

# Canons of the Episcopal Diocese of Kansas

(as restated by the 136th Convention; as amended through the 164th Convention)

## I - DEFINITIONS

### CANON I.1

**Apportionment** – The money raised from the parishes and other congregations in union with the Convention for the necessary and proper support of the Diocese and of the National Church.

**Archdeacon** – A deacon appointed by the Bishop to assist the Bishop as directed.

**Bishop** – The person elected in accordance with the provisions of the Constitution of the Diocese of Kansas, and ordained and consecrated in accordance with the General Constitution and General Canons for the Government of the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church, to exercise Ecclesiastical Authority in the Diocese of Kansas. When there is no Bishop in office and where performance of the Bishop's function will not contravene the authority of these canons or the General Canons, the Ecclesiastical Authority of the Diocese as designated by the Constitution shall perform the functions of the Bishop.

**Bylaws** – The Bylaws of The Council of Trustees of the Episcopal Diocese of Kansas, Inc., as they may be adopted and from time to time amended by that body.

**Campus** – A separate physical location for worship and program maintained by an incorporated parish pursuant to the terms of Canon IV.5.

**Campus Missioner** – A priest appointed by the Ecclesiastical Authority to work with the Higher Education Committee to oversee campus ministry activities in the Diocese.

**Canon to the Ordinary** – A priest appointed and employed by the Bishop, with the consent of The Council of Trustees of the Episcopal Diocese of Kansas, Inc., to assist the Bishop as directed.

**Canonical Residence** – That connection with this Diocese which a member of the Clergy acquires:  
(a) by ordination in and for this Diocese, or  
(b) by transfer to this Diocese and acceptance of Letters Dimissory to the Ecclesiastical Authority thereof.

**Chancellor** – An attorney licensed to practice law in the state of Kansas, appointed by the Bishop to provide legal advice and counsel to the Bishop, to The Council of Trustees of the Episcopal Diocese of Kansas, Inc., and, when directed by the Bishop, to other Diocesan institutions. This designation, when the context requires, shall include the Vice Chancellors.

**Collegial Member of Convention** – A member of the clergy canonically resident in a jurisdiction other than this Diocese (whose transfer to this Diocese is not pending) who may be seated in Convention with voice but not vote.

**Communicant in Good Standing** – That connection with this Diocese which a lay person, who is a member of a parish in this Diocese, acquires by being a communicant in good standing of a congregation in this Diocese, provided that no person may at any time be a communicant in good standing representing more than one parish.

- Constitution** – The Constitution of the Episcopal Diocese of Kansas, Inc., as approved by the 101st Annual Diocesan Convention meeting at St. James Church, Wichita, Kansas, May 1 through 2, 1960, as amended by subsequent conventions.
- Cure** – The spiritual charge of a Parish, or the Parish itself, formerly called the Cure of Souls.
- Deputy** – A member of the lay or clerical order elected by the Diocesan Convention to sit in the House of Deputies of the General Convention of the Episcopal Church. Deputies are “deputized” by the Convention of the Diocese to speak and vote at the General Convention as the Holy Spirit leads, and to report actions of the General Convention to the Diocese. Deputies are not “representatives” in the sense that they speak and vote the mind of the Diocese or its Convention.
- Ex officio** – Any person having membership in a body by virtue of an office held by that person. Such member shall be entitled to vote on all matters regularly coming before said body.
- General Canons** – The Canons for the government of the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church, adopted in General Convention, as most recently amended.
- General Constitution** – The Constitution adopted in General Convention in Philadelphia in October 1789, as amended in subsequent General Conventions, for the governance of the Protestant Episcopal Church in the United States of America, otherwise known as The Episcopal Church.
- Interim Pastor** – A Priest chosen by the Wardens and Vestry of an incorporated parish, with the approval of the Bishop, to serve an interim period between elected rectors pursuant to the terms of and to accomplish the purposes specified in a Letter of Agreement.
- Letter of Agreement** – A covenant among a Priest serving as a Pastor, the Bishop and a Congregation acting through its Vestry and Wardens. The Letter of Agreement shall specify the terms of the call of the Pastor, the duties and obligations of each of the parties to the Agreement, the mutual goals and objectives of the parties and the term of the Agreement. The Letter of Agreement for a Rector shall be subject to the provisions of General Canons and Diocesan Canons governing the creation and dissolution of the relationship between a Rector and a Congregation.
- Locum Tenens** – A Priest appointed by the Bishop in consultation with the Wardens and Vestry of an incorporated parish to perform the duties of a Rector as specified in a Letter of Agreement when the parish is without a Rector or when the Rector is absent for an extended period of time. The provisions of General Canons governing the relationship of a Rector and Congregation shall not apply to a Locum Tenens.
- Member** – Pursuant to General Canon, 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. Members shall be listed on the parish register of one parish in this Diocese with which they are associated pursuant to the provisions of General Canon.
- Member of Governing Board** – A member elected to one of the governing bodies in the church, which shall include parish Vestries, Diocesan Convention, Provincial Synod and General Convention. Unless this requirement is specifically excused by the Ecclesiastical Authority, it shall be a prerequisite to such election that the member be confirmed in accordance with General Canon.
- Mission** – Any effort, organized or informal, having as its goal the establishing and promotion of the Christian religion.

**Parish** – A congregation incorporated under the laws of the State of Kansas and admitted into union with the Diocesan Convention. A parish may be designated as a self governing parish under the provisions of Canon IV.5 and otherwise shall be governed by the provisions of Canon IV.4.

