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4. IV. The Diocese

A. Bishop. The bishop's responsibilities are described in the *Canons of the General Convention* (2006), Title III, Canon 12, and in the ordinal of *The Book of Common Prayer*. The bishop is the spiritual leader of the diocese and serves as the president of the convention of the diocese and as president of Trustees and Council (*Canons of the Episcopal Diocese of Kentucky* [2006], Canon 4, Sec. 1 and Canon 17, Sec. 2). As needed, the diocesan bishop appoints persons to staff positions within the diocese.

B. Diocesan Staff. Assisting the bishop in the conduct of diocesan affairs are persons in the following positions:

1. Canon to the Ordinary. Functions in direct support of the bishop and reports to the bishop. The canon to the ordinary performs the following functional tasks:

- a. Chief of Diocesan Staff
- b. Diocesan Deployment Officer
- c. Chief Operating Officer of the diocese who coordinates the following departments:

Christian Formation
Mission and Evangelism
Justice and Jubilee
Finance and Stewardship

2. Director, All Saint's Center. Functions in direct support of and reports to the bishop, and coordinates with the canon to the ordinary. The director of All Saint's performs the following functional tasks:

- a. Administrative and fiscal oversight of the Center in collaboration with the board of directors of All Saints'
- b. Works in partnership with diocesan programming and develops local programming in support of diocesan goals.
- c. Collaborates as necessary in support of diocesan staff, Department of Christian Formation and other diocesan departments as requested.

3. Administrative Assistant to the Bishop. Functions in direct support of the bishop and reports to the canon to the ordinary. The administrative assistant performs the following functional tasks:

- a. Administrative and program support to the diocese
- b. Direct support of all year-round diocesan convention activities
- c. Collaborates as necessary in support of diocesan staff

4. Controller. Functions in direct support of the bishop, and reports to Trustees and Council and to the canon to the ordinary. The controller performs the following functional tasks:

- a. Chief accounting officer for the diocese
- b. Administrative and fiscal oversight within the diocese
- c. Works in partnership with Department of Finance and Stewardship
- d. Supervises financial intern
- e. Collaborates as necessary in support of diocesan staff

5. Communications Director. Functions in direct support of the bishop and reports to the canon to the ordinary. The communications director performs the following functional tasks:

- a. Chief communications officer to and on behalf of the diocese
- b. Web manager
- c. Engages with other information and media organizations
- d. Supervises communications intern
- e. Collaborates as necessary in support of diocesan staff

6. Youth and Young Adults Director. Functions in direct support of the bishop and reports to the canon to the ordinary. The youth and young adults director performs the following functional tasks:

- a. Responsible for all diocesan youth and young adults programming
- b. Coordinates and administers summer camp program
- c. Works in partnership with Christian Formation Department
- d. Collaborates as necessary in support of diocesan staff

7. Office Administrator. Functions in direct support of the bishop and reports to the canon to the ordinary. The office administrator performs the following functional tasks:

- a. Receives/responds to callers and visitors to diocesan office
- b. Administrative support of canon to the ordinary and diocese
- c. Administers data systems and oversees document storage
- d. Maintains accurate records of special financial gifts to the diocese
- e. Updates, posts and distributes diocesan directory as needed
- f. Collaborates as necessary in support of diocesan staff

8. Financial Intern. Part-time position supervised by and reports to controller. As directed by the controller, the financial assistant manages diocesan fiscal affairs.

9. Communications Intern. Part-time position supervised by and reports to the communications director. As directed by the communications director, the communications intern assists with web-based and other mass communications.

C. Diocesan Officers. Diocesan officers are elected to assist the bishop in the conduct of diocesan business as described in the *Canons of the Episcopal Diocese of Kentucky* (2006).

1. Chancellor of the Diocese (Canon 13). Provide professional legal counsel and services to the bishop, standing committee and special committees of the convention. The vice chancellor may be elected in the same manner as the chancellor, shall carry out such duties as the chancellor assigns, and serves as the chair *ex officio* of the Real Estate Committee (*By-Laws of Trustees and Council*, I.c.6).

2. Diocesan Treasurer (Canon 10). Oversees the receipt and disbursement of all monies collected under the authority of the convention, and provides required reports. The treasurer or the treasurer's agent shall have custody of the assets held in the Marmion Revolving Loan Fund (*Canons of the Diocese of Kentucky* [2006], Canon 39, Sec. 1).

3. Secretary of the Diocese (Canon 9). Records the minutes of the diocesan convention, attests to public acts, provides required reports to the General Convention, and under supervision of the bishop, publishes the annual *Journal of the Diocese of Kentucky*. The secretary of the diocese is, *ex officio*, secretary of Trustees and Council of the Diocese of Kentucky, and fulfills the duties of the Diocesan Registrar when that office is vacant.

