-Charge, Senior Warden, or Secretary of the Vestry or congregation making such election, and when filed with the Secretary of the Council, shall entitle the Delegates therein named to seats in the Council.

At least thirty (30) days before the Council meets, the Secretary shall make available, upon request, a list of the names and addresses of all Delegates and Alternate Delegates elected to the Council to any clergy, Delegate or Diocesan affiliated organization.

(3). When a worshipping community as defined in Section 2.(b). of Article 2 of the Constitution of the Diocese of Atlanta desires to be represented at a Diocesan Council, it shall submit a request, by the date set by the Department of Annual Council prior to the Diocesan Council at which representation is desired, to the Ecclesiastical Authority. The request shall be signed by the clerical members of the community and by at least three lay members of the community. Upon approval by the Ecclesiastical Authority, the request shall be submitted to the Diocesan Council. The Council shall act upon the request. Upon approval by the Council, the Lay Delegate shall be seated immediately thereafter for the duration of the Council. Each Worshipping Community as defined in Section 2.(b). of Article 2 of the Constitution of the Diocese of Atlanta desiring Council representation may elect, in such manner as it determines, one (1) Lay Delegate and one (1) Alternate Lay Delegate.

(4). A vacancy in the delegation of the Parish may be filled by appointment made by the Rector or Vicar, with the concurrence of the other Delegates from the Parish who are present, and if there be no elected Delegates or Alternate Delegates present, by an appointment made by the Rector or Vicar.

(5). Should there be a vacancy in the office of the Secretary of the Council, the said certificate shall be transmitted to the Assistant Secretary, if there be one, and if none, then to such person as may be designated by the Ecclesiastical Authority.

Section 3. Upon registration with the Secretary of Council, each of the following persons not a member of the Council shall be entitled to all the privileges of the Council except the right to vote: Standing Committee members, officers of the Diocese, Chairs of Diocesan Departments, Commissions and Task Forces, Executive Board members, clergy not canonically resident in the Diocese who are licensed to officiate in the Diocese and are performing ordained ministries in a Parish or Aided Parish, and Diocesan staff members.

Section 4. Attendance: It is declared the duty of every person entitled to a seat in the Council to attend every meeting thereof.

CANON 2

Of the Officers of the Diocese

Section 1. The Chancellor:

(a). The Chancellor of the Diocese shall be elected annually by the Diocesan Council upon nomination by the Bishop, but in the event of a vacancy occurring in the office, a successor may be appointed by the Bishop, to serve until the next following Council. The Chancellor shall be a lay person learned in the law and must be a confirmed communicant of the Church in this Diocese.

(b). The Chancellor shall be the legal advisor and consultant of the Bishop. Upon the request of any official of the Diocese, or of any corporation, board or committee operating under the authority of the Diocese or the Diocesan Council, the Chancellor shall furnish a written opinion upon any question of law, together with the Chancellor's recommendation in the premises. It shall be the Chancellor's duty to submit at each Diocesan Council a written report covering the Chancellor's performance of duty in the preceding twelve months.

(c). The Chancellor shall be entitled to be reimbursed for all expenses incurred in the performance of the Chancellor's duty and in attendance upon the Council.

(d). The Bishop may, in the Bishop's discretion, and from time to time, nominate to Council Deputy Chancellors, of like qualifications to that of the Chancellor, to be elected by the Council to serve until the next Annual Meeting of Council.

Section 2. The Registrar: The Registrar of the Diocese shall be elected annually at the Diocesan Council upon nomination by the Bishop, but in the event of a vacancy occurring in the office, a successor may be appointed by the Bishop to serve until the next following Council. The Registrar must be a confirmed communicant in the Church of this Diocese.

(a). The Registrar shall be the sole custodian and depository of:

(1). All Journals of Council of the Diocese of Atlanta, and of the Diocese of Georgia before 1907, and all Journals of the General Conventions;

(2). All deeds and other evidences of ownership, regardless of the name or names in which title has been acquired, to real or personal property owned by the Bishop or by any authority of the Diocese and by every dormant Parish, Mission, School or by any Camp or other subdivision of and under the Diocese;

(3). Copies of histories and other documents of historical interest pertaining to every Parish and Mission in the Diocese;

(4). All past minute books and reports of every corporation, board or committee operating under the authority of the Diocese or the Diocesan Council, except such as have been or may hereafter be published in the Journals; and

(5). All other documents and records necessary to preserve an accurate history of the Diocese. For the preservation and care of all such records, the Registrar shall be furnished with such adequate and sufficient fire-proof safes, vaults, and storage space as approved by the Finance Department. It shall be the Registrar's duty to submit at each Diocesan Council a written report covering the Registrar's performance of duty in the preceding twelve months.

