

**THE CANONS**  
**OF THE**  
**EPISCOPAL DIOCESE**  
**OF INDIANAPOLIS**

**2017**

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### CANONS

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**THE CANONS OF  
THE  
EPISCOPAL DIOCESE OF INDIANAPOLIS**

**CANON 1**

**Duties of Officers**

- Section 1.** The Bishop or, in the Bishop's absence, the Presiding Officer elected by the Convention shall:
- (a) Preside at all meetings of the Convention.
  - (b) Appoint the Chancellor and may appoint one or more Vice-Chancellors, subject to the approval of the Convention.
  - (c) Appoint special committees as provided by these Canons.
  - (d) Keep a list of the Clergy of the Diocese in order of their canonical residence.
- Section 2.** The Secretary of the Diocese shall:
- (a) Have custody of the Diocesan Corporation Seal and all records of the Diocese which shall be kept in the Diocesan office.
  - (b) Preserve the records of Convention and the certified copy of the Constitution and Canons of the Diocese as required by Article XI of the Constitution.
  - (c) Attest to the public acts of the Diocese and faithfully deliver to any successor all the books in the Secretary's possession.
  - (d) Perform such other duties as may be assigned by the Diocesan Convention or the Bishop or Standing Committee or Executive Council.
- Section 3.** The Secretary of the Diocesan Convention shall:
- (a) Give notice of the meetings of Convention. In case of failure to do so, the Ecclesiastical Authority shall have this power.
  - (b) Receive the certificates of lay delegates and prepare a roll.

- (c) Call the roll of delegates at the opening of Convention and perform the duties imposed by Canon 3.
- (d) Notify all persons elected or appointed to office.
- (e) Keep a journal and the records of the Convention and deliver the same to the Secretary of the Diocese at the close of each annual meeting of the Convention.
- (f) Publish the Convention Journal and submit a copy of it to each clerical and lay delegate and the clerk of each congregation.
- (g) Transmit all reports and documents pertaining to the Convention required of the Secretary of the Convention by the General Canons of the Church.

**Section 4.** The Treasurer shall:

- (a) Receive and disburse all monies collected under the authority of Convention.
- (b) Cause the Diocesan accounts to be audited by independent certified public accountants to be appointed annually by the Executive Council and to submit Treasurer's report and the financial statements of the Diocese, as audited, to each Annual Convention.
- (c) Subject to the approval of the Bishop and Executive Council, borrow money when necessary to meet financial obligations of the Diocese.
- (d) Procure, at the expense of the Diocese, an adequate fidelity bond approved by the Executive Council.
- (e) Furnish to the Secretary of the Diocesan Convention, prior to the opening of any annual or special meeting thereof, a list of all delinquent Parishes and Missions.

**Section 5.** The Registrar and Historiographer shall:

- (a) Procure and preserve all journals, papers, reports, pamphlets and other matter relating to the history of the Church in the Diocese, and the Journals, histories and records of the Church in the United States, and be the custodian of all papers relating to ordinations in the Diocese.

- (b) When requested by the Ecclesiastical Authority, make a report to the annual meeting of Convention of any official acts accomplished during the year.
- (c) Perform such other duties as may be prescribed by the Ecclesiastical Authority or by resolution of Convention.

**Section 6.** The Chancellor shall:

- (a) Be present at each session of the Convention and respond to all requests for advice made by Convention.
- (b) Act as legal advisor to the Bishop, Standing Committee, Executive Council and Convention in all matters relating to the Church.
- (c) Perform such other duties as may be requested by the Ecclesiastical Authority, Convention, or official body of the Diocese.

## **CANON 2**

### **Committees of Convention**

The Presiding Officer shall appoint the following committees, designating a member of each as the Chairman thereof:

- (a) Dispatch of Business -- 2 clergy and 2 lay members.
- (b) Bishop's Address -- 2 clergy and 2 lay members.
- (c) Unfinished Business -- 1 clergy and 2 lay members.
- (d) Credentials -- 1 clergy and 2 lay members. This deals with claims of clerical and lay delegates to seats in Convention.
- (e) Admission of New Parishes and Missions -- 1 clergy and 2 lay members.
- (f) Constitution and Canons -- 2 clergy and 2 lay members. This Committee recommends changes or additions to the Constitution and Canons. The Committee report on these must be submitted in writing to the clergy and clerks of the Vestries and Bishop's Committees at least ten days prior to the pre-convention Deanery Meetings. Any proposed changes shall be submitted to the Committee for its consideration at least sixty days before the annual meeting of Convention.
- (g) Parochial Reports -- 3 clergy and 2 lay members. This Committee shall review and analyze the Annual Reports of all Parishes and Missions and shall include in its report to the Convention appropriate interpretation thereof and comment thereon.
- (h) Nominations – the Deans of the seven Deaneries.
- (i) Resolutions -- 2 clergy and 2 lay members. This committee shall receive resolutions intended for the Convention at least 60 days prior to the Annual Meeting of Convention. The Committee report on each resolution shall be submitted in writing to the clergy and clerk of the vestries and Bishop's committee, at least ten days prior to the pre-convention Deanery Meetings. Exception: the Presiding Officer may allow a new resolution from the floor of the Convention upon the approval by a majority of the delegates. Courtesy resolutions are exempt from this resolution.

### **CANON 3**

#### **The Business of Convention**

The Convention shall open as the Presiding Officer directs.

The order of business shall be as follows:

- (a) The Secretary of the Diocesan Convention shall call the names of the clergy entitled to seats.
- (b) The Secretary of the Convention shall then call the list of the Parishes and Missions entitled to representation in Convention which shall have furnished their certificates of lay delegates and alternates elected, together with the names of such lay delegates appearing therein.
- (c) The calling of the names of clergy and lay delegates may be dispensed with by unanimous consent of the members of Convention present, provided satisfactory evidence of a canonical quorum of each order be laid before Convention by the Secretary of the Diocesan Convention. In such case the Secretary of the Diocesan Convention shall secure a correct list of the clergy and lay delegates present.
- (d) Irregular or defective certificates shall be referred to the Committee on Credentials.
- (e) A constitutional quorum being present, the Presiding Officer shall declare the Convention organized for business. The Convention shall then proceed to adopt an order of business.
- (f) If any member shall call for a vote by yeas and nays, the Secretary of the Diocesan Convention shall call the roll of the Convention, and members shall thereupon announce their votes as their names are called.
- (g) If three clerical members, or three lay delegates, each from three different Congregations, shall demand a vote by Orders, the yeas and nays shall be called, as in the previous section is directed, and a majority of votes of each Order shall be necessary to an affirmative decision.

## **CANON 4**

### **Conduct of Elections**

- Section 1.** All elections at any annual or special meeting of the Convention except the election of a Bishop shall be conducted in accordance with the provisions of this Canon.

- Section 2.** On the first day of the meeting of the Convention and as an early order of business, nominations shall be made for each office and position to be filled by election at such meeting. After receipt of the report of the Committee on Nominations, or in the absence thereof, nominations may be made from the floor.
- Section 3.** For the purpose of voting upon each office and position to be filled by election, except those for which the number of nominees does not exceed the number to be elected, the Secretary of the Diocesan Convention shall prepare and furnish to the Convention suitable ballots. Each ballot shall contain the name or symbol of every person nominated. Where the vote is required to be by Orders, ballots of different colors shall be prepared for each Order. Only accredited delegates shall vote, and no delegate shall vote more than one ballot in any election. No ballot shall be voted as the proxy vote of any delegate, present or absent.
- Section 4.** In the election of the Secretary of the Diocese, Secretary of the Diocesan Convention, Treasurer, and Historiographer, each office shall be voted on separately and a majority vote of the delegates voting for each office shall be required for election. In the event that no candidate shall receive a majority vote on a particular ballot the candidate with the least number of votes on such ballot shall be eliminated from the next ballot. Balloting shall continue until one candidate shall receive a majority vote.
- Section 5.** In the case of the election of Members of the Standing Committee, each member to be elected shall be voted on separately by orders and a majority vote in both orders for a candidate shall be required for election. In the event that there shall be more than two nominees for a particular office and no single candidate shall receive a majority vote in both orders the candidate receiving the least number of votes in both orders shall be eliminated from the next ballot. Balloting shall continue until one candidate shall receive a majority vote in both orders; providing that if at the conclusion of the third or any subsequent balloting for one or two candidates there is no election, a candidate shall nevertheless be declared elected if the candidate receives on such balloting the combined favoring vote of a majority of the accredited Lay and Clerical delegates registered at the Convention.
- Section 6.** In the case of election of deputies and alternate deputies to the General Convention, each delegate shall vote for four Lay Deputies or alternate Lay Deputies and four Clerical Deputies or alternate Clerical Deputies, as the case may be. In the event that there are more than eight lay or eight clerical nominees, there shall be a nominating ballot on the nominees of such order with the vote not being by orders but by all the delegates. All but the eight nominees in such order receiving the highest number of votes shall



be eliminated.

Following the conclusion of such nominating ballots as defined in the prior paragraphs, the lay and clerical delegates, voting separately, shall vote on the eight nominees of each order. Any candidate who receives a majority vote of both orders shall be declared elected. In the event four candidates of each order do not receive a majority vote in both orders on the first ballot, the candidate or candidates elected and those receiving the least number of votes in each order shall be eliminated from the next ballot. Balloting shall continue in the same manner for the remaining positions not elected until a total of four candidates of each order shall receive a majority vote in both orders.

- Section 7.** At any time that there shall be no more than two candidates contending for the same office in an election conducted pursuant to this Canon, and two successive ballots shall have been taken, both of which shall have resulted in tie votes between such candidates, then such election shall be decided by lot, any provision in the preceding sections to the contrary notwithstanding. A failure to obtain a concurrent vote from each order, in any election in which a majority vote in both orders is required for election, shall not be deemed to be a tie vote for purposes of this Canon.

## **CANON 5**

### **Bishop's Cabinet and Advisory Agencies**

- Section 1.** The Bishop of the Diocese may appoint a Cabinet, consisting of not more than four officers.
- Section 2.** Each cabinet officer may, with the consent of the Bishop of the Diocese and subject to the appropriation of necessary funds by the Diocesan Convention, appoint such assistants as shall be needed from time to time.

**Section 3.** Such cabinet officers shall be directly responsible to the Bishop who may delegate authority to them insofar as permitted by the Constitution and Canons of this Diocese and by the Constitution and Canons of General Convention.

**Section 4.** The Bishop may create and appoint such other advisory officers and committees as the Bishop shall deem desirable, including a chair of the Episcopal Churchwomen, and may specify the duties, functions and compositions of each. The Chair of the Episcopal Churchwomen may appoint one or more Assistants as the chair shall deem necessary, including United Thank Offering, Church Periodical Club, Emily Upfold Fund, Conferences, and Altar Guild.

The Bishop shall appoint a Committee on Mission Strategy, and a committee on Investment and Finance that shall be constituted and perform the functions as hereinafter specified for each:

- (a) The Committee on Mission Strategy shall consist of one Cabinet Officer designated by the Bishop and such number of clergy persons and lay persons, who are Members of the Church in this Diocese, as the Bishop shall appoint with at least one clergy person and one lay person being appointed from each Deanery. Such Committee shall:
  - (1) Assist congregations in identifying needs and in developing goals;
  - (2) Be available to consult with congregations on any matters having to do with the development and sustenance of congregational life;
  - (3) Give special attention to the theology and methodology of evangelism;
  - (4) Review and evaluate the Church's work through congregations receiving financial aid from the Diocese;
  - (5) Investigate opportunities for the organization and development of new congregations;
  - (6) Investigate and make recommendations with respect to organization, reorganization, or abandonment of congregations receiving financial aid from the Diocese, with respect to clerical and lay leadership therein and with respect to financial operation and

support of such aided congregations;

- (7) Report its activities to the Bishop and the Executive Council each year at least thirty (30) days prior to Diocesan Convention and on such other occasions as may be requested by either or as such Committee shall determine;
  - (8) Cooperate with and assist any regional committee or leadership charged with the support or evaluation of aided congregations.
- (b) The Investment and Finance Committee shall consist of the Treasurer of the Diocese, who shall preside, the Chair of the Finance Subcommittee of Executive Council and such number of Clergy and Lay persons who are Members of the Church of this Diocese as shall be appointed by the Bishop. The Investment and Finance Committee shall:
- (1) Advise the Executive Council and Standing Committee regarding the management of the investment properties of the Diocese. This may include a recommendation that the Diocese hire an independent consultant subject to the approval of the Executive Council.
  - (2) Meet with the managers of the investment properties of the Diocese at least once a year to review policies and actions.
  - (3) Develop investment guidelines for the Diocese including concerns for social responsibility in investments for review and action by the Executive Council
  - (4) Administer the Revolving Loan and Grant Fund according to Policies and Procedures approved by the Executive Council.
  - (5) Render financial advice to the Bishop, Standing Committee, Executive Council, Congregations, Diocesan Institutions, and Cooperating ministries either on request or on its own initiative including requests by congregations to establish investment accounts in institutions other than those approved by the canons of the General Convention.

**Section 5.** If a Bishop Coadjutor has been elected and is acting, the Bishop Coadjutor may act for the Bishop on any committee if so directed by the Bishop.