4. Diocesan Registrar (Canon 11). Receives and keeps all journals, records and papers of Convention and Standing Committee.

5. Diocesan Historiographer (Canon 12). Upon request of the bishop or diocesan convention, notes any facts which illustrate the history of the diocese, reports such to convention each year and furnishes material or data as required for the archives of the diocese.

D. Diocesan Convention. In accordance with the *Canons of the Diocese of Kentucky* (2006) (Canon 4, Sec. 10), the diocese convenes annual and special conventions to conduct diocesan business. Each ordained clergyperson in the diocese is a voting member of the convention, and each congregation is to be represented by its clergy and an appropriate number of lay representatives elected by the vestry or bishop's committee of which they are members. All diocesan clergy and chosen lay representatives are expected to attend meetings of the convention.

Each year, after the diocesan convention the *Journal of the Diocese of Kentucky* is published and contains reference material. In accordance with the *Canons of the Diocese of Kentucky* (2006) (Canon 9, Sec. 1) the Diocesan Office staff mail copies of the *Journal*

to clergy canonically resident in the diocese, to all officers of the diocese, to the officers of all vestries and bishop’s committees, to the deputies to the convention, and to others who express a desire to receive the same. In addition to announcing the next convention and providing the minutes of the past convention, it includes:

- Journal of Proceedings (minutes) of Diocesan Convention
- All resolutions and their status
- The canons, by-laws and charters of the diocese
- The bishop’s convention address
- A summary of clergy canonically resident in the diocese
- Reports from all diocesan officers, departments, committees, commissions and institutions
- Directories of congregations and deputies to Diocesan Convention
- Diocesan financial information
- Statistical information and parochial reports from all diocesan congregations
- Diocesan staff and officer directories

Additional copies of the current year journals may be obtained from the diocesan staff.

E. Diocesan Trustees and Council. The Trustees and Council manages the properties and business affairs of the diocese, implements all mandates of the church, and joins with other constituents of the diocese to unify, inspire and empower all people of the diocese. Trustees and Council manages diocesan temporal affairs, and plans and implements the mission of the church in the diocese between diocesan conventions. With the exception of the Marmion Revolving Loan Fund (Canon 39, Sec. 1) and the Bishop Dudley Memorial Fund (Charter of the Board of Trustees of the Bishop Dudley Memorial), Trustees and Council manages all diocesan investment funds, trusts, gifts and bequests. The Trustees and Council consists of the bishop, who serves as its president, the secretary of the diocese, the treasurer of the diocese, the chancellor, sixteen trustees, and one deacon (*Charter of the Trustees and Council and Canons of the Diocese of Kentucky* [2006] Canon 17).

As a part of Trustees and Council there is an Executive Committee. The two functions of the Executive Committee are to address, at the bishop’s discretion, concerns that require action before the next meeting of Trustees and Council, and to set the agenda for each plenary meeting of Trustees and Council. The Executive Committee consists of the bishop, vice president, secretary, treasurer, chancellor and one member-at-large of Trustees and Council (*By-laws, Trustees and Council*, 1996).

F. Diocesan Departments. There are four diocesan ministry departments, coordinated by the canon to the ordinary, that report to and receive their funding from the Trustees and Council. In coordination with Trustees and Council, the bishop appoints the leadership and membership of these departments. Designated members of the Trustees and Council serve as liaisons to each of these departments, which are:

1. Department of Finance and Stewardship. This department plans and administers funds established in support of diocesan purposes, goals and principles, and submits recurrent reports to Trustees and Council. The scope of functions includes audits, stewardship, insurance, budget, and investments. The diocesan controller is staff liaison to the Department of Finance and Stewardship.

2. Department of Christian Formation. This department conducts, coordinates and encourages Christian formation activities, to include Education for Ministry programs, and develops and distributes resources for use throughout the diocese. The diocesan youth and young adults director is staff liaison to the Department of Christian Formation.

3. Department of Justice and Jubilee. This department explores religious and social outreach opportunities in response to diocesan and societal needs, and assists the bishop and others to advance responses in the community. The diocesan communications director is staff liaison to the Department of Justice and Jubilee.

4. Department of Mission and Evangelism. This department oversees and promotes diocesan and congregational mission planning and implementation, and submits recurrent reports to Trustees and Council. The scope of functions includes Christian outreach, congregational development, companion diocese relationships and congregational starts and restarts. This department coordinates its work with the Mission Funding Committee. The diocesan canon to the ordinary is staff liaison to the Department of Mission and Evangelism.