**Pastor** – A Rector, Vicar, Locum Tenens, Priest in Charge or Interim Pastor.

**Priest in Charge** – A Priest appointed by the Bishop in consultation with the Wardens and Vestry of an incorporated parish to perform limited functions specified in a Letter of Agreement.

**Rector** – A priest duly chosen by the Wardens and Vestry of a self governing parish, who is canonically resident in this Diocese and has been admitted into office by the Ecclesiastical Authority. The Bishop shall be Rector of all parishes that are not self governing.

**Standing Committee** – The Governing Body of the Diocese as prescribed by General Canon and Article V of the Constitution. The Council of Trustees shall be the Standing Committee.

**Treasurer** – The person elected by Diocesan Convention, in accordance with the Constitution of the Diocese of Kansas, to be responsible for the financial affairs of the Diocese.

**Trustees** – The Council of Trustees of the Episcopal Diocese of Kansas, Inc., a Kansas corporation, elected by the Congregations of the Diocese in Convention and through their convocations to be the Governing Body of the Diocese in the interim period between Diocesan Conventions. The Trustees shall, in addition, have the authority of the Standing Committee as prescribed by General Canon.

**Vicar** – A Priest placed in charge of a parish by the Ecclesiastical Authority.

These Canons shall be interpreted in their plain and literal sense except that words specific to either gender shall be read as gender inclusive.

## II - DIOCESAN CONVENTION

### CANON II.1

#### Of Clergy Entitled to Membership

Within one week before the convening of Convention the Ecclesiastical Authority shall prepare a list of all clergy entitled to membership therein as provided by the Constitution, annexing the names of their respective parishes, offices, and residences. This list shall be presumptive evidence of the right of those whose names appear thereon to membership in the Diocesan Convention, which may correct and revise the list at any time. The Ecclesiastical Authority may designate any minister ordained in the Evangelical Lutheran Church in America, qualified under Article VIII of the Constitution of the Episcopal Church and serving a cure in this Diocese, as a member of Convention with seat, voice, and vote. In addition, the Ecclesiastical Authority may designate a member or members of the clergy having a ministry in the Diocese, but not canonically resident in the Diocese, as Collegial Member(s) of Convention, having voice but no vote. This list, as approved by Convention, shall also be presumptive evidence of the right of those whose names appear thereon to membership in their respective Convocation Boards.

Any member of the Clergy entitled to membership in Convention but unable to attend by reason of being on active military service and serving under orders requiring him or her to be outside the continental United States, may participate and vote in Convention by such method (including electronic means) as the Convention may approve.

**CANON II.2**  
Of Attendance

**Sec. 1.**

a. It shall be the duty of all ordained persons entitled to seats in Convention and Convocation Boards to attend the same.

b. Every parish and campus mission in union with the Convention shall send to the Convention and Convocation Board meetings one or more delegates, not exceeding eight, who shall be communicants sixteen years of age or older, and shall be elected by the congregation to be represented at its annual meeting. Each delegate shall be elected to a term of not less than two years, with one half the terms (or as near thereto as may be) commencing in alternating years. Alternate delegates shall be selected in a like manner in the same number as the delegates are selected, but they shall be designated first, second, and/or third alternate.

Every parish and campus mission's entitled number of lay delegates shall be based on the number of communicants in its last filed annual parochial report. Parishes shall be entitled to lay delegates with the right to a seat and a vote on the following basis:

Campus missions, one delegate

Parishes under 300 communicants, two delegates

Parishes with 300 to 600 communicants, three delegates

Parishes with 601 to 900 communicants, four delegates

Parishes with 901 to 1200 communicants, five delegates

Parishes with 1201 to 1500 communicants, six delegates

Parishes with 1501 to 1800 communicants, seven delegates

Parishes with more than 1800 communicants, eight delegates

c. Delegates and alternate delegates to the Convention shall also represent their congregations as delegates and alternate delegates to their respective Convocation Boards.

d. Within thirty days following adjournment all diocesan delegates and alternate delegates shall report the actions of Convention and Convocation Boards to their respective Vestries or Bishop's Committees.

**Sec. 2.** Should one or more of the elected delegates from any parish or campus mission be unable to attend Convention or any meeting of the Convocation Board on which they are entitled to representation, then an alternate or alternates chosen according to Sec. 1 and arranged according to priority of their designation, shall serve as regular delegate or delegates to Convention or Convocation Board. If any of the elected delegates or alternates is unable to attend Convention or Convocation Board meetings, the Rector shall appoint one or more lay delegates to give such parish or campus mission its full representation.

**Sec. 3.** Evidence of the election of lay delegates shall be on a certificate provided by the Secretary of Convention signed by the Clerk of the congregation or Vestry, or by the Rector or priest in charge, or by a warden of the congregation.

**Sec. 4.** Certificates of election of lay delegates and alternates shall be sent to the Office of the Bishop on or before the date specified thereon.

**Sec. 5.** With the prior written approval of the Bishop, the Kansas Episcopal Youth at an annual Diocesan Kansas Episcopal Youth assembly may elect four (4) lay delegates, each of whom shall be entitled to a seat and a vote at the annual Diocesan Convention, Convention, and a seat and a vote at the Convocation meetings in which each delegate resides, provided that:

a. Written notice of such assembly shall be given not less than thirty (30) days in advance of the date thereof. Announcement in any church publication of general circulation within the Diocese shall constitute sufficient invitation and written notice.

b. No student, who is enrolled in a university, college, or junior college campus within the Diocese where a campus mission organized under Section 2. b. of Canon IV.4 exists, shall be eligible to be elected as a lay delegate or alternate from such assembly, although such student may be an elector.

c. The qualifications, election, duties, and rights of such delegates and their alternates shall be the same in all other respects as those prescribed by the foregoing sections of this Canon respecting delegates from parishes and campus missions.

d. Evidence of the qualifications and election of such delegates and their alternates shall be a certificate in substantially the same form as herein above prescribed in Section 3, signed by a priest appointed by the Bishop for that purpose.