## **CANON 6**

### **Diocesan Institutions and Cooperating Ministries**

**Section 1.** Diocesan Institutions are those separately incorporated ministries wholly owned and operated by the Diocese. Cooperating Ministries are organizations whose activities are consistent with the mission and purpose of the Diocese and, therefore, which the Diocese wishes to help develop or assist in their ministries through financial, administrative, or other support.

**Section 2.** Waycross, Inc. is declared to be a Diocesan Institution. Other organizations may become Diocesan Institutions by a majority vote of the Diocesan Convention at two consecutive conventions. The purpose and governance of each Diocesan Institution shall be set forth in its organizational documents, which shall be approved by a majority of Convention as described above. These documents shall provide that ownership and control of Diocesan Institutions

shall remain in the Diocese. Diocesan Institutions shall submit detailed annual reports no later than April 15 of each year to the Diocese, including a financial statement that includes an operating statement and a balance sheet for the preceding year. They also shall make an annual report to Diocesan Convention. The organization shall be required to procure and keep in force adequate liability insurance and to conduct its financial affairs in accordance with the standards set out in Section 1 of Canon 12. The insurance requirements may be accomplished through insurance provided through the Diocese.

**Section 3.** If an organization formed or to be formed for religious, educational or charitable purposes within this Diocese desires to enter into agreement with the Diocese as a Cooperating Ministry, such organization shall file an application with the Diocese on forms approved by the Bishop.

**Section 4.** If the Bishop determines that the purposes and activities of the organization are sufficiently related to those of the Diocese and that the organization should be considered for designation as a Cooperating Ministry, an Agreement for Designation as a Cooperating Ministry shall be executed by the organization and the Diocese, which, among other items, shall contain the following provisions:

**Section 5.** Dayspring, Julian Center, Craine House, Cathedral Arts and Damien Center are designated as the initial Cooperating Ministries of the Diocese. Their existing Agreements as Diocesan Institutions are converted to Agreements for Designation as a Cooperating Ministry subject to the renewal and other provisions of this Canon.

(a) The Agreement shall not be effective until it is approved by the action of the Executive Council and then ratified by a majority vote of the Convention of the Diocese and shall have an initial term commencing on the effective date and expiring on March 31<sup>st</sup> of the second calendar year following the effective date.

(b) The organization shall be organized as a not-for-profit corporation under the Indiana Not-For-Profit Corporation Act of 1971 (Indiana Code 23-7-1.1), and the Articles and Bylaws of the Corporation shall have such provisions relating to its purposes, activities and governance as shall be agreed upon, but such provisions shall not vest control of the organization in the Diocese or any officer or committee or commission of the Diocese.

- (c) The organization shall be required to procure and keep in force adequate liability insurance and to conduct its financial affairs in accordance with the standards set out in Section 1 of Canon 12. The insurance requirement may be accomplished through insurance provided through the Diocese.
- (d) The organization shall be required to deliver to the Diocese within sixty (60) days after the end of its fiscal year an annual report describing its activities and presenting a financial statement for such fiscal year, including an operating statement in reasonable detail and a balance sheet.
- (e) The agreement may be renewed for annual periods ending March 31, upon agreement by the organization and approval by the Executive Council acting upon the recommendation of the Bishop, but only if the organization shall have been in compliance with the Agreement and if the Bishop determines that the activities of the organization and the continued use of the title Cooperating Ministry by the organization is consistent with the mission and purpose of the Diocese.
- (f) The organization may use the title ACooperating Ministry@ only so long as the Agreement shall remain in force and effect but shall not, by implication or otherwise, state or infer that it is a part of the Diocese or is under control of the Diocese.
- (g) It is anticipated that some Cooperating Ministries may grow in ways that lead to dissolution of a formal relationship to the Diocese, while others may remain in this relationship indefinitely.

## CANON 7

### The Finances and Funds of the Diocese

**Section 1. Designation of Funds.** The monies and investment properties of the Diocese shall be held in one of the following six funds:

- (a) **Foundation Fund.** The Foundation Fund shall contain all investment property belonging to the Diocese, the principal of which is required to be retained by terms of the instrument of gift or will under which it was acquired (Governing Instrument).
- (b) **Unrestricted Fund.** The Unrestricted Fund shall contain all monies, investment properties given, devised, or bequeathed to the Diocese without any restriction on the use of principal by terms of the governing instrument. It shall also contain the excess revenues over expenses, if any, during any fiscal year except as provided in Canon 7, Section 2(g) and 6(b)
- (c) **Revolving Loan and Grant Fund.** The Revolving Loan and Grant Fund shall contain monies, notes evidencing loans approved by the Investment and Finance Committee, payments of interest and principal thereon and all amounts assigned to the fund by the Executive Council.
- (d) **Program and Expense Fund.** The Program and Expense Fund shall contain all monies derived from the annual apportionment of financial responsibility to the Parishes and Missions and all current income receipts in the Foundation Fund and the Unrestricted Fund which are transferred to the Program and Expense Fund under the provisions of Section 3 or Section 4, all income paid to the Diocese from any outside trust and any other gifts or grants for current support of Program.
- (e) **Bishop's Discretionary Fund.** The Bishop's Discretionary Fund shall contain the offerings received in the Parishes and Missions at the time of the Bishop's Visitation, any other offerings, contributions or gifts designated for such Fund and the proceeds of any special solicitations for such Fund authorized by the Executive Council.
- (f) **Special Funds.** The Special Funds shall contain any monies or investment property of the Diocese required to be segregated and separately administered by the terms of the

Governing Instrument and any monies or investment property held by the Diocese as agent, custodian or trustee for the account of a Parish, Mission or Diocesan Institution or any other person or organization.

**Section 2.** Administration and Investment of Funds. Subject to the provisions, if any, of the Governing Instrument, the Treasurer of the Diocese or duly authorized agents shall have custody and control of the monies and investment properties held in the Funds of the Diocese and shall hold, administer, invest and reinvest the same in accordance with the following provisions:

- (a) Trust and permanent funds and all securities held in any Fund, other than the Bishop's Discretionary Fund, shall be deposited with a national or state bank as fiscal agent, or with some other agency approved in writing by the Investment and Finance Committee of the Diocese, under an agency agreement providing for at least two signatures on any withdrawal of such funds or securities. The authorized signatories shall include the financial officer of the Diocese and such additional officers or employees of the Diocese as shall be designated by resolution of the Executive Council. The requirement of two signatures shall not apply to the disbursement of income as provided in Canon 7, Sections 2(d) through 2(i) which may be by signature of the financial officer of the Diocese or other officer or employee of the Diocese designated by Resolution of the Executive Council.
- (b) All amounts disbursed from any Fund, other than the Bishop's Discretionary Fund, shall be pursuant to disbursement authority derived from appropriate action by the Convention, the Executive Council or the Treasurer in accordance with the provisions of this Canon 7 or the Governing Instrument.
- (c) All funds and investment property in any Fund, other than the Bishop's Discretionary Fund, shall be invested and reinvested by the Treasurer subject to the general overall policy control and direction of the Convention and the Executive Council. In the discretion of the Treasurer, the assets in one or more Funds may be commingled in whole or in part for investment purposes with each Fund holding an undivided interest therein. The Treasurer may utilize the investment advisory services of the fiscal agent or, subject to the approval of the Executive Council, of an independent investment advisor. In investing and reinvesting the assets



constituting the Funds of the Diocese, the Treasurer shall endeavor to preserve the real value of the principal of such Funds, taking into consideration any inflationary or deflationary trend, and at the same time to produce, so far as possible without impairing the real value of the principal, a reasonable regular income at a level which will finance the operation and program of the Diocese as determined by the Convention and Executive Council.

- (d) The Foundation Fund. The property and assets of the Foundation Fund shall be invested and reinvested in accordance with the provisions of Canon 7, Section 2(c) and the net income therefrom, subject to any applicable restriction contained in the Governing Instrument, shall be transferred to the Program and Expense Fund not less frequent than monthly. No additional authority or direction shall be required for such transfers of income to be made.
- (e) Unrestricted Fund. The property and assets of the Unrestricted Fund shall be invested and reinvested in accordance with the provisions of Canon 7, Section 2(c), except that the Treasurer shall take into account that capital gains on the sale of assets in excess of the amount required to be reinvested in order to preserve the real value of the principal of the Funds of the Diocese are to be treated as income as available for transfer to the Program and Expense Funds. All net income in the form of interest or dividends shall be transferred to the Program and Expense Fund not less frequently than monthly and no additional authority or direction shall be required for such transfers of income to be made.
  - (1) The original principal amount of the Unrestricted Fund, all additions of unexpended income transferred from the Program and Expense Fund under Sections 1(b) and 6, and all gifts added to the Fund shall constitute principal and shall be disbursed only if and to the extent that such disbursement shall be provided for in the Budget adopted by the Convention or directed by a resolution of the Executive Council; provided, that the aggregate of un-appropriated principal which may be disbursed in any one year upon the authority of resolutions of the Executive Council shall be in accordance with the provisions of Section 6, (a). Within the limits of the authority to disburse principal under the foregoing provisions, the Treasurer shall determine when and in what installments within a fiscal year such authorized

amount shall be transferred to the Program and Expense Fund.

- (2) The Executive Council may authorize an interest bearing loan from the Unrestricted Fund to a Parish or Mission or Diocesan Institution or Co-operating Ministry of the Diocese in support of the mission and ministry of that entity. No such loan from the Unrestricted Fund shall be for the repair, maintenance or construction of physical facilities. The rate of interest and term of the loans are to be determined by the Executive Council in consultation with the Treasurer. Loans shall not exceed \$100,000 aggregate per entity, and the outstanding total loan balance of all such loans shall never exceed \$500,000.
- (f) Revolving Loan and Grant Fund. Any monies which are in the Revolving Loan and Grant Fund and are not appropriated shall, so far as practicable, be kept invested in short term obligations. Disbursements of monies from the Revolving Loan and Grant Fund shall be limited to the lending or granting of funds to a Parish or Mission or Diocesan Institution or Co-operating Ministry for the repair, maintenance and construction of physical facilities. These disbursements shall be made by the Investment and Finance Committee following policies and procedures approved by the Executive Council. In addition, in order to reduce the indebtedness of a Parish or Mission which is unable to carry its debt service or to avoid the incurring of additional indebtedness for an essential expense which would put the Parish or Mission in that position, indebtedness of a Parish or Mission to the Revolving Loan and Grant Fund may be deferred, reduced or forgiven, if the Executive Council, after investigation, and upon recommendation of the Investment and Finance Committee shall determine and state by resolution that such action is required in order to preserve or promote the viability of such Parish or Mission.
- (g) Program and Expense Fund. Any monies which are in the Program and Expense Fund and are in excess of current requirements shall, so far as practicable, be kept invested in short term obligations. Disbursement of monies from the Program and Expense Fund shall be made only upon certification by the Treasurer of the Diocese or the financial officer that such disbursement is authorized under the Budget then in effect as adopted and modified pursuant to Section 9. At the end of each fiscal year the Treasurer of

the Diocese shall certify the extent of any unexpended funds in excess of the amount which the Treasurer of the Diocese deems necessary for the operation of the Diocese and its program for the first 45 days of the following fiscal year under the Budget for such year, and the amount of such excess, if any, shall be transferred to the Unrestricted Fund or it may be otherwise disbursed as authorized by the Executive Council.

- (h) **Bishop's Discretionary Fund.** The Bishop's Discretionary Fund shall be administered by the Bishop personally and shall be used for such purpose and in such manner as the Bishop shall deem necessary or desirable for the welfare of the Diocese and of the members of the Church therein or as otherwise determined at the Bishop's discretion. The administration of the Bishop's Discretionary Fund shall be confidential.
- (i) **Special Funds.** The Special Funds shall be administered in accordance with the terms of the Governing Instrument. All funds shall be disbursed from the Special Funds by the financial officer of the Diocese for the purpose for which they were received or which is directed by the respective Governing Instruments.

**Section 3.** **Adoption of the Budget.** For each fiscal year a Budget, fixing the amounts to be expended from the Program and Expense Fund for the operation and program of the Diocese and appropriating and fixing the source of the funds thereto, shall be adopted by the Convention subject to the authority delegated in this Canon 7 to the Executive Council to modify or supplement such Budget between meetings of the Convention.

**Section 4.** **Apportionments.** Apportionments to be paid by all congregations shall be determined in the following manner:

- (a) The Executive Council shall determine annually a percentage factor to be paid from Net Operating Income of all congregations for support of Diocesan Mission and Ministry. The apportionment shall be a percentage of the average of the previous three reported years' Normal Operating Income.
- (b) Normal Operating Income is defined in accordance with the procedures and definitions of the current Annual Parochial Report.

- (c) The apportionment percentage factor for each year shall be determined by dividing the proposed total apportionment called for in the Diocesan Budget by the three year average of the total of Normal Operating Income for all congregations. That factor shall then be applied to the three year average of Normal Operating Income of each congregation to determine its individual apportionment.
- (d) Normal Operating Income shall be calculated on an annual basis by each congregation and included in its Annual Report. In the event that any congregation fails to furnish to the Secretary of the Diocese an Annual Report as required by Canon 18, Section 2, the apportionment with respect to such congregation shall be determined by the Budget Committee on such bases as it shall deem just.

**Section 5.** Apportionment Arrearage. If a congregation is in arrears for one quarter on the apportionment the Treasurer shall notify the congregation in writing of that arrearage. Representatives of a congregation in arrears for two quarters will be requested to meet with representatives of the Executive Council to discuss the situation preventing timely payment.