(b). The Registrar shall be entitled to be reimbursed for expenses incurred in the performance of the Registrar's duty and in attendance upon the Council.

Section 3. The Secretary: The Secretary shall be elected annually by the Council upon nomination of the Bishop. The Secretary shall also be the Secretary of Council and shall keep a correct record of its proceedings, which record shall be signed by the presiding officer within thirty (30) days after the final adjournment of the Council, and to be filed in the Bishop's office. The Secretary shall perform all the duties required of the Secretary under the Canons of the General Convention and all others usually appertaining to the office of Secretary or that may be required of the Secretary by the Council.

Section 4. The Treasurer: The Treasurer shall be elected annually by the Council upon nomination of the Bishop; the Treasurer's duty shall be to collect and hold all funds as provided for in the Canons and as derived from assessments and apportionments and otherwise, and to disburse the same according to the budgets approved by Council. The Finance Department, with the advice of the Treasurer, shall employ a qualified accountant or bookkeeper to assist the Treasurer in keeping full and complete financial records and in the preparation of reports. The compensation of such accountant or bookkeeper shall be fixed by the Finance Department.

(a). The Treasurer shall make such reports as may be provided by Canon.

(b). The Treasurer and accountant or bookkeeper shall be bonded in such amount and under such terms and conditions as the Finance Department may prescribe, not less than ten thousand dollars, with corporate surety to be approved by the Finance Department.

(c). All funds shall be deposited in such banks as the Finance Department may direct in the name of the Diocese, and checks thereon drawn by the Treasurer and countersigned, if so provided by the Finance Department, by such persons as the Finance Department may designate.

(d). Vacancies in the office of Treasurer, by death, resignation, or otherwise, occurring between regular sessions of the Council, shall be filled by the Finance Department on nomination by the Ecclesiastical Authority.

CANON 3

Of the Standing Committee

Section 1. The Standing Committee shall be composed of six members, three from the priestly order and three from the lay order. One clerical and one lay member shall be elected at each Annual Council for a term of three years. No member of the Standing Committee completing more than one half of a term shall be re-elected until after an interval of one year from completion of an elected term, except that a member elected to fill a vacancy and who has served less than one half of a term shall be eligible for election.

Section 2. The Standing Committee shall meet within thirty days of election of new members and elect a President and a Secretary. Vacancies on the Standing Committee shall be filled by election by the remaining members.

Section 3. The Standing Committee shall meet in conformity with the Constitution and Canons of General Convention and the Diocese of Atlanta and in accordance with the rules established by the members. The Committee shall keep a record of its proceedings.

Section 4. A majority of the members shall constitute a quorum, all having been notified of the meeting. The President or the Bishop may summon a special meeting when necessary. The President shall call a meeting whenever requested to do so by two of its members. The Standing Committee shall meet when necessary to exercise its function as the Council of Advice to the Bishop.

Section 5. The rights and duties of the Standing Committee, except those provided by the Constitution and Canons of the General Convention, are prescribed by the Canons of the Diocese of Atlanta.

Section 6. The Standing Committee shall annually report its proceedings to the Diocesan Council except for its function as the Council of Advice to the Bishop.

CANON 4

Of the Board of Officers of the Corporation

Section 1. The Bishop, or in the Bishop's absence the Bishop Coadjutor or the Suffragan Bishop, and members of the Executive Committee of the Executive Board shall constitute the Board of Officers of the Diocesan Corporation, and shall, except during the sessions of the Council, exercise the power and authority of the Corporation under its charter.

Section 2. In all instances under which the Bishop of the Diocese is vested with title to real property or any interest therein of any kind for the use and benefit of the Diocese or any Parish, Congregation, Board, Committee or other body of the Diocese, the same shall not be sold or encumbered by the Bishop except the same be approved by the Board of Officers of the Corporation.

Section 3. The Board of Officers of the Corporation, except when Council is in session, is hereby fully authorized and empowered after procuring the advice of the Chancellor, to act upon and determine all matters relative to property or any interest therein or which is held in trust for the use and benefit of the Diocese or any such institution thereof, to the same extent that the Council could act if in session.

CANON 5

Of the Executive Board of the Diocese

Section 1.