G. Diocesan Committees and Commissions.

1. Committees and Commissions of the Diocesan Convention:

a. Standing Committee. The purpose of the Standing Committee is to advise the bishop on the affairs of the diocese, and to serve as an approving body in the case of ordinations. The voting members of the diocesan Standing Committee, elected by the diocesan convention, consists of three presbyters canonically resident in the diocese and three resident adult lay communicants in good standing in the diocese. Additionally, one deacon canonically resident in the diocese has a seat and all privileges, except for the right to vote. The term of elected office for members of the Standing Committee is three years in staggered terms. Upon the death, resignation, disability or temporary unavailability of the diocesan bishop, the Standing Committee assumes the ecclesiastical authority of the diocese (Article IV of *Constitution of the General Convention* [2006], and Canon 14 of the *Canons of the Diocese of Kentucky* [2006]).

b. Commission on Ministry. The Commission on Ministry advises and assists the bishop to recruit, discern, form, assess and recommend qualified persons for the ordination process. It also promotes clergy and lay professional development, and wellness in clergy families. The Commission on Ministry consists of fifteen clergy and lay persons nominated by the bishop and approved by the Diocesan Convention (Title III,

Canon 2 of the *Canons of the General Convention* [2006], and Canon 30 of the *Canons of the Diocese of Kentucky* [2006]).

c.. Ecclesiastical Court. Members of the Ecclesiastical Court try charges brought against members of the clergy for alleged violations of canons for clergy discipline and standards of conduct. The Court consists of five clergy and four lay persons, all of whom are elected by the Diocesan Convention and must be canonically resident within the diocese (Title IV, Canons 4-7 of the *Canons of the General Convention* [2006], and Canon 29 of the *Canons of the Diocese of Kentucky* [2006]).

d. Committee on Canons. Members of the Committee on Canons receive, review and report on all proposed amendments to the canons of the diocese. They report on their work to each diocesan convention and, as appropriate, present amendments for consideration by the diocesan convention (Canon 37 of the *Canons of the Diocese of Kentucky* [2006]).

e. Board of Trustees of the Bishop Dudley Memorial Fund. The trustees oversee the endowment fund that supports the episcopate of this diocese. The board reports at least annually to Trustees and Council and to the diocesan convention (*Charter of the Board of Trustees of the Bishop Dudley Memorial Fund*, Sec. 8). The board consists of nine lay persons, who serve in three-year terms and are elected by the diocesan convention (Canon 31 of the *Canons of the Diocese of Kentucky* [2006]).

2. Committees and Commissions of Trustees and Council:

a. Finance Committee: The Finance Committee is a component of the Department of Finance and Stewardship. In accordance with Canon 17, Sec. 8 of the *Canons of the Diocese of Kentucky* (2006), the Finance Committee may, at the direction of Trustees and Council, authorize the treasurer of the diocese to borrow and administer such sums as needed for diocesan operational (*By-Laws of Trustees and Council* [2006], II.c. 1 [d]). The chairperson of this committee shall be a layperson with seat and voice (not vote) at the diocesan convention. The membership of this committee shall be directed by the bishop in consultation with Trustees and Council. The diocesan treasurer and the president of the Board of Trustees of the Bishop Dudley Memorial Fund shall be *ex-officio* members of this committee (*By-Laws of Trustees and Council* [2006], II.c.1 [a]).

b. Investment Committee: The Investment Committee shall have the authority to invest and reinvest the securities and other intangible property of the diocese. The membership of this committee consists of the chairpersons of the Finance Committee, Budget Committee and the Bishop Dudley Memorial (*By-Laws of Trustees and Council* [2006], II.c.2). Their process must start prior to July of each year (*By-Laws of Trustees and Council* [2006], II.c.3).

c. Budget Committee. The Budget Committee is a component of the Department of Finance and Stewardship. In accordance with Canon 16 of the *Canons of*

the Diocese of Kentucky (2006), each year this committee is given the responsibility to prepare a proposed and balanced diocesan budget for the following year. The chairperson of this committee will present the proposed budget to the Diocesan Convention for approval. The membership of this committee shall include the vice president of Trustees and Council, the chairperson of the Department of Finance and Stewardship, the chairperson of the Mission Funding Committee, the Diocesan Treasurer, the chairperson of the Bishop Dudley Fund, and two members at large who are appointed by the bishop. At least two members of this committee must be members of Trustees and Council.

d. Mission Funding Committee: The Mission Funding Committee is a component of the Department of Finance and Stewardship. Each year this committee is given the responsibility to award grants from the Forward Fund, Advance Fund, and budget support for parish development. Additionally this committee makes loans from the Marmion Revolving Loan Fund. The chairperson of this committee is appointed by the bishop. Committee membership, also appointed by the bishop, includes members of the Department of Mission and Evangelism (*By-Laws of Trustees and Council* [2006], II.c.4).