**Sec. 6.** Any communicant in good standing in a parish of the Diocese who holds a national church office, or is the chief executive officer of a Diocesan institution shall, by the Convention, be granted seat and voice in its deliberations.

### **CANON II.3**

#### **Of Representation and Liability**

**Sec. 1.** Any parish which has not paid all of its apportionment for the year immediately prior to the year in which each annual meeting is held shall not be entitled to lay representation in Convention until such apportionment is paid, unless, by a majority vote of the Convention, voting by orders, the parish is granted representation, and every parish shall remain liable for all of its unpaid apportionments, unless, by a majority vote of the Convention, voting by orders, that liability (or any portion thereof) is excused; Provided that such parish shall, at least 120 days prior to the date of convention, request in writing to the Ecclesiastical Authority, that it be entitled to representation at such Convention or that its unpaid apportionments (or portion thereof) identified by amount and year of apportionment be exonerated, or both, and that it be granted a hearing on its above requests. Such request shall contain an agreement by the Vestry of such parish that it will make a full disclosure of all facts and circumstances requested of it. Thereafter:

a. A hearing on such a request from any parish shall be held before the Trustees not less than 10 days prior to the Convention. Such parishes shall receive at least 30 days written notice of the time and place of such hearing.

b. At the hearing, the Trustees may adopt such rules as appear to be in the best interest of the Diocese, and may, prior to the hearing, require of such parish that it fully disclose its resources to such person or persons as the Trustees designate for such purpose.

c. The Trustees shall make its recommendation to the Convention on the requests made by the parish.

**Sec. 2.** Any parish three or more months in arrears in payment of any assessment levied for The Church Pension Fund shall be denied lay representation in the Convention.

**Sec. 3.** If a parish for any reason whatsoever is not represented in Convention, it shall nevertheless be bound by all acts of that Convention.

**Sec. 4.** The lay delegations to the Convention from each parish shall not be seated in Convention unless the Secretary of Convention has determined that the parish corporation is in good standing in the office of the Secretary of State of Kansas. Any parish may satisfy this requirement by providing to the Secretary of Convention a current certificate of good standing issued by the Secretary of State of Kansas.

#### **CANON II.4** Of Meetings

**Sec. 1.** The Ecclesiastical Authority shall choose the time and place of the annual and any special meetings of Convention.

**Sec. 2.** Written notice of Convention shall be given at least thirty days in advance of the date thereof to all clergy and laity entitled to membership therein and to all Clerks of Vestries of congregations entitled to representation.

**Sec. 3.** Announcement in any church publication of general circulation within the Diocese shall constitute written notice of any meeting of Convention.

**Sec. 4.** The Ecclesiastical Authority shall establish a time line prior to each such Convention for the reports of committees as provided in Canon II.5.

#### **CANON II.5** Of Business

##### **Sec. 1. Of Committees**

a. At each Annual Convention of the Diocese, the Ecclesiastical Authority shall appoint the following committees, which shall serve until the adjournment of the next succeeding Annual Convention:

1. Committee on Nominations and Elections
2. Committee on Constitution and Canons
3. Committee on Debatable Resolutions
4. Committee on Dispatch of Business
5. Committee on Courtesy Resolutions
6. Committee on Arrangements
7. Such other committee or committees as the Ecclesiastical Authority may deem advisable.

b. At each Convention, the Ecclesiastical Authority shall appoint a committee to approve the minutes of that Convention.

c. For any Special Convention, the Ecclesiastical Authority shall appoint such committees as may be deemed advisable at least thirty days before the convening of the Convention.

##### **Sec 2. Of Nominations and Elections**

a. At least 90 days prior to the convening of the annual Convention, the Diocese shall be informed of the positions and offices to be filled by election at the annual Convention, together with the responsibilities and qualifications for such positions and offices. Nominations to the positions and offices shall be solicited from throughout the Diocese to be received no later than the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority.

b. The Committee on Nominations and Elections shall receive such nominations and may take steps to assure that an adequate number of nominations is presented at the Convention. The Committee may cause to be prepared biographical information about such nominees to be presented to the Convention.

c. The Committee shall oversee the elections and the training of the tellers thereof. The Committee shall see that the records of all elections and the ballots of all elections are preserved as may be required for the Diocesan history and archives.

### **Sec. 3. Of Amendments to the Constitution and Canons**

a. Amendments to the Constitution and Canons of the Diocese to be considered by Convention shall be submitted, in writing signed by the proposer, to the Committee on Constitution and Canons no later than the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority.

b. The Committee on Constitution and Canons shall be responsible for determining the legality of each proposal and may assure that the language and form conforms to that of the Constitution and Canons of the Diocese.

c. The Committee shall prepare a report on all such proposals and forward it to the Secretary of the Convention not later than the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority.

d. The Committee will prepare proposed amendments or supplements to the Constitution and Canons of the Diocese if so directed by the Convention or Ecclesiastical Authority.