**Section 6.** Administration of Budget after Adoption. Following the adoption of the Diocesan Budget by the Convention, the Executive Council, after consultation with the Bishop and Cabinet, shall adopt a Line Budget consistent with the Diocesan Budget, as adopted for the particular fiscal year. For the applicable fiscal year the Treasurer of the Diocese shall allocate receipts and make disbursements in accordance with such Line Budget subject to the following powers vested in the Executive Council acting between meetings of the Convention:

- (a) In the event that actual revenues do not equal the amount of budgeted disbursements, the Executive Council may reduce or eliminate items in the Line Budget to bring disbursements in balance with actual revenues or the Executive Council may authorize the transfer to the Program and Expense Fund of un-appropriated principal of the Unrestricted Fund but not in excess of an aggregate in any one fiscal year of \$50,000 or an amount equal to the capital gain earned on un-appropriated principal averaged over the three previous years adjusted for inflation for the same three years, but not to exceed \$200,000.

- (b) If the revenues actually received during a fiscal year shall exceed the amounts appearing in the Budget or if the amounts expended are less than the amounts appearing in the Budget so that there is an excess of amounts received, the Executive Council, prior to the end of the fiscal year and prior to making the transfer to the Unrestricted Fund as provided for in Section 1(b) and 4, may appropriate part or all of the excess to the Revolving Loan Fund or may appropriate part or all of such excess for expenditure before the end of such fiscal year or during the following fiscal year for any item of program or operating expense approved by the Executive Council whether or not included in the Line Budget for either year.
- (c) In the event that the Bishop and Treasurer shall certify to the necessity of an emergency expenditure and that there are not excess revenues, the Executive Council may appropriate funds out of the principal of the Unrestricted Fund, provided that the aggregate of appropriations under this subparagraph (c) do not exceed \$50,000 in any fiscal year.
- (d) Upon request by the Bishop, Treasurer, or Financial Officer, the Executive Council may reallocate funds from one line classification of the Line Budget to another line classification of the Line Budget. The consent of the Executive Council is not required for reallocations of less than \$250.

## **CANON 8**

### **Replaces entire Canon 8**

#### **Standing Committee**

- Section 1.** The Standing Committee of the Diocese shall consist of three clerical members of the Convention and three lay members domiciled in and communicants of the Episcopal Church in the Diocese of Indianapolis and each member of the committee shall continue in office until that member's successor has been elected. One clerical member and one lay member of the Standing Committee shall be elected each year for the term of three years. No member of the Standing Committee shall be eligible for

reelection to said Committee until the expiration of one year following the completion of his/her term of office.

No Bishop or any other person, while a member of the Bishop's Cabinet, shall be eligible to be elected to or serve as a member of the Standing Committee.

- Section 2.** The Members of the Standing Committee shall be elected by the Diocesan Convention at its annual meeting from among the persons nominated in the manner provided in Section 4 of this Canon. The election by the Diocesan Convention shall be conducted in accordance with the provisions of Canon 4 with each At-Large Member to be elected considered a separate office and voted on separately by the concurrent vote of the clerical and lay delegates.
- Section 3.** Any vacancy occurring in the Standing Committee may be filled by the remaining members electing a person to serve until the next annual meeting of the Diocesan Convention. Such election shall be by the majority vote of the remaining members present and qualified to vote at any regular or special meeting of the Standing Committee. The person so elected shall meet the eligibility requirements contained in Section 1, shall be of the same order as the person being replaced.
- Section 4.**
- (a) For any position to be filled at least two persons from the same order shall be nominated. Nominees need only meet the eligibility requirements set out in Section 1. The nominations shall be by the Committee on Nominations acting as provided in Canon 2.
  - (b) At the 170<sup>th</sup> Convention at least three persons, from each order, shall be nominated. The nominee in each order who receives the greatest number of votes shall serve a term of three years. The nominee in each order who receives the next greatest number of votes shall serve a term of two years. Those persons elected to the Standing Committee by the 169<sup>th</sup> Convention shall serve one year.
- Section 5.** The first meeting of the Standing Committee following each Diocesan Convention, the Standing Committee shall elect from its own members a President, who may be either a lay person or a member of the clergy, a Vice President, who shall not be of the same order as the President, and a Secretary. When the President is a lay person, the Vice President shall perform any function which requires that a member of the clergy act for the Standing Committee or the clerical members thereof or that a member of the clergy preside over meetings of the Committee or the clerical members thereof. The Secretary shall keep a record of all the

proceedings of the Standing Committee which shall be subject at all times to inspection by the Bishop of the Diocese or anyone delegated by the Bishop.

- Section 6.** A majority of the members of the Standing Committee shall be a quorum; and a majority of the quorum so convened shall be competent to act, unless the contrary is expressly required by a Canon of General Convention.
- Section 7.** Notice of meetings of the Standing Committee shall be given to its members by its Secretary or by his or her designee, by mail, email, telephone or in person. Such notice shall specify in reasonable detail the business to be transacted and the place and time of the meeting and shall be given at least three days in advance unless it is not reasonably possible to do so.
- Section 8.** In all matters the Standing Committee will carry out its duties in conformity with the Canons of The Episcopal Church and shall make a full report of its actions to each annual meeting of Convention.
- Section 9.** This Canon shall take effect immediately upon adoption.

## CANON 9

### Executive Council

- Section 1.** There shall be an Executive Council of the Diocese to be known as the Bishop and Diocesan Executive Council. The Diocesan Executive Council shall be composed of:
- (a) The Bishop who shall be president, the Bishop Coadjutor, if there be one, who shall be a vice-president, and the Suffragan Bishops, if there be any, who shall be vice presidents in order of their consecrations.
  - (b) Each Deanery Council shall elect one lay person, who shall be a confirmed adult communicant in good standing of a Parish or Organized Mission in the particular Deanery, and one member of the clergy, who shall be canonically

resident in the particular Deanery, to serve three year terms on the Executive Council. No person, after the completion of two successive terms, shall be eligible for election to such office until one year following the termination of a second successive term. Any vacancy may be filled for the balance of the term at a regular or special meeting of the Deanery Council called for that purpose.

- (c) Not more than seven members at large, one of whom shall be a youth representative, to be chosen annually by the Bishop with the concurrence of the Diocesan Executive Council. Any vacancy in this category may be filled for the unexpired balance of the term by the Bishop with the concurrence of the Diocesan Executive Council.
- (d) The Treasurer of the Diocese and the Chancellor of the Diocese, ex-officio.
- (e) The Canons shall be ex-officio members with voice but without vote.

## **Section 2.**

- (a) The Bishop and Diocesan Executive Council shall coordinate and periodically evaluate the work and composition of the Deaneries, shall have power to expend and allocate funds within the limits of such budget as may have been adopted by the Diocesan Convention, may initiate and establish Diocesan programs and administrative policies and, in general, may exercise the full power and authority of the Diocese between sessions of the Diocesan Convention except in relation to amendments to the Constitution and Canons, the adoption of the budget, the admission of new parishes, or such other matters as may be reserved by Constitution or Canon to the Diocesan Convention, or the Bishop, or the Standing Committee, or when any such action would be inconsistent with any action or directives of the Diocesan Convention.

## **Section 3.**

The Bishop and Diocesan Executive Council shall have the power to adopt such bylaws, Rules, and Regulations as may be necessary for its own government, subject to the provisions of the Constitution and Canons of the Diocese of Indianapolis. The Council shall hold stated meetings, and shall make and preserve a full record of all its acts. Special meetings of the Council may be held upon call of the President and shall be called by the President upon the written request of any five members thereof upon five days' written notice, which shall state the purpose of such meeting, except that during the sessions of the Convention a special meeting



may be called at any time by the President and shall be called upon the written request of any five members, but such special meeting held during the Convention shall be legal only if a majority of the Council are present.

- Section 4.** The Bishop and Diocesan Executive Council shall constitute a Finance Committee and may constitute from time to time such other permanent and ad-hoc committees as they deem advisable, and may appoint persons not members of the Council to serve on such committees, or to perform such other services as may be required. No person shall serve as chair of a permanent Committee unless that person be a member of the Diocesan Executive Council. There shall be appointed to each ad-hoc committee at least one member of the Diocesan Executive Council. The chair of such ad-hoc committee need not be a member of the Diocesan Executive Council.
- Section 5.** The Bishop and Diocesan Executive Council shall submit to each Annual Diocesan Convention a report of the work done under its supervision for the preceding calendar year. The report shall also contain an itemized statement of all receipts and disbursements a statement of all trust funds, of property in its possession or under its control, and a detailed statement of the salaries, if any, paid to each of its officers. This report shall be printed and sent to all the members of the Diocesan Convention not later than one week prior to the annual meeting of the Convention.
- Section 6.** The Bishop and Diocesan Executive Council may elect an Assistant Treasurer who shall perform such duties as may be requested of him by the Treasurer or the Bishop and Diocesan Executive Council.
- Section 7.** The Bishop and Diocesan Executive Council may from time to time appoint such administrative assistants with particular talents or for specific purposes as they may deem necessary within the limits of the Budget of the Diocesan Convention.
- Section 8.** The Bishop and Diocesan Executive Council shall establish standards and procedures for annually evaluating The Bishop, administrative personnel and members of the Bishop's staff.
- Section 9.** The 170<sup>th</sup> Convention shall elect to the Executive Council from the Northeast Deanery a layperson to serve two years and a member of the clergy to serve three years, and from the Northwest Deanery a lay person to serve three years and a member of the clergy to serve two years, and from the Southeast Deanery a lay person to serve two years and a member of the clergy to serve one year, and from the Southwest Deanery a lay person to serve three years and a member of the clergy to serve two years, and from the North

Central Deanery a lay person to serve two years and a member of the clergy to serve one year, and from the Mid Central Deanery a layperson to serve one year and a member of the clergy to serve three years, and from the South Central Deanery a layperson to serve three years and a member of the clergy to serve one year. Subsequent Conventions of the Diocese shall ratify the laypersons and members of the clergy elected to the Executive Council by the several Deaneries.

**Section 10.** This Canon shall take effect immediately upon adoption.

## CANON 10

### Deans and Deaneries

**Section 1.** The Diocese shall be divided into seven Deaneries which shall be designated by the names, and composed of the Parishes and Missions as follows:

#### **Northeast**

Trinity, Anderson  
 Trinity, Connersville  
 Grace Church, Muncie  
 St. James', New Castle  
 St. Paul's, Richmond  
 St. Luke's, Shelbyville  
 St. Stephen's, Elwood

#### **Southeast**

St. David's, Beanblossom  
 St. John's, Bedford  
 St. Paul's, Columbus  
 St. Paul's, Jeffersonville

#### **Northwest**

Trinity, Bloomington  
 St. John's, Crawfordsville  
 St. Andrew's, Greencastle  
 St. John's, Lafayette  
 St. Stephen's, Terre Haute  
 St. George's, West Terre Haute  
 Good Shepherd, West Lafayette  
 Canterbury, Bloomington

#### **Southwest**

St. Luke's, Cannelton  
 St. Paul's, Evansville  
 St. John's, Mt. Vernon  
 St. Stephen's, New Harmony

Trinity, Lawrenceburg  
 Christ Church, Madison  
 St. Paul's, New Albany

Peace Church, Rockport  
 St. James', Vincennes  
 St. John's, Washington

**North Central**

**Mid Central**

St. Christopher's, Carmel  
 St. Peter's, Lebanon  
 Nativity, Indianapolis  
 St. Michael's, Noblesville  
 St. Paul's, Indianapolis  
 St. Francis-in-the-Fields, Zionsville  
 Holy Family, Fishers

St. Alban's, Indianapolis  
 St. John's, Speedway  
 St. Matthew's, Indianapolis  
 Trinity, Indianapolis  
 All Saints', Indianapolis

**South Central**

Christ Church Cathedral, Indianapolis  
 St. Augustine's, Danville  
 St. Thomas', Franklin  
 St. Philip's, Indianapolis  
 St. Timothy's, Indianapolis  
 St. Mary's Martinsville  
 St. Mark's, Plainfield

**Section 2.** The Parishes and Missions comprising the various Deaneries may be changed from time to time by resolution of Diocesan Convention; and any Parish or Mission hereafter established shall be assigned to one of the Deaneries by resolution of the Diocesan Convention at the time the same shall be admitted into union with the Convention.

**Section 3.** In each Deanery there shall be a Dean who shall be canonically resident in the Deanery and who shall be elected by the majority vote of all the clergy canonically resident within the Deanery. Such election shall be held immediately prior to the regular meeting of the Deanery Council at which Deanery Members of the Executive Council from the particular Deanery are elected. The term of office of the Dean shall be for four years.

**Section 4.** There shall be in each Deanery a Deanery Council composed of the Clergy in the Deanery, a Warden from each Vestry and Bishop's Committee in the Deanery, and Convention delegates from each Parish or Mission.

**Section 5.**

(a) The Deanery Council shall meet at least once each year at the call of the Dean, and may meet twice in the year, once in the spring and once in the fall. The spring meeting is to be held in April or May, at the option of the Dean, after the

diocesan Executive Council distributes for review the proposed budget for the following year. At this meeting, the Deanery members of the Executive Council may present the proposed budget. Comments and questions relative to program and budget, as well as suggested changes to the budget, may be prepared by the Deanery representatives and/or the Dean and sent to the Executive Council. The election of members of the Executive Council, as provided in Canon 9 may take place at this meeting, or at the fall meeting. Other matters of interest and concern of the Deanery may also be discussed.