e. Committee on Church Architecture and Allied Arts. The members of this committee review and consider for approval any and all construction and rehabilitation plans of every congregation receiving funds from the diocese, advise Trustees and Council regarding construction sites for proposed church buildings, consider all plans for furnishing church buildings, and upon request, provide counsel and advice for all church building construction and furnishings. The committee consists of at least three clergy persons and two lay persons, appointed by the bishop at the diocesan convention. Each committee member should be versed in ecclesiastical design. The bishop is an *ex officio* member of the committee (Canon 35 of the *Canons of the Diocese of Kentucky* [2006]).

f. Audit Committee: The Audit Committee is a component of the Department of Finance and Stewardship. Each year this committee is responsible supervise the audit of diocesan funds and for the enablement of required audits of congregational funds (*Canons of the Diocese of Kentucky* [2006], Canon 15, Sec. 2). The chairperson and members of this committee will be nominated by the Department of Finance and Stewardship and chosen by the bishop in consultation with Trustees and Council.

g. Real Estate Committee: The Real Estate Committee is a component of the Department of Finance and Stewardship. This committee has the responsibility to supervise the acquisition and sale of all real estate within the diocese. The membership is composed of the vice chancellor *ex-officio*, the canon to the ordinary and one or more persons as needed appointed either by the bishop or the vice chancellor (*Canons of the Diocese of Kentucky* [2006], Canon 17, Sec. 10) and *By-Laws of Trustees and Council*, II.c.6).

3. Independent Committees and Commissions:

a. Liturgy and Music Commission. The members of this commission serve as consultants for liturgical and musical functions within the diocese. They plan and conduct diocese-wide liturgical and musical events. Members of the commission are appointed by and report to the bishop. A presbyter or deacon normally serves as chair of this commission. The assistant chair of the commission is the diocesan music consultant.

b. Ecumenical Commission. The Ecumenical Commission participates in and promotes ecumenical events throughout and beyond the diocese. Members of the commission are appointed by and report to the bishop. The commission is chaired by the diocesan ecumenical officer.

H. Diocesan Institutions and Other Organizations.

1. Owned by the Diocese.

a. All Saints' Episcopal Center. All Saints' camp and conference center, in a rural setting on Rough River near Leitchfield, Grayson County, Kentucky, can accommodate groups of 20 to 134 persons of all ages, and provide for all meals and lodging. Its purpose, as stated in the mission statement, is: "To inspire, renew, and equip through loving example and service those who break bread with us and share in the quest for spiritual renewal and Christian community." The Center is managed by a center director, who is an employee of the diocese with the assistance of an advisory All Saints' Center Board whose members are appointed by the bishop to serve three-year terms. All Saints' Center is available year round for camp programs, youth and adult retreats, conferences, parish week-ends, and offers meeting space for many types of gatherings. For additional information visit: <http://www.allsaintscenter.org> or call (270) 259-3514.

b. St. George's Community Center. In the Parkland neighborhood of western Louisville, St George's Community Center exists to serve youth and elderly persons through innovative and creative educational programs and meaningful activities. The Center is managed by a Center Director who is an employee of the diocese with the assistance of an advisory board whose members are appointed by the bishop to serve three-year terms.

c. Episcopal Housing Corporation. The Episcopal Housing Corp. is a non-profit corporation chartered to maintain affordable housing in Murray, KY. After the establishment of St. John's Church in Murray, the Housing Corp. then decided that an additional use for this property would be the future expansion of St. John's Church. The board of directors consists of Trustees and Council of the Diocese of Kentucky. Day to day management is accomplished by an executive committee whose members are appointed by the bishop to serve three-year terms.

2. Other Institutions and Organizations.

a. Episcopal Church Home. The Home, which is owned and managed by a separate non-profit corporation, is located in Louisville, and serves over 250 residents by offering a continuum of residential and health care services that include licensed personal care, memory care and nursing care. St. Luke's Episcopal Chapel is housed within the Home. The bishop of the Diocese of Kentucky serves as the chairperson of the board of trustees.

b. Home of the Innocents. The Home, which is owned and managed by a separate non-profit corporation, is located in Louisville and was originally founded by the Episcopal Diocese of Kentucky. It serves medically fragile, abused, abandoned, and neglected infants, children and youth. The Home's emphasis includes emergency and residential treatment, community based services, foster care, and pediatric convalescence. The bishop of the Diocese of Kentucky or the bishop's appointee serves as a member of the board of directors.

c. Woodcock Foundation. The Woodcock Foundation is a separate non-profit corporation which reports to Trustees and Council. It provides higher education scholarships to individuals within the Diocese of Kentucky who have a proven need. Recommendations for new board members are presented to the board for consideration.