### **Sec. 4. Of Debatable Resolutions**

a. All resolutions to be considered by Convention, excepting those courtesy resolutions submitted by the Committee on Courtesy Resolutions, the Trustees, or the Deputies to General Convention, shall be submitted, in writing, signed by the proposer or proposers, to the Committee on Debatable Resolutions no later than the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority.

b. The Committee on Debatable Resolutions shall be responsible for determining that the resolutions are in proper form, and in the case of two or more resolutions seeking the same or similar action by the Convention, seeking a unified resolution from the several proposers. In the event that two or more resolutions seek opposite or differing action from the Convention, the Committee shall recommend the order in which they are to be presented to the Convention and shall inform the Convention as to how the action on the earlier resolution to be considered will affect those that come later.

c. The Committee shall prepare a report of its actions and forward it to the Secretary of Convention together with the resolutions to be presented to Convention, not later than the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority.

### **Sec. 5. Of the Secretary of Convention**

a. The Secretary of Convention shall cause to be prepared copies of the proposed amendments or supplements to the Constitution and Canons together with the recommendations of the Committee on Constitution and Canons, together with the information from the Committee on Debatable Resolutions, and distribute them to the delegates at least 30 days before the convening of Convention. These shall be sent to the Clerk of the Vestry of each congregation in a number sufficient for that congregation's delegates to Convention, and to each ex-officio member of Convention.

### **Sec. 6. Of Appeals for Extenuating Circumstances**

a. In the event of proposed amendments or debatable resolutions arising too late to meet the time requirements of this Canon, any member of the Convention may appeal through the Committee on Dispatch of Business for permission to present such proposals to the Convention. Said Committee shall affirm or deny that extenuating circumstances exist.

b. The Convention may, by majority vote, waive the time provisions of this Canon under such an appeal. Debate on the motion of appeal shall be limited to the existence of extenuating circumstances.

c. An appeal under the provisions of this section of this Canon must be made at the time of the report of the Committee on Dispatch of Business.

#### **CANON II.6** Of the Journal

The Secretary of Convention, with the advice of the committee to approve the minutes of Convention, shall have the *Journal* of the proceedings printed. The Secretary shall distribute one copy of the *Journal* to all clergy canonically resident in the Diocese of Kansas and otherwise as directed by the General Canons of the Church and by the Ecclesiastical Authority of the Diocese not later than the meeting of Convocations prior to the convening of the Diocesan Convention.

#### **CANON II.7** Of the Election of the Council of Trustees

**Sec. 1.** The election of the Council of Trustees shall be conducted pursuant to Article 5 of the Constitution.

**Sec. 2.** At the 145th and subsequent Annual Conventions, no person employed on a full time or part time basis as a member of the Diocesan staff shall be eligible for election or appointment to the Council of Trustees and any member of the Council of Trustees who becomes a part time or full time member of Diocesan staff shall be disqualified from further service.

### **III - ORGANIZATION AND ADMINISTRATION**

#### **CANON III.1** Of the Council of Trustees

**Sec. 1.** In the interim period between conventions, the affairs of the Diocese shall be governed by the Council of Trustees selected pursuant to provisions of the Constitution and these Canons. The Bishop shall serve as Chairman of the Council of Trustees and the Council shall elect a Secretary and shall designate as its Treasurer the Treasurer of the Episcopal Diocese of Kansas appointed in accordance with the provisions of the Constitution.

**Sec. 2.** The Council of Trustees shall be responsible for all functions of the Standing Committee as prescribed by General Canons. The Council of Trustees shall elect a President who shall preside at its meetings in the absence of the Chairman and may preside at such other times as it may be necessary or appropriate for the Bishop to relinquish the chair.

**Sec. 3.** In addition to regularly scheduled meetings of the Council of Trustees, special meetings may be called by the Bishop or by the President of the Council of Trustees. In addition, special meetings shall be called at the written request of three members of the Council of Trustees other than the President. The Bishop shall be notified of any such specially called meeting but may be excluded from attendance when the agenda for the meeting is limited to matters reserved to Standing Committees by the General Canons. In the event the Bishop is not elected President of the Council of Trustees, the Bishop shall nonetheless serve as Chairman thereof with respect to all functions other than those reserved by General Canon to the Standing Committee.

### **CANON III.2**

#### **Of Archdeacons and the Canon to the Ordinary**

**Sec. 1.** The Bishop, with the advice and consent of the Trustees, may appoint an Archdeacon or Archdeacons to assist the Bishop in the ministry of the deacons of the Diocese.

**Sec. 2.** The duties of each Archdeacon shall be determined by the Bishop.

**Sec. 3.** Compensation for each Archdeacon shall be agreed upon by the Archdeacon and the Bishop and approved by the Trustees.

**Sec. 4.** The Bishop, with the advice and consent of the Trustees, may appoint and employ a Canon to the Ordinary.

**Sec. 5.** Compensation for the Canon to the Ordinary shall be agreed upon by the Bishop and the Canon to the Ordinary, and approved by the Trustees.

**Sec. 6.** The duties of the Canon to the Ordinary shall be determined by the Bishop.

### **CANON III.3**

#### **Of the Disciplinary Board and the Discipline of Members of the Clergy**

**Sec. 1.** There is hereby established for the Diocese of Kansas a court to be known as the Disciplinary Board, to consist of seven members, three of whom are lay persons, confirmed communicants in good standing in the Diocese, and four of whom shall be priests or deacons canonically resident in the Diocese. No member of the Council of Trustees shall serve as a member of the Disciplinary Board. They shall elect a President from their own number within sixty (60) days following each annual Diocesan Convention.

**Sec. 2.** Each annual Convention next following the General Convention shall elect the members of the Disciplinary Board to serve for a period of three years; provided that the judges of the Ecclesiastical Trial Court in office at the 151st Diocesan Convention shall serve as members of the Disciplinary Board until the 153rd Convention.