- (b) The fall meeting is to be held prior to and as near as convenient to the Diocesan Convention. The purpose of this meeting is to consider the program and budget of the diocese. At this meeting, the Deanery members of the Executive Council shall present the proposed budget. Other matters to come before the Diocesan Convention or of interest to the Diocese or the Deanery may also be discussed. The election of members of the Executive Council, as provided in Canon 9 shall take place at this meeting if the election did not take place at the spring meeting.
- (c) Special meetings of the Deanery Council may be held upon call by the Bishop or the Dean upon written request signed by the members of the Deanery Council representing two Parishes or Missions in such Deanery.
- (d) Any lay person elected to the Diocesan Executive Council shall during his/her term or terms be an ex-officio member of the Deanery Council if he/she be not a member of said council, and make regular reports to the Deanery Council of the Executive Council activities.

**Section 6.** In each year in which the term of office of an incumbent member of Executive Council from any Deanery expires, and in any year in which such office shall have become vacant, the Dean shall call a meeting of the Deanery Council. Written notice of such meeting shall be given to the clergy and clerks of the various Vestries and Bishop's Committees in the Deanery at least ten days before the date set for such meeting. In the event the office of Dean shall be vacant the member of the Clergy-in-charge of a congregation senior in canonical residence within such Deanery shall call such meeting and preside.

**Section 7.** Not less than five days before convening of Diocesan Convention each Dean or other persons responsible for convening the meeting for the election of a Deanery member of Executive Council shall

certify to the Secretary of the Diocese any person so nominated.

- Section 8.** The Bishop, if present, may preside at all meetings of the Deanery Council. If the Bishop is absent, or requests, the Dean shall preside.
- Section 9.** Each Deanery Council may enact By-laws governing the management of the affairs of the Deanery in conformity with the canon and subject to the approval of the Ecclesiastical Authority.
- Section 10.** There shall be a Council of Deans composed of the Deans of each Deanery. The Council of Deans will meet at least quarterly each year at the call of the Bishop.
- Section 11.** These amendments shall take effect immediately upon adoption.

## CANON 11

### Church Architecture

- Section 1.** The authority under this Canon 10 concerning matters of Church Architecture shall be vested in the Bishop who may appoint a committee or Commission of the Diocese to exercise such authority or such authority may be delegated to a member of the Bishop's Cabinet.
- Section 2.** It shall be the duty of every Mission to lay before the Bishop or the person or body to whom the authority under this Canon 10 is delegated the plans of any new church, chapel or other church building, and no such building may be erected without the approval in writing of the Bishop or such person or body.
- Section 3.** It shall be the duty of every Parish, by its Rector, Wardens and Vestry members to lay before the Bishop or the person or body to whom authority is delegated the plans of any new church, chapel or other Parish building, or of proposed changes in any such existing building, for counsel and advice, which counsel and advice shall be given in writing within one calendar month after receipt of such plan.

## CANON 12

### The Church Pension Fund

- Section 1.** In conformity with the legislation adopted by the General Convention of 1913, pursuant to which the Church Pension Fund was duly incorporated, and in conformity with the Canon of the General Convention, "Of the Church Pension Fund," as heretofore amended and as it may hereafter be amended, the Diocese of Indianapolis hereby accepts and acknowledges the Church Pension Fund, a corporation created by Chapter 97 of the Laws of 1914 of the State of New York as subsequently amended, as the authorized and approved pension system for the clergy of the Protestant Episcopal Church in the United States of America, and for their dependents, and declares its intention of supporting said Fund in accordance with its Rules.
- Section 2.** The Bishop of this Diocese shall appoint, annually, upon the opening of the Convention, a Committee of the Church Pension Fund, which may be a sub-committee of the Personnel Policy and Compensation Committee, to consist of 2 members of the clergy and 2 laypersons, for a term of one year and until their successors shall have been appointed or qualified, and the Bishop may from time to time fill by appointment any vacancies in said committee caused by resignation, death or inability to act.
- Section 3.** The duties of said Committee shall be as follows:
- (a) To be informed of, and to inform the clergy and laity of this Diocese of the pension system created by the General Convention and committed by it to the Trustees of the Church Pension Fund, in order that the ordained clergy of

the Church may be assured of pension protection for themselves in the event of old age or total and permanent disability and for their spouses and minor orphan children in the event of death.

- (b) To receive reports from the Church Pension Fund, from time to time, on the status of the pension assessments payable to said Fund, under its Rules and as required by Canon Law, by this Diocese and by the Parishes, Missions and other ecclesiastical organizations within this Diocese.

- (c) To make an annual report to the Convention of this Diocese on such matters relating to the Church Pension Fund as may be of interest to the said Convention.
- (d) To cooperate with the Church Pension Fund in doing all things necessary or advisable in the premises to the end that the clergy of this Diocese may be assured of the fullest pension protection by said Fund under its established Rules.

**Section 4.** It shall be the duty of this Diocese and of the Parishes, Missions and other ecclesiastical organizations therein, each through its treasurer or other proper official, to inform the Church Pension Fund of salaries and other compensation paid to members of the clergy by said Diocese, Parishes, Missions, and other ecclesiastical organizations for services rendered, currently or in the past, prior to their becoming beneficiaries of said Fund, and changes in such salaries and other compensation as they occur; and to pay promptly to the Church Pension Fund the pension assessments required thereon under the Canon of the General Convention and in accordance with the Rules of said Fund.

**Section 5.** It shall be the duty of every member of the clergy canonically resident in or serving in this Diocese to inform the Church Pension Fund promptly of such facts as dates of birth, of ordination or reception, of marriage, births of children, deaths, and changes in cures or salaries, as may be necessary for its proper administration and to cooperate with said Fund in such other way as may be necessary in order that said Fund may discharge its obligations in accordance with the intention of the General Convention in respect thereto.

## CANON 13



## **Business Methods in Church Affairs**

**Section 1.** In every Parish, Mission, Diocesan Institution and Cooperating Ministry connected with this Diocese the following standard business methods shall be observed:

- (a) Trust and permanent funds and all securities of whatsoever kind shall be deposited with a National or State Bank, or a Diocesan Corporation, or with some other agency approved in writing by the Investment and Finance Committee of the Diocese, under either a deed of trust or an agency agreement, providing for at least two signatures on any order of withdrawal of such funds or securities.

But this paragraph shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of the persons or corporations properly responsible for them.

- (b) Records shall be made and kept of all trust and permanent funds showing at least the following:
  - (1) Source and date.
  - (2) Terms governing the use of principal and income.
  - (3) To whom and how often reports of conditions are to be made.
  - (4) How the funds are invested.
- (c) Treasurers and custodians, other than banking institutions, shall be adequately bonded.
- (d) Books of account shall be so kept as to provide the basis for satisfactory accounting.
- (e) A Diocesan Audit Committee shall be formed consisting of volunteers capable of performing audits according to procedures adopted by the Diocese. Fees for this auditing service shall be set by the Audit Committee and approved by the Executive Council. The Audit Committee will be chaired by the Treasurer of the Diocese.

All Mission congregations and any Parish whose Normal Operation Income is less than \$120,000 shall be audited by the Diocesan Audit Committee every third year with internal audits performed in the intervening years by the Mission or Parish. The Diocese shall pay the cost of the audits performed by the Diocesan Audit Committee.

Congregations whose Normal Operating Income is at least \$120,000, but less than \$240,000 may choose to be audited by the Diocesan Audit Committee. Such Parishes are encouraged to conduct annual audits, but must conduct an independent audit at least once every three years with internal audits performed in all other years. Parishes in this category shall pay the fee charged by the Diocesan Audit Committee.

In Parishes whose Normal Operating Income is \$240,000 or greater, all accounts shall be audited annually by an independent Certified Public Accountant, or an independent Licensed Public Accountant.

All reports of such audits, including any memorandum issued by such auditors or the Diocesan Audit Committee together with all proposals made by them shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report.

- (f) All buildings and their contents shall be kept adequately insured.
- (g) The Executive Council of the Diocese may require copies of any or all accounts described in this section to be filed with it and shall report annually to the Convention of the Diocese, upon its administration of this Canon.
- (h) Each Parish or Mission shall establish an Extraordinary Repair and Replacement Fund for the purpose of having on hand monies which will defray all or a major portion of the cost of extraordinary repairs to its building and of the cost of extraordinary repairs and replacements of equipment. Such Fund shall be funded in such manner as shall be determined by the Rector and Vestry (or Vicar and Bishop's Committee).

**Section 2.** No Vestry or other body authorized by Civil or Canon Law to hold, manage or administer real property for any Parish, Mission, Congregation, or Institution, shall encumber or alienate the same or any part thereof without the written consent of the Bishop and of the Diocese.

## **CANON 14**

### **Church Debt**

**Section 1.** No indebtedness shall be incurred by a Parish, Mission, or

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congregation without the approval of both the Bishop and Standing Committee except:

- (a.) Indebtedness for current expenses where the amount of such indebtedness, plus all indebtedness heretofore incurred for current expenses and still existing, shall not exceed 20% of the total current receipts of such Parish, Mission, or congregation during the preceding fiscal year; the payment of all such indebtedness shall be provided for in the budget of the next ensuing fiscal year with reasonable expectation of its payment out of the receipts of the next two years.

**Section 2.** Provided that in computing receipts amounts from or for endowments or from or by bequests, except income therefrom not specially designated, and receipts for expenditures other than parochial shall not be included.

**Section 3.** Provided that under any circumstances under which approval is required, it shall be granted only when the payment of all indebtedness shall be provided for in a plan of amortization or other method of payment to be submitted to and approved by the same authority.

**Section 4.** This Canon shall not apply to the refinancing of existing loans.

## **CANON 15**

### **Financial Stewardship**

It shall be the responsibility of each clergy person in charge of a Parish or Mission in this Diocese and, in the absence of any such clergy person the responsibility of the Vestry or Bishop's Committee to take the following offerings at the times and for the purposes

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hereinafter stated:

- (a) Receive an offering for the Bishop's Discretionary fund at the time of the visitation of the Bishop.
- (b) Support, however, possible requests by the Bishop in behalf of other special offerings.

## **CANON 16**

### **Episcopal Visitation**

**Section 1.** Visitation by the Bishop is of inherent and transmitted authority, and indispensable for the exercise of the Episcopal functions within the Bishop's jurisdiction.

**Section 2.** At least annually the Bishop shall:

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- (a) Meet with and advise the clergy;
- (b) Consider the spiritual state of the Parish or Mission;
- (c) Examine the Parish Register and records; and
- (d) Inspect the Parish property.

The Bishop may delegate the examination of Parish records and the inspection of Parish property to appropriate officers of the Diocese, who shall report thereon to the Bishop.

**Section 3.** As the chief liturgical officer of the Diocese, the Bishop will normally preside at services of worship upon the occasion of the Bishop's visitation.

## **CANON 17**

### **Admission of New Parishes**

**Section 1.** The procedure for the admission of a mission into union with the Diocesan Convention as a Parish shall be as follows:

The applicant Mission shall submit to the Ecclesiastical Authority the following:

- (a) Satisfactory evidence that it has met the following

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requirements:

- (1) It has at least 100 members in Good Standing; provided that evidence that it has at least 75 Members in Good Standing shall be sufficient if the Ecclesiastical Authority, acting with the consent of the Standing Committee, approves the reduction of such requirement and if the resolution of the Convention bringing the Organized Mission into union as a Parish also specifically approves the reduction of the requirement.
  - (2) The stipend and allowances of its Priest or Deacon in charge are at least the equal of the minimum clerical salary and allowances as established by Diocesan policy for Mission Clergy.
  - (3) Its income, not including financial support from the Diocese, has been sufficient to maintain Parish status, including payment in full of its annual Diocesan apportionment, for the latest three consecutive years, which may include the year of application if it shall submit to the Ecclesiastical Authority an interim financial statement through July 31 of the year of application and a pro forma statement for the entire year prepared on a consistent basis.
  - (4) It is provided with an adequate place of worship.
- (b) An application for authority to organize as a Parish, signed by the Priest or Deacon in charge, if there be one, and by at least two-thirds of the Bishop's Committee of the applicant, in the following form:

"We, whose names are hereunto affixed, deeply sensible of the truth of the Christian Religion, and being desirous of conforming with the Doctrine, Discipline and Worship of The Protestant Episcopal Church in the United States of America, and being earnestly desirous of establishing its authority and securing its holy influences for ourselves, our families and neighbors, and our successors, do hereby respectfully ask permission to organize as a Parish in the Diocese of Indianapolis, under the name and title of 'The Rector, Wardens

and Vestry of .....,' and we hereby solemnly promise and declare that such Parish shall be forever under the Ecclesiastical Authority of the Bishop of Indianapolis and of that Bishop's successors in office, and in conformity with the Constitution and Canons of the Diocese of Indianapolis, the authority of which we do hereby recognize, and bind ourselves to make them a part of the Articles of Incorporation of the Parish and to whose Doctrine, Discipline and Worship we promise corporate obedience and conformity at all times for ourselves and successors, so help us God."