(a). The Executive Board (hereinafter to be called The Board) shall be composed of

(1). the Bishop, the Bishop Coadjutor if there be one, the Suffragan Bishop if there is one, and

(2). one cleric and one lay person from each of the Convocations. Each member is to be elected as provided in paragraph (b) of this Section. The Board shall promptly fill vacancies in its elected membership from persons canonically resident in the Convocation in which the vacancy occurred. The Bishop may appoint not more than four additional members to the Board with seat, voice, and vote, each of whom shall be a cleric or a lay person canonically resident in the Diocese.

(b). The clerical and lay members of the Board from the Convocation shall be elected in the following manner: Each year prior to the annual meeting of the Council, or at some convenient time during the meeting of the Council, each Convocation with representation according to Canon 6, Section 4, shall meet and elect one cleric or one lay person from the respective Convocation for a two-year term to the Executive Board. Terms shall be for a period of two years. Tenure of any member of the Board shall be restricted to two

consecutive terms, after which a member shall be ineligible for re-election or re-appointment until after the lapse of one year.

(c). Immediately upon the creation of a new Convocation of the Diocese, such Convocation shall elect a cleric to the Board for a one (1) year term and a lay person to the Board for a two (2) year term. Thereafter, as these terms expire, all such elections shall be for two (2) year terms.

(d). Should a Convocation cease to exist for any reason, or be merged into another Convocation, the term of any members elected by that Convocation to the Board shall immediately expire.

Section 2. There shall be an Executive Committee, of which the Bishop of the Diocese shall be Chairperson (in the absence of the Bishop, the Bishop Coadjutor, if there be one, shall serve as Chairperson or in the Bishop's absence, the Suffragan Bishop, if there be one, shall serve as Chairperson), together with three clerics and three lay persons elected by the Executive Board from its own elected membership, provided that at least two of the six persons be from the Convocations outside the Atlanta District. This Executive Committee shall act for the Executive Board between meetings, consistent with the policies of the Executive Board and the Diocesan Council, in regard to program, and the Executive Committee, together with the Bishop, shall ex-officio constitute the Board of Officers of the Corporation.

Section 3. The Bishop and the Executive Board may establish operating components of its organization with such titles as Divisions, Commissions, Committees, etc., and they may change them from time to time as they may deem expedient. The Bishop, the Bishop Coadjutor, if there be one, and the Suffragan Bishop, if there be one, shall be ex-officio members of all such operating components.

Section 4. The Bishop shall appoint, with consent of the Executive Board, a chairperson for each department of the Executive Board, such chairperson not necessarily to be from the membership of the Executive Board. If not members of the Executive Board, they shall have seat and voice but no vote on the Executive Board.

CANON 6

Of Convocations

Section 1. For administrative and other purposes, and especially for mission and extension work, the congregations and non-parochial clergy of the Diocese are organized into as many convocations as the Ecclesiastical Authority shall from time to time direct subject to the approval of the Executive Board or the Council. Changes in assignments may be made from time to time by the Ecclesiastical Authority subject to such approval. When changes and assignments are made, they shall be reported to the Deans of the

Convocations involved, the congregations involved, and to the Secretary of the Council. The Secretary of the Council shall report the current Parish assignments in the Journal of the Council.

Section 2. The Ecclesiastical Authority shall appoint a resident cleric from each Convocation to be Dean of the Convocation.

Section 3. Each Dean of Convocation shall be generally responsible to the Ecclesiastical Authority and to the Department of Congregation Development for missionary and extension work in the area around the congregations in the Convocation not otherwise being served by a congregation of the Diocese. Deans shall have such other specific duties as the Ecclesiastical Authority may direct.

Section 4. Each Convocation shall meet at least one time a year and at other times deemed necessary by the Dean or by the Ecclesiastical Authority. All clergy canonically resident in or assigned to a Convocation shall be entitled to seat and vote. Lay representation shall be the duly elected Delegates and Alternate Delegates to Council from each Parish and Aided Parish of the Convocation and such other representatives as the Convocation shall determine.

CANON 7

Of Deputies to the General Convention

Section 1. Council shall elect, no later than twelve months before the opening date of General Convention, four (4) clerics, Presbyters or Deacons, canonically resident in the Diocese and four (4) lay persons, communicants of this Church, in good standing in the Diocese, but not necessarily domiciled in the Diocese, as its Deputies to the General Convention next following. An equal number of like qualified Alternate Deputies shall be elected from each Order.