**Sec. 3.** Vacancies occurring in the Disciplinary Board shall be filled by the Ecclesiastical Authority until the next annual Convention, at which time members shall be elected to fill out the unexpired terms.

**Sec. 4.** Except as specifically provided in this Canon, the Disciplinary Board shall be governed by Title IV of the General Canons.

**Sec. 5.** The Bishop shall, at the annual Convention appoint one or more Intake Officers as defined by General Canon IV.2 to perform the functions described in General Canon IV.6. In addition, the Bishop shall at each annual Convention appoint, with the consent of the Convention, one or more independent Church Attorneys to perform functions as appropriate under Title IV of the General Canons.

**Sec. 6.** All charges against a priest or deacon of this church cognizable in this Diocese shall be governed, except as herein set out, by the provisions of Title IV of the General Canons.

### **CANON III.4**

#### **Of the Diocesan Commission on Ministry**

**Sec. 1.** At Diocesan Convention the Bishop shall nominate and the Convention shall confirm a Commission on Ministry to consist of not less than six (6) members, which shall include both clergy and lay persons, and their terms of office shall be three years. Should vacancies occur during the adjournment of Convention, the Bishop shall nominate to the Council of Trustees acting as the Standing Committee, upon whose confirmation the person or persons so designated shall be added to the Commission and serve until the next meeting of Convention.

**Sec. 2.** The duties of the commission shall be those set forth in the Canons of the General Convention of the Episcopal Church, and such other duties as the Bishop may appropriately assign.

**Sec. 3.** The commission shall report to each annual Convention of the Diocese.

### **CANON III.5**

#### **Of Convocations**

**Sec. 1. Locations.** The Diocese of Kansas is hereby divided into four Convocations, known as Northeast, Northwest, Southeast, and Southwest. The Ecclesiastical Authority shall define the territorial limits of the Convocations and shall assign each parish membership in one of the Convocations thereof.

**Sec. 2. The Convocation Board.** Lay Convention Delegates from the Convocation (including delegates from campus missions and youth delegates) elected pursuant to Canon II.2, the lay member of the Council of Trustees elected pursuant to Article V of the Constitution by the Convocation, and the clergy assigned to parishes in or, if not assigned to a parish, resident in the Convocation and canonically resident in the Diocese shall comprise the Convocation Board.

**Sec. 3. Bylaws.** Each Convocation shall, with the approval of the Council of Trustees, adopt bylaws to govern the operation of its Convocation Board. Bylaws should be reviewed and submitted to the Council of Trustees for approval every five years.

**Sec. 4. Duties.** The Board shall meet at least three times a year. One of the three meetings shall be held within 45 days prior to each Diocesan Convention to consider items proposed to come before Convention, and one shall be held before the deadline established pursuant to Section 4 of Canon II.4 by the Ecclesiastical Authority to consider and propose the items of Convention business contemplated by Canon II.5. Other duties include recommendations for action on requests for apportionment waivers as described in Canon IV.2. The Convocation Board shall not have authority to approve resolutions that impact local parish budgets without approval by the vestry of the parish impacted.

**CANON III.6**  
Of Deans of Convocation

**Sec. 1.** The Bishop may appoint as Dean of the Convocation a priest in each Convocation. These Deans and the Dean of the Cathedral shall serve as a council of pastoral advice and assistance to the Bishop.

**Sec. 2.** The terms of office and duties of each Convocation Dean shall be determined by the Bishop.

**Sec. 3.** Any compensation paid to a Convocation Dean shall be agreed upon by the Bishop and such Dean, subject to the approval of the Trustees.

**CANON III.7**  
Of Minsters

**Sec. 1. Locations.** The Diocese of Kansas will be divided into minsters. The Ecclesiastical Authority shall designate the number of minsters, and shall assign each parish to one of the minsters.

**Sec. 2. The Minster Team.** The Minster Team members shall consist of a Minster Shepherd, appointed by the Ecclesiastical Authority for each minster, all clergy, and lay representation from each parish in the minster.

**Sec. 3. Meetings.** Each Minster Team shall meet not less than once every two (2) months, or as directed by the Ecclesiastical Authority.

**Sec. 4. Responsibilities.** Each minster shall consist of geographically proximate parishes gathered together for relationship, ministry, sacramental provision, and mission in their shared neighborhood.

**CANON III.8**  
Of the Registrar and Historiographer

**Sec. 1.** At each Annual Convention the Ecclesiastical Authority shall appoint with the approval of Convention a Registrar and Historiographer.

**Sec. 2.** It shall be the duty of the Registrar and Historiographer:

(a) To collect and preserve copies of the official *Journal* of the Diocese, the Diocesan newspaper, and all other important publications and documents which shall pertain to the historic record of the Diocese and the congregations thereof, except as such documents are a proper part of the permanent files of other officers of the Diocese.

(b) To answer proper requests for information and when authorized by the Bishop or other Ecclesiastical Authority, to issue a certified copy or statement of any matter of record in the Registrar's files.

## **CANON III.9**

### Of the Commission on Church Architecture and Allied Arts

**Sec. 1.** At each Annual Convention the Ecclesiastical Authority shall appoint a Commission on Church Architecture and Allied Arts, composed of clergy and professional lay persons qualified in one of the allied arts.

**Sec. 2.** To this Commission shall be submitted for review and approval all proposed preliminary plans for new buildings, alterations and additions to existing buildings, together with such supporting data and information as may be needed for review by the Commission. The Commission shall report its approval or disapproval to the Ecclesiastical Authority and shall make a written report of its activities to each annual Convention.