- (c) A form of proposed Articles of Incorporation prepared in triplicate on forms prescribed by the Secretary of State of Indiana for Indiana Not-for-Profit Corporations. Such Articles of Incorporation, if approved by the Ecclesiastical Authority, shall not be changed prior to adoption and filing unless such change is submitted to and approved by the Ecclesiastical Authority. In addition to the information required or permitted by such form, such Articles of Incorporation shall include the following:
- (1) The name of the proposed corporation shall be in accordance with Clause (b) above with the addition of words required by Indiana Code 23-7-1.15(a).
  - (2) The statement of purposes shall include the following:
    - (A) To provide for the conduct of divine services in conformity with the liturgy, doctrine, discipline, rites and usages of the Protestant Episcopal Church in the United States of America (the "Episcopal Church");
    - (B) To be organized and act as a Corporation (Parish) in union with the Episcopal Diocese of Indianapolis at all times under the Ecclesiastical Authority of the Bishop of Indianapolis and of any successors in office and in conformity with the Constitution and Canons of the Episcopal Diocese of Indianapolis and of the Episcopal Church which, as now constituted and as amended from time to time, are incorporated in



these Articles;

- (C) To participate in and carry out the religious, educational and charitable purposes for which the Episcopal Diocese of Indianapolis was organized and is existing pursuant to the laws of the State of Indiana;
  - (D) To provide an adequate place of worship, provide for the support of a Rector and to aid the Rector in all efforts for the spiritual welfare and growth of the Corporation (Parish); and
  - (E) In carrying out the foregoing purposes to exercise the power granted to the Corporation by law subject to the provisions of Article IX of these Articles and the provisions of the By-laws.
- (3) The statements in Article V of the Articles of Incorporation shall include the following:

**Section A. Classes**

The classes of members are as follows

Member,

Member in Good Standing,

Confirmed Communicant, and

Confirmed Communicant in Good Standing.

A Member is any person who has received the Sacrament of Holy Baptism with water in the name of the Father and of the Son, and of the Holy Spirit whether in the Episcopal Church or in another Christian church, whose Baptism has been recorded in the Episcopal Church, and who has enrolled as a member of this Parish.

A Confirmed Communicant is a Member who has received Holy Communion in the Episcopal Church at least three times

during the preceding year and who has been confirmed which includes:

- (A) A person who is baptized in the Episcopal Church as an adult and receives the laying on of hands by a Bishop of the Episcopal Church at Baptism;
- (B) A person who is baptized in the Episcopal Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of Baptismal Vows;
- (C) A baptized person who received the laying on of hands at Confirmation by any bishop in apostolic succession and who is received into the Episcopal Church by a Bishop of the Episcopal Church; and
- (D) A baptized person who received the laying on of hands by a Bishop of the Episcopal Church at Confirmation or Reception.

A Member or Confirmed Communicant is in good standing if such person for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying and giving for the spread of the Kingdom of God.

#### **Section B. Rights, Preferences and Restrictions of Classes.**

Every Member and Communicant shall be entitled to equal rights and status in the Corporation (Parish) and shall not be excluded from the worship or Sacraments of the Episcopal Church because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and/or expression, disabilities, or age; provided that there may be special requirements for voting as electors of the Parish and for eligibility as a member of the Board of Directors (the "Vestry" as specified in these Articles or in the By-laws).

#### **Section C. Voting Rights of Classes.**

Any Adult Member in Good Standing whose name has been on

the Parish Register for at least one month is eligible to vote at any Corporation (Parish) meeting. A member who is sixteen years of age and over is an adult member unless a greater age is required by law.

- (4) The statement in Article IX of the Articles of Incorporation shall include the following:
  - (A) All real and personal property held by or for the benefit of the Corporation is held in trust for the Episcopal Church and for the Episcopal Diocese of Indianapolis; provided that the existence of this trust shall in no way limit the power and authority of the Corporation otherwise existing over such property so long as the Corporation remains a part of, and subject to the Episcopal Church and the Episcopal Diocese of Indianapolis and their respective Constitutions and Canons.
  - (B) The Corporation shall not encumber or alienate any real property owned by the Corporation without obtaining the consent in writing of the Bishop and the Standing Committee of the Episcopal Diocese of Indianapolis.
  - (C) If (i) the union of the Corporation as a Parish with the Episcopal Diocese of Indianapolis is dissolved pursuant to the Constitution and Canons of the Episcopal Diocese of Indianapolis or (ii) if, pursuant to such Constitution and Canons, the status of the Corporation is changed from that of a Parish to a Mission, or (iii) if the Corporation shall be dissolved, the Corporation, forthwith and in any event prior to such dissolution, shall convey, transfer and deliver all of its property and assets to the Episcopal Diocese of Indianapolis.
  - (D) The Corporation shall at all times give corporate obedience and conformity to the Doctrine, Discipline and Worship of the Episcopal Church, subject only to restrictions imposed by law.
  - (E) The Board of Directors shall be known as the Vestry

and, in addition to the provisions of Indiana Code 23-7-1.1, shall be subject to the provisions of Canons of the Episcopal Church and the Episcopal Diocese of Indianapolis.

- (F) These Articles of Incorporation may be amended in accordance with the provisions of Indiana Code 23-7-1.1-22 through 27 and the By-laws; provided that no amendment of the foregoing paragraphs A thru D shall be adopted without first obtaining the consent of the Ecclesiastical Authority of the Episcopal Diocese of Indianapolis. A copy of any amendment of the Articles of Incorporation shall be filed with the Ecclesiastical Authority of the Episcopal Diocese of Indianapolis.

**Section 2.** Upon receipt of the evidence that the Applicant has met the requirements set forth above, and has filed the application for authority to organize as a Corporation (Parish), and the triplicate copies of the proposed Articles of Incorporation, the Ecclesiastical Authority may consult with any appropriate agency of the Diocese and may designate and may refer the same to such agency for its examination and recommendation.

**Section 3.** If the Ecclesiastical Authority shall approve the application, there shall be issued to the applicant a Certificate of Approval to organize a Corporation (Parish). Copies of the Articles of Incorporation shall be endorsed by the Ecclesiastical Authority and shall be returned to the clerk of the Bishop's Committee of such applicant.

**Section 4.** Upon receipt of such Certificate of Approval to organize as a Parish, and upon such Mission being admitted into union with the Diocesan Convention as provided in Article IX, Section 1 of the Constitution, the member of the Clergy in charge, if there be one, or the Bishop's Committee, if there be no member of the Clergy in charge, shall open lists for membership. When three (3) or more persons have signed such membership list the person or persons causing such list to be opened shall call a special meeting of the congregation for the purpose of designating the incorporators and electing the first Vestry to be named in the Articles of Incorporation. Notice of such special meeting shall be given at all regular services of the Church on the Sunday preceding the day appointed for such special meeting by at least 10 days. The form of membership list signed by the members shall

provide for a waiver of the Notice of the meeting by mail required by State Law.

- Section 5.** At such special meeting, the member of the Clergy in charge shall preside, if there be one, and if not, the Vice-Chair of the Bishop's Committee. Each Member in Good Standing who is present at the meeting shall sign the membership list and shall have one vote. A Clerk shall be elected as the first order of business, the incorporators of the Corporation shall be designated and the Articles of Incorporation shall be approved, including the election of Vestry members, who shall be designated as the initial Board of Directors in the Articles of Incorporation. Upon the filing of the Articles of Incorporation with the Secretary of State of Indiana and approval of such Articles and issuance of a Certificate of Incorporation, the organization of such congregation as a Parish shall be accomplished. A copy of the Articles of Incorporation, as approved by the Secretary of State of Indiana, shall be sent to the Bishop of the Diocese.
- Section 6.** The Vestry shall, at its first meeting, elect a Senior Warden and a Junior Warden, a Clerk and a Treasurer under the rules prescribed by the Canons for the election of such officers of a Parish. It shall proceed as expeditiously as possible to adopt By-laws to carry out the objects of the Parish, and to elect and call a Rector.
- Section 7.** The Ecclesiastical Authority may authorize a Mission to incorporate under any applicable Article of the laws of Indiana other than The Indiana Not-for-Profit Corporation Act, and in such event the provisions of Section 4 and 5 above shall not apply and said Mission shall complete the incorporation process according to the provisions of such other Article except that it shall in all cases adopt Articles of Incorporation in the form prescribed in Section 1 (c) and shall comply with all other procedures contained in this Canon.

## **CANON 18**

### **Rectors, Parishes and Vestries**

#### **Section 1.**

- (a) On a date fixed by the By-laws of the Parish, and at least two weeks prior to the opening date of the meeting of the Convention of the Diocese, after due notice publicly given at Divine Service on the two Sundays next preceding, there shall be held an annual meeting of the Parish for the election of a Vestry and for the transaction of such business as may properly come before the meeting.
- (b) Special meetings of the Parish may be called by the Rector, or by the Vestry if there be no Rector, and shall be called by the Rector upon the written request signed by a majority of the Vestry. Notice of any special meeting of the Parish shall be given at all regular services of the Church on at least one Sunday next preceding the day appointed for the special meeting.
- (c) At all Parish meetings the Rector (if there be one; if not, a Warden) shall preside and a Clerk shall be elected as a first order of business.

#### **Section 2.**

- (a) The number of Vestry members, as prescribed in the Articles of Incorporation or, in the absence thereof, in the By-laws of each Parish, shall not be less than three, nor more than fifteen, and within these limits the Parish, by majority vote may change the total number elected annually by amendment of the Articles of Incorporation or By-laws. Members in good standing who are qualified electors alone shall be eligible; and at least two-thirds of the members of the Vestry shall also be confirmed adult communicants in good standing. The Rector shall be an ex officio member and shall chair meetings of the Vestry.
- (b) The qualified electors may each year choose by ballot one-third of the whole number of vestry members to serve for three years and until the election of their successors.
- (c) No member of a Vestry who is elected to a full three-year term and has been re-elected to a second full three-year term shall be eligible for a re-election to the vestry until one year after the expiration of the second term for which that member was elected. No member of the Vestry may serve more than 6 consecutive years.

**Section 3.**

- (a) Electors of a Parish shall be adult communicants in good standing and shall have contributed to the support of the Parish in a manner acceptable to the Vestry.
- (b) The right to challenge shall be permitted. Voting by proxy shall not be permitted. Voting by absentee ballot may be authorized in the By-laws of a parish.

**Section 4.** A Vestry may, by majority vote of the then members, fill any vacancy in the Vestry. Any person elected to fill a vacancy shall serve for the remainder of the vacant term and until a successor has been duly elected.

**Section 5.** Unless the Parish shall have been incorporated under the Indiana Not-for-Profit Corporation Act, the Clerk of the Annual Meeting of the Parish shall, within ten days, file in the office of the Recorder of Deeds of the county, as required by the statutes, a certificate setting forth the

notice of such election, the time and place of holding the same, and the names of those persons elected. The Clerk of the annual meeting shall, in any case, send the names of those elected to the Bishop of the Diocese. If the Parish shall have been incorporated under said Act the Clerk of the annual meeting shall, on or before the due date hereof, file the Annual Corporation Report with the Secretary of State of Indiana.

**Section 6.** At the first meeting of the Vestry after the annual election there shall be chosen a Senior Warden and a Junior Warden, both of whom shall be adult confirmed communicants in good standing of the Church and shall be Vestry members. In case the Parish be without a Rector or in case of the organization of a new Parish, both Wardens shall be elected by the Vestry; in all other cases the Rector shall appoint from the Vestry the Senior Warden, and the Vestry shall elect the Junior Warden. They may be called "Rector's Warden and People's Warden" respectively.

**Section 7.**

- (a) At the first meeting of the Vestry they shall also elect a Clerk, who shall keep the minutes of the Vestry meetings and record them in a book provided for that purpose, and a Treasurer who shall receive and disburse the revenues of the Parish, as the Vestry shall direct. The Treasurer shall keep an accurate account of all receipts and disbursements, rendering an annual account to the Vestry for audit, and in addition thereto, an account at any time as the Vestry may direct. The books of both the Secretary and the Treasurer shall always be open to inspection by the Rector and the members of the Vestry of the Parish, and of the Bishop of the Diocese. Neither the Clerk nor the Treasurer need be a member of the Vestry.
- (b) There shall be no meeting of the Vestry unless the Rector, if there be one, and a quorum of the Vestry be present, provided, that if the Rector be absent from the Parish, or if when notified of the meeting, shall decline or neglect to be present, the meeting shall be valid if there be a majority of the Vestry, including one Warden, present. Voting by proxy shall not be permitted.

**Section 8.**

- (a) It shall be the duty of the Wardens of every Parish to give



written notice to the Bishop when there is a vacancy in the office of Rector..

- (b) A Rector shall be elected by the votes of a majority of the Vestry given by ballot. The election must be made after open nomination at a meeting of the Vestry duly convened; and each nomination must be accompanied by a statement signed by the Bishop, if there be one, that so far as the Bishop knows and believes, the person nominated is a fit and qualified presbyter of this Church, and that such nomination is approved.
- (c) The call of the Rector-elect shall be in writing, and shall express distinctly any special conditions, together with the stipulation as to the salary and support. When the call has been accepted in writing, and notice thereof sent to the Bishop, and the Rector is instituted or has begun service in the Parish, then the contract will be completed. The stipend named in the call may be increased or diminished from time to time by agreement in writing signed by the parties. Either party may appeal to the Bishop for judgment in this. No member of the clergy shall be recognized as Rector of a Parish until having been canonically transferred to this Diocese, and having been so transferred shall not thereafter take any action toward resigning without first having notified the Bishop.
- (d) Clergy assistants and other paid staff members may be designated by the Rector subject to the approval of the Vestry. The Bishop's written consent must be obtained on clergy so named, and terms of employment must be stated in writing.