Section 2. Every Deputy to the General Convention, who may be unable to attend its sessions, shall as soon as the fact of such inability is ascertained, send a resignation as such Deputy to the Bishop, who shall, as soon as practicable, fill the vacancy by appointing one of the Alternates in the sequence in which they were chosen by the Council. The Alternates so appointed shall be of the same Order as the Deputy who resigned. If none of the Alternates so elected should accept such an appointment, the Bishop may appoint a Deputy of like qualifications as the Deputy who resigned. Should a vacancy occur during the session of the General Convention, the Deputies present from the Diocese may fill the vacancy by electing one qualified to hold the office.

CANON 8

Of the Board of Governors of The Mikell Camp and Conference Center

Section 1. The Mikell Camp and Conference Center shall be under the control and direction of a Board to be known as Board of Governors of The Mikell Camp and Conference Center.

Section 2. The Board of Governors shall consist of:

- (a). The Bishop, Bishop Coadjutor, and the Suffragan Bishop, if any; and
- (b). The Chairperson of the Board to be appointed by the Bishop; and
- (c). The Treasurer to be elected for a term of three (3) years by the Board of Governors with the advice and consent of the Bishop, and appointed by the Bishop to the Finance Department of the Diocese. The Treasurer may be any person, clerical or lay, in good standing in the diocese, other than the Chairperson of the Board, the Director Mikell Camp and Conference Center, or any employee of Mikell Camp and Conference Center; and
- (d). Three (3) persons, clergy or laity, appointed by the Bishop, one to be appointed for a three-year term, one to be appointed for a two-year term, and one to be appointed for a one-year term at the first appointment and thereafter all members for terms of three years. Vacancies for unexpired terms may be filled by the Bishop; and
- (e). Six (6) persons, clergy or lay, two (2) of which shall be annually elected by Annual Council for a term of three (3) years. The Annual Council adopting this amendment shall elect the appropriate number of members to provide staggered three (3) year terms, two (2) of which thereafter expire each year, acknowledging the unexpired term of present members of the Board. Vacancies for unexpired terms shall be filled by the Executive Board; and
- (f). Three (3) persons elected by the Episcopal Church Women at their annual meeting, one to be elected for a three-year term, one to be elected for a two-year term, and one to be elected for a one-year term at the first election and thereafter all members for terms of three years. Vacancies for unexpired terms may be filled by the Executive Board of the Episcopal Church Women; and
- (g). Two youths, appointed by the Bishop, one to be appointed for a two year term and one to be appointed for a one year term at the first appointment and thereafter all members for terms of two years. Youth appointees should be of an age that less than half of their term will be served after graduation from high school. Vacancies for unexpired terms may be filled by the Bishop; and
- (h). The Director of the Mikell Camp and Conference Center, ex-officio.

Any member may be re-appointed or re-elected after an absence of one year. Members named for an unexpired term and who serve less than one-half of a full term shall be eligible for re-election or re-appointment. The Treasurer may be re-elected to successive terms.

Section 3. Duties of the Board of Governors:

(a). The Board of Governors shall have budget responsibility for the program, care and maintenance of the physical properties of the Camp and Conference Center, the program and activities to be conducted thereat, and the uses to which the same may be properly put. All property, monies and funds accruing to or connected with the Camp and Conference Center shall be turned over to the Board.

(b). The Board of Governors shall, in consultation with the Director, establish the necessary staff to operate the Camp and Conference Center and fix their salaries, titles, and duties. The members of the staff shall be under the supervision of the Director.

(c). The Board shall, in consultation with the Director, draw up By-laws which will contain the general rules under which the Camp and Conference Center shall operate.

Section 4. Organization of the Board of Governors:

(a). The Board shall be organized into such committees as the Board may determine. The Chairperson of the Board shall appoint committee chairpersons from the membership of the Board. Committee chairpersons shall select the membership of their committees.

(b). The Bishop, the Chairperson of the Board, the Treasurer, other Board members as the Chairperson of the Board may appoint, and the Director of the Mikell Camp and Conference Center shall constitute the Executive Committee of the Board.

(c). The Executive committee shall have the power and authority to act for the Board between meetings of the Board.

Section 5. Meetings of the Board of Governors: The Board of Governors shall hold not fewer than four meetings each year, one in each calendar quarter, and at such other times as deemed necessary by the Chairperson. The committees will meet whenever it is considered advisable, will consider problems falling under their responsibility, and will make recommendations to the Board.

CANON 9

Of the Board of Governors of Appleton Family Ministries of the Diocese of Atlanta

Section 1. The Appleton Family Ministries of the Diocese of Atlanta shall be under the direction and control of a Board to be known as the Board of Governors of the Appleton Family Ministries of the Diocese of Atlanta.