## **IV - INSTITUTIONS AND CONGREGATIONS**

### **CANON IV.1**

#### Of Institutions

**Sec. 1.** No institutions shall be formed within the bounds of the Diocese of Kansas unless express approval in writing shall be given by the Bishop and the Trustees.

**Sec. 2.** No institution hereafter formed and incorporated shall represent itself to be an institution of the Diocese of Kansas for any purpose whatsoever unless it shall have qualified and shall continue to qualify as a Diocesan Institution as provided herein.

**Sec. 3.** To qualify as a Diocesan Institution, each institution of the Church within the Diocese of Kansas shall be incorporated as a charitable or non-profit corporation of the state of Kansas and shall duly maintain such corporate status, first obtaining from the Ecclesiastical Authority and the Trustees their written approval of its Articles of Incorporation and Bylaws.

**Sec. 4.** Every Diocesan Institution, in its Articles of Incorporation, shall accede expressly to the Constitution and Canons of the Diocese of Kansas.

**Sec. 5.** The Articles of Incorporation or the Bylaws of Diocesan Institutions shall contain the following provisions:

a. The Ecclesiastical Authority shall be a member ex-officio of the board of directors of the Diocesan Institution.

b. No less than a sixty percent majority of the board of directors of the Diocesan Institution shall be communicants of the church in good standing.

c. The Diocesan Institution shall not alienate or encumber any real property belonging to it without first obtaining the written consent of the Ecclesiastical Authority and the Trustees.

d. The Diocesan Institution shall not amend its Articles of Incorporation without the written consent of the Ecclesiastical Authority and the Trustees.

e. The Bishop, with the advice of Diocesan Convention and consent of a two-thirds majority thereof, may dissolve the organization of any Diocesan Institution provided that written notice of intention to do so shall have been made to the ex-officio membership and the lay representation of Convention at least thirty days in advance of the convening thereof.

f. Upon the dissolution of a Diocesan Institution, the title to its property, both real and personal, shall pass and be transferred and conveyed to the diocesan corporation known as The Episcopal Diocese of Kansas, Inc.

g. Upon the dissolution of a Diocesan Institution the governing body thereof shall forthwith legally dissolve said corporation under the laws of the state of Kansas.

**Sec. 6.** The Bishop shall be the Visitor of all Diocesan Institutions, with Ordinary jurisdiction over the chapels and houses of worship belonging thereto; provided, however, that the Bishop may delegate this faculty in writing to bishops or priests canonically resident in the Diocese.

**Sec. 7.** No Diocesan Institution shall employ the services of an extra diocesan bishop or priest or invite such person to officiate for more than two months in the Diocese of Kansas without first obtaining the consent of the Ecclesiastical Authority.

**Sec. 8.** Each Diocesan Institution shall make an annual written report to Convention, setting forth its financial status and its activities during the preceding year.

## **CANON IV.2** Of Apportionments

**Sec. 1.** The Convention of the Diocese of Kansas shall adopt an apportionment for each parish of the diocese for the amounts necessary to pay for the missionary work of the Church, and program of the diocese and the support of the Episcopate as determined by the Annual, or any Special, meeting of the Diocesan Convention.

**Sec. 2.** It shall be the duty of the treasurer of each parish to remit on the last day of each month to the Treasurer of the Diocese one-twelfth of the annual Diocesan Apportionment approved for that parish by the Diocesan Convention. A report shall be made to the Bishop by the 5th day of each month showing the amounts paid by each congregation toward its apportionment. The Bishop and Trustees may take such action as they deem appropriate concerning any congregation that fails to pay its apportionment regularly and on time.

**Sec. 3.**

For purposes of this Canon, the following definitions shall apply:

**Normal Operating Income** is that amount reported in “Box A” on the annual Parochial Report required by the General Canons of the Episcopal Church. There shall be excluded from Normal Operating Income payments to retire debt incurred to expand or update the facilities of a congregation. A congregation that wishes to have a debt so excluded from Normal Operating Income must submit its plans to its respective Convocation Board for recommendations to the Council of Trustees of the Diocese.

**Sec. 4.** For the purposes of the Diocesan Apportionment:

a. Each parish shall be assessed at (i) a base rate of 12% of the first \$50,000, or fraction thereof, of its Normal Operating Income for its last year of record, (ii) a base rate of 15% of the next \$50,000, or fraction thereof, of its Normal Operating Income for its last year of record, and (iii) a base rate of 18% of that portion of its Normal Operating Income for its last year of record which exceeds \$100,000.

b. The base rates as stated above in this section shall be increased or decreased by the same proportioned amounts expressed in percentage as may be necessary in order that the amounts assessed against all parishes be sufficient to fund the budget approved by the Diocesan Convention, provided that no parish shall be assessed an amount exceeding 20% of its Normal Operating Income for its last year of record.

**Sec. 5.** Appeal due to reporting error

If a reporting error is discovered that would change a parish's previously reported Normal Operating Income, that parish has three years from the year of error to report the error to the Treasurer of the Diocese. The Treasurer and Finance Committee (or an appointed subcommittee of the same) will review the report in accordance with guidelines established by the Finance Committee and approved by the Council of Trustees. Following review, a report and any recommendations for remediation in a future budget year will be made to the Council of Trustees, the decision of the Council being then communicated to the appealing parish.

**Sec. 6.** This Canon shall be effective for funding budget year 2018 and shall be reviewed at least every ten (10) years by a committee appointed by the Bishop.