#### **Section 9.**

- (a) The Rector or Priest-in-charge of a Parish, by virtue of that office, has exclusive charge of all sacraments, rites, ceremonies and ordinances of the Church, and the choice of the music and ritual accessories thereto, subject and answerable only to the Bishop. The Rector or Priest in Charge is entitled at all times to have access to the church building, and to open the same as deemed proper for public worship, for the celebration of the Holy Eucharist, for baptisms, marriages, burials and religious instruction, and for other rites and ceremonies authorized by the Church or by the Ecclesiastical Authority of the Diocese.

The Rector or Priest in Charge shall have control of the alms received at the Holy Eucharist for pious and charitable purposes, unless a different arrangement regarding the same shall be agreed to by both Rector and Vestry. All sums so received shall be accounted for to the annual Parish meeting and the records of the Discretionary Fund shall be audited annually with all other accounts of the Church. The Rector or Priest in Charge shall have the direction and control of the Church School and of all guilds and organizations within the Parish.

(b) No member of the clergy shall officiate within the Cure of another clergy without the request or consent of the incumbent, or if the incumbent be absent or incapacitated, that of the Wardens of the Parish.

- Section 10.** It shall be the duty of the Vestry to aid and support the Rector in all efforts for the spiritual welfare and growth of the Parish. The Vestry shall transact the temporal affairs of the Parish. It shall have charge of the maintenance of the Church and other buildings of the Parish, and see that the same are repaired and improved as need may require, and that they are kept insured against loss by fire. It shall make suitable provisions for the due rendering of divine service. It shall administer the finances of the Parish, provide for the Rector's salary and other necessary expenses, and secure the prompt payment of all obligations to the Diocese and the Church. It shall through a committee, of which the Treasurer shall not be a member, count all offerings received at each service, make a record thereof and attest the same. The record shall be retained until the accounts of the Parish shall have been audited at the end of the fiscal year.
- Section 11.** No Vestry shall remove, take down or otherwise dispose of any church, chapel, rectory or other Parish building, nor shall the location thereof be changed, without the previous written consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese.
- Section 12.** Meetings of the Vestry must be held at least monthly except during July and August. Special meetings may be called by the Rector, and shall be called upon the written request of any three members of the Vestry.
- Section 13.** In the event that any Vestry member shall fail to perform the duties

required by reason of (a) mental or physical incapacity for a period of six months or more, or (b) absence from one-half or more of the duly called meetings of the Vestry in any period of six months (unless such absence is necessitated by temporary illness, or other cause consistent with conscientious performance of the duties required), the Vestry may by resolution declare that vestry position vacant and notify that person in writing, and thereafter shall fill such vacancy as provided in Section 4 of this Canon.

## **CANON 19**

### **Parish Registers and Parochial Reports**

- Section 1.** Every Parish and Mission shall have a Parish Register in which to record the information required under the provisions of the General Church Canons.
- Section 2.** Each Parish and Mission shall prepare and forward to the Diocesan Office, not later than February first of each year, the annual Report required under the provisions of the General Church Canons.
- Section 3.** The Parish Register and the annual Report shall be the responsibility of the Priest or Deacon in charge, or, in the absence of a priest or deacon the responsibility of the Warden, in the case of a Parish or the Vice Chair of the Bishop's Committee, in the case of a Mission.
- Section 4.** Upon the dissolution of a Parish or Mission, the Register provided for in this Canon shall immediately become the property of the Diocese, and the Bishop shall take charge thereof.
- Section 5.** Every Priest or Deacon not in charge of a Parish or Mission shall report any occasional services performed, and if there have been none, the cases and reasons which prevented the same.

## **CANON 20**

### **Missions**

- Section 1.** An organized Congregation may be established whenever not less than fifteen adult persons, of whom at least five are adult confirmed communicants of the Church in this Diocese, desirous of maintaining its services in any village, town, city or district of this Diocese, shall make application to the Bishop.
- Section 2.** The application shall be signed by all the adults who desire to identify themselves with the proposed Congregation, and shall be in the following form:

"We, the undersigned, residents of \_\_\_\_\_ County of \_\_\_\_\_, Diocese of Indianapolis being desirous of obtaining the services of the Church, do hereby request that we may be canonically organized as a congregation of the Diocese under the name of \_\_\_\_\_. We hereby declare ourselves, individually and collectively, ready to do what in us lies to establish and sustain the regular worship of the Church and to promote its influence in our neighborhood. We promise conformity to the doctrine, discipline and worship of the Church, to the Constitution and Canons of the General Convention and of the Diocese of Indianapolis, and to the rules and regulations of the Convention of the Diocese. Furthermore, we pledge ourselves to pay such sum as may be assumed by us for the salary of a priest or deacon, and also such other sums as may be assessed upon us by the Convention of the Diocese. For the first year, we promise to pay not less than \_\_\_\_\_ for priest or deacon support."

**Section 3.**

- (a) Upon receipt of such application, the Bishop shall send a copy of the application to the Chair of the Mission Strategy Committee.
- (b) The Mission Strategy Committee shall fix a time and place for a hearing to be held upon such application and shall give at least ten days notice to the Bishop, the signers of the application, and the Rectors or Clergy-in-charge of the three congregations nearest the site of the proposed Mission and within 25 miles of the same, and the clerks of the Vestries or Bishop's Committees of such congregations.
- (c) Following such hearing the Chair of the Mission Strategy Committee shall advise the Bishop in writing of the recommendation of the Committee.
- (d) Upon receipt of such written advice the Bishop shall act upon the aforesaid application.
- (e) The Bishop shall have the right to initiate the formation of a new congregation anywhere within the Diocese after consultation with the Rectors or Vicars of the three congregations nearest the site of the proposed new congregation and within 25 miles of the same.

**Section 4.**

If the Bishop consents to the organization of a Mission, the Bishop shall make such consent known in writing to the applicants, and shall appoint a member of the clergy to take charge of the same,

who, when necessary, shall receive a stipend from the Diocese in addition to that paid by the Mission.

**Section 5.**

- (a) If the Bishop consents to the organization of a congregation, the Bishop shall, without delay, make known such decision to those who have signed the application aforesaid, and shall call a meeting for the purpose of organization. At this meeting all adult persons who have signed the petition shall be eligible to vote. Upon completion of such organization, the congregation shall make application for admission into union with the Diocesan Convention as a Mission, as provided in Article IX, Section 2, of the Constitution.
- (b) At all future meetings of the congregation the persons eligible to vote shall be determined in the same manner as in a Parish.

**Section 6.**

At the meeting for organization, there shall be chosen, by ballot, for nomination to the Bishop as the Committee of the Congregation not less than three nor more than fifteen persons, the number to be determined by majority vote. If the Bishop approves the nominations thus made, the Bishop shall designate one member as Vice Chair, who shall be an adult confirmed communicant of the Church. All other members of the Bishop's Committee must be at least baptised members of the Church in this Diocese. The Bishop's Committee, not more than ten days after the organization of the Congregation, shall elect a Clerk and a Treasurer, either from its own number or from the congregation at large.

**Section 7.**

The Priest-in-charge shall be ex officio a member of the Bishop's Committee and when present shall preside. The duties of the Bishop's Committee and of the officers shall, so far as the case admits, be the same as those which devolve upon the Wardens and Vestry members of a Parish, subject to the interpretation of the Bishop in cases of doubt.

**Section 8.**

On a date fixed by the by-laws of the Mission, or in the absence of such by-laws by the Bishop's Committee, and at least two weeks prior to the opening date of the meeting of the Convention of the Diocese, after due notice publicly given at Divine Service on the two Sundays next preceding, there shall be held the annual meeting of the Mission for the purpose of nominating qualified persons for the Bishop's Committee, and for the transaction of such other business as may properly come before the meeting.

- Section 9.** The title to all real estate and personal property given to, bequeathed or devised to, purchased by, or in any other manner acquired by any Mission shall be vested in the Diocesan Corporation and shall be held by said corporation for the exclusive use and benefit of such Mission. But no gift or purchase of land shall be accepted or made, nor any location of a church site decided upon, and no buildings erected thereon, without the consent of the Bishop and Standing Committee.
- Section 10.** Before any Mission contracts to purchase any real estate, either by full payment of the purchase price or by partial and deferred payments, it shall be necessary for the Bishop's Committee to obtain the previous written consent of the Bishop acting with the advice and consent of the Standing Committee of the Diocese, and their approval of the terms of the contract for such purchase; and such consent and approval shall be stated in the contract and in the deed of conveyance when the same shall be made to the Diocesan Corporation.
- Section 11.** The Missionary in charge of a Mission, having been appointed by the Bishop, may resign to, or be removed or transferred by, the Bishop only. The Missionary shall, after consultation with the Bishop's Committee, appoint the sexton, organist, choir leader, Sunday School superintendent, and such other helpers as may be necessary. If there be no Missionary in charge, the right of appointment of all helpers to serve during the vacancy shall be in the Bishop's committee.
- Section 12.** The failure of the people of a Mission to perform their agreement as stated in the application for organization may warrant the Bishop, by and with the consent of the Standing Committee, in withdrawing the member of the clergy and dissolving the organization, in which case, as well as in case of the temporary abandonment of services, all the property of the Mission shall be placed in the custody of the Bishop and shall become the property of the Diocesan Corporation.
- Section 13.** The By-laws of an Organized Mission or an Organized Chapel Mission shall provide for the method of selection of lay delegates from the Mission to the Diocesan Convention.
- Section 14.** A congregation may be organized as an Organized Chapel Mission, or an Organized Mission may be converted into an Organized Chapel Mission subject to the following terms and conditions. The Members of an Organized Mission or an unorganize congregation, in either case consisting principally of persons who are faculty or students of a college or university or

who are residents of an extended care facility or who are inmates of a correctional institution, may petition the Bishop for consent to their organizing or reorganizing as an Organized Chapel Mission. If the Bishop shall consent to such organization, the Members shall proceed to organize or reorganize as an Organized Chapel Mission in accordance with, and shall be governed by, those provisions of this Canon 19, of other Canons, and of Article IX of the Constitution which are applicable to an Organized Mission except for the following provisions:

- (1) The persons who are Members of the Organized Chapel Mission shall be principal Members of the Church who are associated with such college, university, facility or institution.
- (2) The governing body of such Organized Chapel Mission shall be designated as the Chapel Council and the priest in charge shall be designated as the Chaplain.

**Section 15.** All Missionary Clergy serving congregations within the Diocese are appointed by the Bishop of the Diocese upon such terms as to pecuniary support, and for such period of time, as may be agreed upon, which appointment shall be in writing. It shall be the duty of the official body of such congregations to cause to be paid to its priest or deacon, the amount which has been agreed upon between the Bishop and the official body of the congregation.

**Section 16.** The Bishop may approve the initiation of small, sustainable groups to carry out Ministries of Strategic Scale, hereinafter called MOSS MINISTRIES, whose characteristics shall be:

- (1) It shall serve a population area with little current prospect of membership or financial resources sufficient to the owning of a building, or the calling of a resident priest.
- (2) It shall have a commitment to form a primarily lay-led Ministry (with ordained support and sacramental oversight) organized around worship, nurture, fellowship and service. The exact form and content of the Ministry is determined by the participants and the areas' particular needs and goals.
- (3) It shall notify any parishes or missions within 25 Miles of its request for approval; such entities may offer comment to the Bishop for 90 days following notification.
- (4) It shall be responsive to the consultative and monitoring involvement of a lay or clergy Convener appointed by the Diocese.



- (5) Over the long term, the Ministry must be self-supporting, though it is encouraged to participate in training, networking, congregational development grants and other aspects of diocesan community life. Start-up funding from the diocese or other outside sources may be offered under clearly defined terms, documented in writing and reported annually to the Diocesan Convention. An annual audit must be filed with the Mission Strategy Commission confirming that all legal and fiduciary responsibilities consistent with Diocesan standards are adequately being met. It shall have financial reporting that documents a worship, service, evangelism, education, and fellowship orientation (using funds to support various religious purposes rather than to acquire property). It shall make a financial contribution annually toward the diocesan operating fund.
- (6) A MOSS Ministry shall keep the records required in Canon 19.
- (7) It shall be linked to a Parish or Mission or clergy that provides a "connection" with Diocesan life and structure. Exact terms of the agreement will be negotiable, and should be directed to meet a relational rather than functional aims. In no case shall such a relationship involve ongoing financial assistance.
- (8) Each MOSS Ministry shall be subject to annual review by Mission Strategy and, upon positive recommendation, the Bishop shall annually (at the time of Diocesan Convention) decide upon the renewal of permission for that ministry to continue as described herein.
- (9) If a MOSS Ministry should subsequently decide to seek Mission status that process will follow the steps indicated in Canon 20 above. Previous existence as a Ministry will have no bearing on the qualifications therein described.
- (10) Provided a parish or mission is not delinquent under Canon 21, a parish or mission may apply to the Bishop to change to a MOSS status if it becomes clear that it has little near term prospect of membership or financial resources consistent with owning a building or calling a resident clergy. The congregation shall work with Mission Strategy and the Bishop to resolve any property interests and/or relationships with resident clergy.