Section 2. The Board of Governors shall consist of the following:

- (a). The Bishop, The Bishop Coadjutor, and the Suffragan Bishop, if such there be; and
- (b). Two elected at the annual Diocesan Council; and
- (c). Two selected by the Episcopal Church Women; and
- (d). Two to be appointed by the Bishop.

Section 3. All members of the Board shall have a term of two years, and shall be eligible for successive terms. No elected member shall serve more than two successive full terms.

Section 4. Vacancies occurring on the Board may be filled for the unexpired term by the Board with the approval of the Ecclesiastical authority of the Diocese.

Section 5. The Board of Governors shall have the authority to adopt by-laws and organize itself in whatever manner it deems desirable for the efficient and effective conduct of this ministry.

Section 6. The Board shall hold at least four meetings each year, one in each calendar quarter, and at such other times as deemed necessary by the Bishop and/or the Chair.

Section 7. The person who chairs the board shall be appointed by the Bishop and shall be responsible to see that report is made to the Annual Diocesan Council accounting for the stewardship and effective conduct of this ministry.

CANON 10

Of the Trustees of The University of the South

Section 1. Initially there shall be elected one cleric and two lay persons to serve as Trustees of the University of the South: one lay person to serve for one year, one lay person to serve for two years; one cleric to serve for three years. Thereafter, at each Annual Council, one Trustee shall be elected of the same order as the retiring Trustee to serve for three years.

Section 2. A Trustee may be elected to no more than four consecutive terms, after which, on year must elapse before that Trustee is eligible for election.

Section 3. Trustees shall report annually to the Diocesan Council on conditions and affairs of the University of the South.

Section 4. In case a vacancy occurs, the Executive Board of the Diocese shall be authorized to appoint a successor to fill the unexpired term.

CANON 11

Of Church Construction

Section 1. There shall be a Commission on Church Architecture and Church Construction appointed annually by the Bishop.

Section 2. The governing body of any Parish or Aided Parish or diocesan-owned property shall not erect a new building, or make structural alterations or additions requiring a building permit to any present building on its Church property without first securing the advice of the Commission for such proposed construction. The governing body of any Parish or Aided Parish or diocesan-owned property desiring such construction shall submit, under rules and regulations promulgated by the Commission and approved by the Bishop, the following:

- (a). Intention to Initiate;
- (b). Schematic Drawings and Specifications;
- (c). Design Development Drawings and Specifications; and
- (d). Such other Plans as shall be required by the Commission.

Section 3. After each submission, the Commission will, within thirty (30) days, meet with such Rector, Vicar, Wardens and Vestry as it deems appropriate. If the Commission does not within sixty (60) days after such submission offer its advice, then such submissions shall be taken as approved by the Commission.

Section 4. Following construction, as-built drawings and specifications shall be furnished to the Diocese as soon as practicable.

Section 5. Should any dispute arise as to the application of this Canon, such dispute shall be referred to the Bishop for resolution.

CANON 12

Of The Commission on Ministry

Section 1. The Commission on Ministry shall consist of at least ten (10) persons, both clerical and lay, who shall be appointed annually by the Bishop or Ecclesiastical Authority.

Section 2. The Commission shall assist the Bishop in determining present and future needs for all ministry in the Diocese.

Section 3. The Commission shall also assist the Bishop in matters pertaining to the enlistment and selection of persons for Holy Orders and in the guidance of all Postulants and Candidates and in determining the future needs for ordained ministry in the Diocese.

CANON 13

Of the Diocesan Newspaper

Section 1. There shall be published and distributed a Diocesan newspaper at such times and in such form as the budget of the Diocesan Expenses shall provide.

Section 2. The Diocesan newspaper shall be written and published under the direction of the Communication Board.

Section 3. The Editor and Business Manager shall be the Director of Communication of the Diocese of Atlanta as appointed from time to time by the Bishop in consultation with the Department of Communication.

CANON 14

Of Vacancies

Section 1. Every committee or board elected by the Council, or appointed by its authority shall have power to fill any vacancy which may occur in its body, unless otherwise provided by Canon.

Section 2. If any other individual elected or appointed to perform a duty dies, or removes from the Diocese, or shall decline to serve, the Ecclesiastical Authority shall appoint another.

Section 3. Every expense incurred by any member of such committee or any individual during the Council incident to the discharge of duties shall be paid by the Treasurer of the Diocese on proper vouchers therefor.

CANONS 15-19

Reserved

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*All Canons and resolutions of the Diocese of Atlanta in conflict with the foregoing
Canons are hereby repealed.*