**CANON IV.3**  
Of the Cathedral

**Sec. 1.** The Convention of the Diocese acknowledging primitive usage, admitting the see city to be a necessary element in episcopacy, and believing the cathedral therein to be an essential organ of the Bishop for the reality of the episcopal office and the discharge of the Bishop's duties hereby recognizes the idea and the fact of the cathedral in the see city, as a proper prerogative of the Bishop.

**Sec. 2.** A Dean, to be nominated by the Bishop, shall be elected or appointed by the Vestry of the cathedral church, and shall have charge of the cathedral congregation.

**Sec. 3.** The cathedral church shall be a parish, with the usual parochial organizations, and with all the rights and privileges of any parish.

**Sec. 4.** Grace Church, in the See City of Topeka, is hereby adopted and constituted the Cathedral Church of the Diocese of Kansas.

**CANON IV.4**  
Of Congregations

**Sec. 1.** Congregations other than self governing parishes may be organized or dissolved at the discretion of the Bishop.

**Sec. 2.**

a. A congregation thus organized shall be governed pursuant to and in accordance with these Canons and such other conditions as the Bishop may deem necessary.

b. A congregation organized upon the campus of any university, college, or junior college situated within the Diocese shall be known as a campus mission, and shall be under the authority of the Bishop.

c. Upon the organization of a congregation and notification thereof by the Bishop to the Secretary of the Convention, such congregation shall be entitled to lay representation in the Diocesan Convention according to the provisions of the Constitution and Canons of this Diocese.

**Sec. 3.** A parish may be established in the Diocese of Kansas in the following manner.

a. The Bishop of the Diocese of Kansas may desire to establish a Parish in a given location and contact people in that area, including a reasonable number of communicants of the Episcopal Church.

Alternatively, a reasonable number of communicants of the Episcopal Church, which includes at least three (3) confirmed communicants aged 18 years or over, may desire to establish a Parish. In either case, the people and the Bishop shall meet and consult together. If the people

and the Bishop desire to continue the endeavor, the Bishop may authorize the people to meet as a worshipping community subject to the canons of the Episcopal Church and of The Diocese of Kansas and to any requirements the Bishop of Kansas may further set forth in writing. The Bishop may assign a Minister to lead the group during this time. When the people desire to establish a Parish, they may apply to the Bishop for permission to make application to the Convention. Upon approval by the Bishop, the people may then petition the Convention as set forth in subsection (b) below.

b. After receiving the Bishop's approval, the people desiring to establish a Parish shall submit two copies of the following petition at least forty days and not more than ninety days before the Diocesan Convention to be held next thereafter. The petition shall be signed by not less than three members of the group aged eighteen years or over who are confirmed communicants of the Episcopal Church. Any Minister in charge of the group, shall approve the petition by signature thereon.

### **Petition**

We whose names are signed below, and who are confirmed in the Episcopal Church or who are desirous of being confirmed communicants of the Episcopal Church, deeply sensible of the truth of the Christian Religion and conscientiously attached to the Doctrine, Discipline, and Worship of the Church known as the Protestant Episcopal Church in the United States of America, and being desirous of further establishing its authority and securing its holy influences for ourselves, our families and neighbors and those who come after us, do hereby respectfully petition the Ecclesiastical Authority and the Convention of the Diocese of Kansas, that we be granted the status of a Parish of the Episcopal Church in the Diocese of Kansas, under the name and title of N. and we do hereby solemnly promise and declare that the said Parish shall forever be held under the Ecclesiastical Authority of the Diocese of Kansas, the authority which we do recognize, and to the liturgy, doctrine, discipline, rites and usages of the Episcopal Church in the United States of America we promise for ourselves and our successors corporate obedience and conformity at all times, so help us God.

Furthermore, we solemnly engage and stipulate that all real and personal property of which the Parish is or may become possessed is held in trust for this Church and the Diocese of Kansas and shall be secured against alienation from the Episcopal Church in the Diocese of Kansas unless such alienation shall be in conformity with its Canons.

c. Articles of incorporation (two copies) in a form approved by the Bishop and filed with the Secretary of the State of Kansas are to be presented at the same time as the above petition.

d. The Bishop shall refer the petition to the Convention of the Diocese with any recommendations. The Convention of the Diocese meeting next after the submission of the petition shall act on it. Upon approval by the Convention of the petition for admission as a Parish, the group is thereupon admitted into union with the Bishop and the Convention as a Parish.

**Sec. 4.** The government of all parishes and congregations organized under the provisions of this Canon shall be vested in the Bishop as Rector, who may appoint a Vicar as representative of the Rector. The Vicar shall conform to the instruction of, and be accountable to, the Rector.

**Sec. 5.** The Rector, having chosen a method, shall appoint a Vestry, consisting of a warden, a clerk, a treasurer and committee Members, in number as the Rector deems appropriate. The members of the Vestry shall be the Trustees of the parish corporation whose actions shall be,

however, subject to approval and ratification by the Bishop and the Council of Trustees. With written approval from the Rector, a parish may operate in accordance with Canon IV.5, Sections 5 through 8 or such portion of those provisions as the Rector deems appropriate. The Rector, or in the Rector's absence, the Vicar shall preside at the Vestry meetings.

**Sec. 6.** The Treasurer of the Vestry shall keep an accurate book of accounts and shall submit to the Vestry a monthly statement of receipts, disbursements and cash or equivalent on hand in such form as they shall direct. In addition, the Treasurer shall prepare for their approval and submission to the Bishop and Trustees all such reports and other financial information as may be required by them from time to time.