- (11) Two representatives of each MOSS Ministry may attend Diocesan Convention, with voice and vote. MOSS Members shall have full rights to participate in all volunteer activities and leadership positions of the Diocese, provided they meet all other requirements for service.

## **CANON 21**

### **Dormant Parishes**

- Section 1.** If any Parish shall for two years fail to elect a Vestry, or to make a report as required by Canon, the Bishop may report the fact to the Convention. Its union with Convention may, upon motion, be dissolved and it shall not be restored until it shall comply with such conditions as Convention may prescribe.
- Section 2.** It shall be the duty of the Bishop to take necessary steps to preserve the property of such Parish for the benefit of the Church.
- Section 3.**

- (a) At the first meeting of the Standing Committee following the first day of March in each year, the financial officer of the Diocese shall report to the Standing Committee any Parish which shall have failed by such date to any one of the following:
  - (1) pay any apportionment prescribed by the Convention or required by the Constitution and Canons for the preceding Calendar year;
  - (2) pay in full the contractual salary and support of its Rector for the preceding calendar year; or
  - (3) pay in full any premium required by the regulations of the Church Pension Fund to that fund for the pension of its clergy for the preceding calendar year.
- (b) The Standing Committee shall conduct an investigation into the causes of any such delinquency so reported and may call upon any officer or committee of the Diocese for information and assistance in making such investigation.
- (c) In the event such delinquent payment shall not have been paid before the annual meeting of the Convention, the Standing Committee shall report such fact to the Convention with the findings of its investigation and shall recommend to the Convention whether or not the status of such Parish should be changed to that of a Mission and any other recommendations which it deems desirable.
- (d) The Convention may by majority vote change the status of such Parish to that of a Mission or impose conditions on the continued status of such Parish as a Parish. Restoration to the Parish status may be effected at any subsequent meeting of the Convention by majority vote.

**Section 4.** Whenever the status of a Parish is changed to that of an organized Mission, the Parish Corporation shall immediately transfer title to all property and assets to the Diocese of Indianapolis, which shall hold title thereto as provided for in the Constitution and Canons, and the officers and members of such Parish Corporation shall take all steps necessary to effectuate such transfer.

## **CANON 22**

### **Differences Between Rectors and Congregations**

- Section 1.** Whenever there shall be any serious differences between the Rector of any Church in this Diocese and the Congregation thereof, which difference the parties find themselves unable to reconcile, the Rector or the Vestry or both of them shall, within a reasonable time, apply to the Bishop to mediate between them, stating the facts and agreeing for themselves and for the Congregation to submit to the Bishop's decision in the matter and to perform whatever the Bishop may require of them by any order made under the provisions of this Canon. If such application be made by only one of the parties, notice thereof shall be served on the other party. In the event neither party invite the assistance of the Bishop as herein provided, the Bishop may take cognizance of the situation and endeavor to adjust the existing difference as a mediator.

- Section 2.** It shall be the duty of the Bishop, at all stages of the proceedings, to seek to bring them to an amicable conclusion; in such case the agreement between the parties, signed by them and attested by the Bishop, shall have the same force as an order made under Section 4 of this Canon.
- Section 3.** If the matter shall not be amicably settled within a reasonable time, the Bishop shall, whether mediation shall have been at the application of one or both of the parties or as the result of the Bishop's own cognizance of the situation, convene the Standing Committee and shall give notice to the parties to appear and present their proofs and arguments at the time and place as the Bishop may appoint; and the Bishop may adjourn and continue the hearing in the matter at the discretion of the Bishop.
- Section 4.** When the hearing is concluded, the Bishop shall make such an order in regard to the matter as the Bishop may think to be just and for the true interests of the Church; and such order may require that the Rector resign the Cure, or that the Church or Congregation pay a sum of money to the Rector, or that either party perform such other acts as the Bishop may determine to be just and proper, or any two or more thereof; and it shall be the duty of the Rector and of the Church and every member to submit to and abide by such order as the final and conclusive determination of all matters of difference between them. Provided, that no order shall be made under this or the next succeeding section of this Canon, unless with the advice and concurrence of at least one-half of the members of the Standing Committee, who shall have been present at the hearing.
- Section 5.** If it shall be made to appear to the Bishop that any agreement made under Section 2 of this Canon, shall have been disregarded by any of the parties concerned, or if any application be made to modify such order, the Bishop may convene the Standing Committee and, after hearing such further proofs and arguments as may be presented, make such further order in the matter as the Bishop acting with the advice and consent of the Standing Committee, may think proper with the same effect as an order made under Section 4 of this Canon.
- Section 6.** If any Church or Congregation shall persistently neglect or refuse to obey any order made under this Canon, it shall be the duty of the Bishop to exhort the members of such Congregation to submit to the authority and discipline of the Church; and if they will not do so, the Convention may proceed to dissolve the union between the Church so offending and the Convention of this Diocese, and may take such other action in the matter as it may think expedient.

**Section 7.** Whenever the Standing Committee shall be acting as the Ecclesiastical Authority of the Diocese, it shall perform the duties herein required of the Bishop; and it shall request the Bishop of some other Diocese to attend the hearing of the case, and shall make no order therein but with the Bishop's advice and assistance.

## **CANON 23**

### **ECCLESIASTICAL DISCIPLINE**

**Section 1.** This Canon is adopted pursuant to the Canons adopted by the General Convention of the Episcopal Church, including Title IV thereof, "Ecclesiastical Discipline," which Title, including Canons IV.5 thereof, is incorporated herein by reference.

**Section 2.** **Disciplinary Board.** The Diocese shall participate in establishing and maintaining, in collaboration with the Dioceses of Northern Indiana, a Disciplinary Board and structure as described in this Canon. The Board shall consist of nine (9) persons, five (5) of whom are Priests and/or Deacons and four (4) of whom are Laity. Three of the Priests and/or Deacons and two of the Lay members shall be elected from the Diocese of Indianapolis and two of the Priests and/or Deacons and two of the lay members shall be elected from the Diocese of Northern Indiana,

- Section 3. Clergy Members.** The Clergy members of the Board must be canonically and geographically resident within their respective Diocese.
- Section 4. Lay Members.** The lay members of the Board shall be Adult Communicants in Good Standing, and geographically resident and domiciled in their respective Diocese.
- Section 5. Election,** The members of the board shall be elected by the Conventions of the respective Dioceses. Each member shall be elected for a three (3) year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The term of the member shall commence on the first (1st) day of the year following election. The terms of office of the Board shall be staggered and arranged into three classes.
- Section 6. Vacancies.** Vacancies on the Board shall be filled as follows:
- (a) Upon the determination that a vacancy exists, the President of the Board shall notify the Bishop of the respective Diocese of the vacancy and request appointment of a replacement member of the same order as the member of the same order as the member to be replaced.
  - (b) The Bishop of the respective Diocese shall appoint a replacement Board Member to serve until the next meeting of the Diocesan Convention. The Diocesan Convention of the respective Diocese shall elect a member to serve the balance of the unexpired term.
  - (c) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board members.
  - (d) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Board member shall be until the next annual Convention of the respective Diocese. With respect to a vacancy resulting from a challenge, the replacement Board member shall serve only for the proceedings for which the elected Board member is not serving as a result of the challenge.
- Section 7. Preserving Impartiality.** In any proceeding under this Title, if any member of a Conference Panel or Hearing Panel of the Board shall become aware of a personal conflict of interest or undue bias, that

member shall immediately notify the President of the Board and request a replacement member of the Panel. Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member within fourteen (14) days of learning of matters which respondent believes constitutes a conflict of interest or undue bias. The members of the Panel not the subjects of the challenge shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.

**Section 8. President** Within sixty days following the Diocesan Conventions the Board shall convene ~~annually~~ to elect a President to serve for the following calendar year. The President for even numbered years shall be elected from the members from the Diocese of Northern Indiana and the President for odd numbered years shall be elected from the members from the Diocese of Indianapolis.

**Section 9. Intake Officer.** An Intake Officer in each of the participating Dioceses shall be appointed from time to time by the respective Bishop after consultation with the Board. The Bishops may each appoint one or more Intake Officers according to the needs of their respective Dioceses. The Bishops shall publish the name(s) and contact information of the Intake Officer(s) throughout the respective Dioceses.

**Section 10. Investigator.** The Bishops shall appoint one or more investigator(s) in consultation with the President of the Board. The Investigator(s) may, but need not, be a Member of the Church.

**Section 11. Church Attorney.** The Standing Committees of the participating Dioceses [or bishops or the participating dioceses, in consultation with their respective Standing Committees or Boards] shall jointly appoint an attorney to serve as Church Attorney to serve for the following calendar year. The person so selected must be a Member of the Church and a duly licensed attorney, but need not reside within the participating Dioceses.

**Section 12. Pastoral Response Coordinator.** The Bishop of each participating Diocese may appoint a Pastoral Response Coordinator, to serve at the will of the Bishop in coordinating the delivery of appropriate pastoral responses provided for in Title IV.8 of the General Canons and this title. The Pastoral Response Coordinator may be an Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.



- Section 13. Advisors.** In each proceeding under this Canon, the Bishop of the Diocese from which the proceeding arises shall appoint an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Canon, and shall not include chancellors or vice chancellors of any participating Diocese or any person likely to be called as a witness in the proceeding.
- Section 14. Clerk.** The Board shall appoint a Board Clerk to assist the Board with records management and administrative support. The Clerk may be a member of the Board.
- Section 15. Publication to Each Diocese.** Pursuant to Canon IV.6 of the Canons of the General Convention, the Bishop of each participating Diocese shall publish to the congregations and members of the respective Diocese information concerning the methods and means of reporting Offenses.
- Section 16. Costs Incurred by the Church.** The reasonable costs and expenses of the Board, the Intake Officer, the Investigator, the Church Attorney, the Board Clerk and the Pastoral Response Coordinator shall be the obligation of the respective Diocese. Each diocese will establish its own method of compensation which shall include a per diem rate of compensation for each individual along with travel expenses (i.e., mileage, meals, lodging).
- Section 17. Costs Incurred by the Respondent.** In the event of final Order dismissing the complaint, or by provisions of a Covenant approved by the Bishop, the reasonable defense fees and costs incurred by the Respondent may be paid or reimbursed by the respective Diocese.
- Section 18. Records of Proceedings.** Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk, if there be one, otherwise by the Diocesan offices of the originating Diocese.
- Section 19. Permanent Records.** The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the respective Diocese and the Archives of the Episcopal Church, as prescribed in Title IV of the General Canons.
- Section 20.** This Canon becomes effective July 1, 2011. At that time, the current members of the Ecclesiastical Trial Court of the Dioceses of Northern Indiana and Indianapolis will become members of the Disciplinary Board as described in Section 2 of this Canon and serve the remaining years of their terms as members of that Board. Before the end of August, 2011, the members of the Disciplinary

Board shall meet and elect one of the members from the Diocese of Northern Indiana President for the balance of 2010. Any cases pending before that date will be resolved under previous Canon.

## **CANON 24**

### **Membership and Status of Lay Persons**

#### **Section 1.**

- (a) All persons who have received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in this Church or in another Christian Church, and whose Baptisms have been duly recorded in this Church, are members thereof and such members who have been enrolled as members of any Parish or congregation within this Diocese are members in this Diocese.
- (b) Members sixteen years of age and over are to be considered adult members.
- (c) It is expected that all adult members of the Church in this Diocese, after appropriate instructions, will have made a mature public affirmation of their faith and commitment to the responsibilities of their Baptism and will have been confirmed or received by a Bishop of this Church or by a Bishop of a Church in communion with this Church.
- (d) Any person who is baptized in this Church as an adult and receives the laying on of hands by the Bishop at Baptism is to be considered for the purpose of this and all other

Canons, as both baptized and confirmed; also,

Any person who is baptized in this Church as an adult and at some time after the Baptism receives the laying on of hands by the Bishop in Reaffirmation of Baptismal Vows is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; also,

Any baptized person who received the laying on of hands at Confirmation (by any Bishop in apostolic succession) and is received into the Episcopal Church by a Bishop of this Church is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed; and also,

Any baptized person who received the laying on of hands by a Bishop of this Church at Confirmation or Reception is to be considered, for the purpose of this and all other Canons, as both baptized and confirmed.

## **Section 2.**

- (a) All members of the Church in this Diocese who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of the Church in this Diocese.
- (b) For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.

## **Section 3.**

All communicants of the Church in this Diocese who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing in this Diocese.

## **Section 4.**

- (a) A member of this Church removing from the congregation in which his or her membership is recorded shall procure a certificate of membership indicating that he or she is recorded as a member (or adult member) of this Church and whether or not such a member:
  - 1. is a communicant;

2. is recorded as being in good standing; and
3. has been confirmed or received by a Bishop of this Church or a Bishop in communion with this Church.

Upon acknowledgment that a member who has received such a certificate has been enrolled in another congregation of this or another Church, the Rector or Member of the Clergy in charge issuing the certificate shall remove the name of the person from the Parish register.

- (b) The Rector or Member of the Clergy in Charge of the congregation to which such certificate is surrendered shall record in the register of the Parish or congregation the information contained on the presented certificate of membership, and then notify the Rector or Member of the Clergy in charge of the congregation which issued the certificate that the person has been duly recorded as a member of the new congregation.

Whereupon the person's removal shall be noted in the register of the Parish or congregation which issued the certificate.

- (c) If a member of this Church, not having such a certificate, desires to become a member of a congregation in the place to which he or she has removed, that person shall be directed by the Rector or Member of the Clergy in charge of the said congregation to procure a certificate from the former congregation, although on failure to produce such a certificate through no fault of the person applying, appropriate entry may be made in the Parish register upon the evidence of membership status sufficient in the judgment of the Rector or Member of the Clergy in charge.
- (d) Any communicant of any Church in communion with this Church shall be entitled to the benefit of this section so far as the same can be made applicable.
- (e) It is the duty of the Rector or the Member of the Clergy in charge in any Parish or congregation, learning of the removal of any member of the Parish or congregation to another Parish or congregation, without having secured a letter of transfer, to transmit to the Rector or Member of the Clergy in charge of such Parish or congregation a letter of advice informing the Member of the Clergy thereof.
- (f) No member of the Clergy of this Diocese shall enter the

name of any communicant upon the Parish list, except those confirmed or received in that Parish or Mission, until such certificate as required in this Section 4 has been delivered to the Rector or Priest-in-Charge a satisfactory reason given why the same has not been obtained. In this latter case, notice of such enrollment must be sent to the member of the Clergy in charge of the Parish or congregation from which the member has removed.

- Section 5.** No one person shall be denied rights, status in, or access to an equal place in the life, worship, and governance of the Church in this Diocese because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and/or expression, disabilities, or age.
- Section 6.** A person to whom the Sacraments of the Church shall have been refused, or who has been repelled from the Holy Eucharist under the rubrics, or who desires a judgment as to his or her status in the Church, may lodge a complaint or application with the Bishop or Ecclesiastical Authority. The Bishop or Ecclesiastical Authority may in certain circumstances see fit to require the person to be admitted or restored because of the insufficiency of the cause assigned by the member of the Clergy in charge. If it shall appear to the Bishop or Ecclesiastical Authority that there is sufficient cause to justify refusal of the Holy Eucharist, however, appropriate steps shall be taken to institute an inquiry and the Bishop or Ecclesiastical Authority shall proceed according to such principles of law and equity as will insure an impartial investigation and judgment.
- Section 7.** Except in emergencies, only baptized persons shall be eligible to receive the Holy Eucharist in the Churches of the Diocese.

## CANON 25

### **Of Lay Readers, Lay Preachers, Catechists, and Lay Eucharistic Ministers**

**Section 1.** A confirmed adult communicant of this Diocese in good standing may serve as Lay Reader, Pastoral Leader, Lay Preacher, Lay Eucharistic Minister, or Catechist, if licensed by the Bishop or Ecclesiastical Authority of this Diocese. Guidelines for training and selection of such persons shall be established by the Bishop.

**Section 2.**

- (a) A license shall be given only at the request, and upon the recommendation, of the Member of the Clergy in charge of the congregation in which the person will be serving. The license shall be issued for a period of time not to exceed three years and shall be revocable by the Bishop, or upon the request of the Member of the Clergy in charge of the congregation.
- (b) Renewal of the license shall be determined on the basis of the acceptable performance of the ministry by the licensee and upon the endorsement of the Member of the Clergy in charge of the congregation in which the person is serving.
- (c) A person licensed in this or any other Diocese under the provisions of Title III, Canon 4 of the Canons of the General Convention may serve in any congregation in this Diocese at the invitation of the Member of the Clergy in charge of the congregation in which the person will be serving, and with the consent of the Bishop.
- (d) The person licensed shall conform to the directions of the Bishop and the Member of the Clergy in charge of the

congregation in which the person is serving, in all matters relating to the conduct of services, the sermons to be read, and the dress to be worn. In every respect, the person licensed shall conform to the requirements and limitations set forth in the rubrics and other directions of the Book of Common Prayer.

**Section 3.** A Pastoral Leader is a Lay Person licensed to exercise pastoral or administrative responsibility in a congregation under special circumstances and may be licensed to lead regularly the Offices authorized by the Book of Common Prayer. Prior to licensing, a Pastoral Leader shall be trained, examined, and found competent in the following subjects:

- (a) The Holy Scriptures, contents and background;
- (b) The Book of Common Prayer and The Hymnal;
- (c) The conduct of public worship;
- (d) Use of the voice;
- (e) Church History;
- (f) The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- (g) Parish Administration;
- (h) Appropriate Canons; and
- (i) Pastoral Care.

A Pastoral Leader shall not be licensed if, in the judgment of the Bishop or Ecclesiastical Authority, the Congregation is able to and has had reasonable opportunity to secure a resident Member of the Clergy in charge.

**Section 4.** A Lay Preacher is a person licensed to preach. Prior to licensing, the Lay Preacher shall be trained, examined, and found competent in the following subjects:

- (a) The Holy Scriptures, contents and background;
- (b) The Book of Common Prayer and The Hymnal;
- (c) The conduct of public worship;
- (d) Use of the voice;
- (e) Church History;
- (f) Christian Ethics and Moral Theology;

- (g) The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism;
- (h) Appropriate Canons;
- (i) Pastoral Care; and
- (j) Homiletics.

Persons so licensed shall only preach in congregations upon the initiative and under the supervision of the Member of the Clergy in charge.

#### **Section 5.**

- (a) A Lay Eucharistic Minister is a person licensed to this extraordinary ministry. The Lay Eucharistic Minister shall have one or both of the following functions, as specified in the license:
  - (1) Administering the elements at any Celebration of Holy Eucharist in the absence of a sufficient number of Priests or Deacons assisting the celebrant;
  - (2) Directly following a Celebration of the Holy Eucharist on Sunday or other Principal Celebrations, taking the Sacrament consecrated at the Celebration to members of the Congregation who, by reason of illness or infirmity, were unable to be present at the Celebration.
- (b) Qualifications, requirements, and guidelines for the selection, training, and use of Lay Eucharistic Ministers shall be established by the Bishop.
- (c) This ministry is not to take the place of the ministry of Priests and Deacons in the exercise of their office, including regular visitation of members unable to attend the Celebration of the Holy Eucharist. A Lay Eucharistic Minister should normally be under the direction of a Deacon of the Congregation, if there be one.

#### **Section 6.**

A Catechist is a person licensed to prepare persons for Baptism, Confirmation, Reception, and the Reaffirmation of Baptismal Vows. Prior to licensing, Catechists shall be trained, examined and found competent in the following subjects:

- (a) The Holy Scriptures, contents and background;
- (b) The Book of Common Prayer and The Hymnal;



- (c) Church History;
- (d) The Church's Doctrine as set forth in the Creeds and An Outline of the Faith, commonly called the Catechism; and
- (e) Methods of Catechesis.

**Section 7.** A Lay Reader is a person who regularly leads public worship under the direction of a Member of the Clergy in charge of the congregation. Training and licensing shall be under the authority of the Bishop for those persons recommended by the Member of the Clergy in charge of the congregation.

**Section 8.** A Lector is a person trained in reading of the Word and appointed without license by the Member of the Clergy in Charge of the congregation to read lessons or lead the Prayers of the People.

## **CANON 26**

### **Commission on Ministry**

- Section 1.** The Commission on Ministry of the Diocese shall perform the duties and discharge the responsibilities assigned to the Diocesan Commission on Ministry under Title III of the Canons of the General Convention.
- Section 2.** Members of the Commission shall be selected as follows:
- (a) At each Diocesan Convention, two persons, one clergy and one lay, shall be elected for three year terms. Such election shall be by majority vote of all delegates present and voting and shall not be by orders.
  - (b) The Bishop of the Diocese shall annually at each Diocesan Convention appoint one clergy person for a three-year term.
  - (c) The term of office of the above designated members shall commence immediately following the Diocesan Convention at which elected or appointed.
  - (d) The Standing Committee shall each year at a meeting to be held following the Diocesan Convention and on or prior to the 31st day of December in such year elect one lay person for a three-year term, said term to commence upon the date of such election.
  - (e) Any vacancy occurring among such members shall be filled for the remainder of the unexpired term by the authority making the original selection.
  - (f) No such member of the Commission who shall have served on the Commission for two full consecutive three-year terms shall be eligible for an additional term until one year after the expiration of the preceding term.
  - (g) The elected and appointed members above provided for may, by majority vote of the members present at any meeting, elect additional non-voting members, not to exceed at any time six such additional members. Such

additional members shall hold office for a term of one year from the date of their election and may be re-elected for additional one-year terms.

- (h) The Bishop shall annually appoint the chairperson from the members of the Commission.

**Section 3.** The Commission may adopt rules not inconsistent with the Canons of the Diocese or General Convention and subject to the approval of the Bishop.

**Section 4.** Committees or persons not members of the Commission may be appointed for special duties.

**Section 5.** The Commission shall meet at least annually with the Bishop present, with postulants, and candidates, to review procedures of the Commission, to elicit suggestions for support and expansion of ministries, and to endorse for nomination to the Standing Committee and Bishop those it recommends for ordination. A report shall be made within ten days after each meeting to the Bishop and Standing Committee; and results of individual interviews shall be communicated to each applicant within ten days after each meeting.

**Section 6.** The Commission, or a sub-committee of the Commission, shall meet with all applicants for Holy Orders who have been recommended to the Commission by the Bishop. The Commission shall submit to the Bishop the names of those whom it recommends to be made postulants.

## **CANON 27**

### **Questions of Procedure**

Roberts' Rules of Order shall determine questions of procedure not specifically or by implication provided for in these Canons.

## **CANON 28**

### **Pro-Cathedral**

**Section 1.** Christ Church, situated on Monument Circle, Indianapolis, is hereby designated as the Pro-Cathedral of the Diocese.

**Section 2.**

- (a) The offices of Dean of Christ Church Cathedral and Rector of Christ Church Parish are vested in the same person. In the event of the need to elect a new Dean/Rector, the Committee appointed by Christ Church Parish to recommend a candidate or candidates shall include in its deliberations consultation with the Bishop and the parishes of the Diocese. The person elected Rector of the Pro-Cathedral by the Vestry of Christ Church Parish also shall be appointed Dean of the Pro-Cathedral by the Bishop.
- (b) Upon approval of the Bishop, the Dean/Rector of the Pro-Cathedral shall have the authority to appoint persons to the position of Canon as may be necessary to carry on the various services of a Pro-Cathedral in the Anglican tradition.
- (c) The salaries of the Dean/Rector and Canons shall be paid by the Vestry of Christ Church Parish.
- (d) All expenses of maintenance of the structure of the Pro-Cathedral, and all other expenses for the operation of said Pro-Cathedral, shall be borne by the Vestry of Christ Church Parish.

**Section 3.**

- (a) There shall be a board of Proctors of the Pro-Cathedral that shall be comprised of the following:
  - (1) Bishop of the Diocese of Indianapolis, Chair
  - (2) Dean and Rector of Christ Church
  - (3) Four (4) representatives appointed annually by the Bishop at least two (2) of whom shall be members of the Executive Council.
  - (4) Four (4) representatives appointed annually by the Dean and Rector of the Cathedral at least two (2) of

whom shall be members of the Vestry, all of whom shall be pledging communicants in good standing of Christ Church Parish

- (b) The board shall review and make recommendations affecting the partnership between the Diocese, its several churches, and the Pro-Cathedral for mission and ministry, and shall further a collaborative relationship.
- (c) The board shall meet quarterly. The Bishop will chair all meetings. In the absence of the Bishop, meetings shall be chaired by the Dean/Rector of the Pro-Cathedral. The board may adopt rules and regulations for its own procedure.
- (d) The Dean/Rector shall prepare a report on the mission and ministry of the Pro-Cathedral for Convention annually.

## **CANON 29**

### **Liability Insurance**

It shall be the responsibility of every Vestry and Bishop's Committee to provide liability insurance for clergy and members of the laity serving the church, including laity whose volunteer responsibilities include supervision of children, youth or adults. Such insurance shall specifically include coverage for damages incurred in cases of alleged sexual misconduct.

## **CANON 30**

### **Nominations**

**Section 1.** If and to the extent he or she is eligible to serve under the other provisions of the Constitution and Canons of the Episcopal

Diocese of Indianapolis, any person may be nominated for any position elected by the Diocesan Convention by timely submitting a nomination form to be signed by two or more adult communicants in good standing in the Episcopal Diocese of Indianapolis and the Rector or Priest-in-charge of their Parish, Mission or MOSS ministry.

## **CANON 31**

### **Amendments or Repeal**

These Canons may be amended or repealed or new ones enacted at any annual meeting of Convention by vote of a majority of each Order. Such changes, new Canons, or the repealing of any Canon now in effect shall first be submitted to the Committee on



Constitution and Canons as provided in Canon 2, Section (f).

The Committee on Constitution and Canons shall, at the close of each regular meeting of the Convention, certify the changes, if any, made in the Constitution, or proposed to be made therein under the provisions of Article XII of the Constitution, or made in the Canons and to report the same to the Secretary. The committee shall also have and exercise the power of renumbering of, and correction of references to, Articles, Sections and Clauses of the Constitution and Canons, Sections, and Clauses of the Canons required by the adoption of amendments to, the Constitution or Canons at a meeting of the Convention and of certifying the same to the Secretary.

All Canons enacted during the Convention of 2001, and thereafter, and all amendments and repeals of Canons then or thereafter made, unless otherwise expressly ordered, shall take effect on the first day of January following the adjournment of the Convention at which they were enacted or made.