**Sec. 7.** The Clerk of the Vestry shall take minutes of all meetings of the Vestry, and shall cause such minutes to properly be kept and maintained, and transmitted to the Rector without delay.

## **CANON IV.5** Of Self Governing Parishes

**Sec. 1.** No parish shall be authorized to provide its own governance under the terms of this Canon until it has been in union with the Convention of the Diocese of Kansas as a parish or as a campus of a self governing parish pursuant to a plan of organization described in Section 3 of this Canon for at least one year.

**Sec. 2.** A parish may be authorized by the Bishop to be a self governing parish when it shall meet the requirements of the Canons and such other conditions not inconsistent therewith as shall from time to time be required by the Bishop.

**Sec. 3.** An incorporated parish in good standing may be authorized by the Bishop, acting with the advice and consent of the Council of Trustees in its capacity as the Standing Committee of the Diocese, to acquire or establish a campus in a location other than its primary location. A separate campus shall be established pursuant to a plan of organization developed after consultation with the Convocation Board of the Convocation in which the sponsoring parish is located (and the Convocation Board in which the separate campus is located if it is in a different Convocation). A separate campus shall be organized pursuant to the plan of organization as a part of the sponsoring parish, shall be subject to governance by the Vestry of the sponsoring parish and shall not constitute a separate diocesan institution.

**Sec. 4.** Any congregation organized and maintained by a self governing parish may apply for permission to incorporate only after it has satisfied all claims resting upon it by the organizing parish.

**Sec. 5.** No parish shall file articles of incorporation as provided by the state of Kansas unless such articles of incorporation be in accord with and accede expressly to the Constitution and Canons of the Episcopal Church, and to the Constitution and Canons of the Diocese of Kansas, and shall have received first the written approval of the Bishop, acting with the advice and consent of the Council of Trustees in its capacity as the Standing Committee of the Diocese. No parish shall adopt or amend articles of incorporation, bylaws or other governing documents for the parish or subsidiary entities without the approval in writing of the Bishop.

**Sec. 6.** The Vestry, Trustees of the Parish Corporation

a. Membership. Every self governing parish shall be governed by a Vestry, which shall consist of the Rector, a Senior Warden, a Junior Warden, and no fewer than three additional members. The members of the Vestry shall be the trustees of the parish corporation, and shall share with the Rector a concern and responsibility for the mission, ministry, and spiritual life of the parish.

b. Election. The Wardens and members of the Vestry shall be elected annually in accordance with the bylaws of each parish.

(1) The Wardens shall be elected annually. Each shall hold office for not more than three successive one-year terms and shall not be eligible to be elected as a member of the Vestry until after the expiration of one year from the date of previous service. In the event of a vacancy occurring in the office of either Warden, the Vestry shall have power to fill the vacancy.

(2) Members of the Vestry shall be elected for three-year terms, with one-third (or as near to that portion as may be) of the members of the Vestry being elected each year. If local parish bylaws so provide, members of the Vestry may be elected to shorter terms. If local parish bylaws so provide, a member of the Vestry may be re-elected to a second consecutive three year term or to an additional shorter term, provided that no person shall be elected to a shorter term consecutive to a prior term that would result in continuous service of more than six years on the Vestry. Except as before noted, no member of the Vestry shall be eligible for re-election until after the expiration of one year from the date of termination of previous service. Vacancies occurring on the Vestry may be filled by the Vestry until the next annual parish meeting, at which time an election shall be held for the unexpired term or terms. Provided, however, that no member of the Vestry so appointed by the Vestry shall be ineligible for election to the Vestry.

(3) The Vestry, at its first meeting after the annual parish meeting, shall elect a Clerk of the Vestry and a parish Treasurer, both of whom must be qualified electors in the parish, but need not be members of the Vestry.

(4) In the event that a member of the Vestry shall fail for a period of three months to attend Vestry meetings, the Vestry shall give written notice to such member that failure to attend the next regular meeting or to provide satisfactory reason for failure to attend, shall be evidence of his inability or lack of desire to serve. In such case, if the member does not attend the next meeting and does not provide reason satisfactory to a majority of the other members of the Vestry, the Vestry shall declare the office vacant and notify the member of their action.

c. Meetings. The Vestry shall meet at least bi-monthly. It shall be the duty of every member of the Vestry to attend regularly the meetings of the Vestry.

(1) Special meetings of the Vestry may be called by the Rector, and shall be called at the written request of three members of the Vestry, including one Warden. Notice of such meetings shall be in writing to the members of the Vestry not later than twenty-four hours prior to the hour fixed for the meeting, except that a Vestry meeting may be held at any hour without notice, the Rector consenting, providing that every member of the Vestry shall be present.

(2) There shall be no meeting of the Vestry unless the Rector, if there is one, and a majority of the Vestry be present; provided, if the Rector is absent from the Diocese two calendar months, or if when duly notified of such meeting shall consent to the meeting or decline or neglect to be present, the Vestry shall be competent to transact business if there be a majority of the Vestry, including one Warden, present.

**Sec. 7.** The Annual Parish Meeting shall be held during the month of January at a time and place within the Parish specified by the Rector. Delegates to Diocesan Convention and the Convocation in which the Parish is located shall be elected as provided in Canon II.2 at the Annual Parish Meeting and such other business as is authorized by the Parish bylaws shall be conducted. Special Parish Meetings may be called as specified in the Parish Bylaws or, if there is no provision in the Parish Bylaws, may be called for any purpose specified in the notice of such Special Parish Meeting by the Rector, the Senior Warden or three members of the Vestry upon no less than ten days notice to the Parish. All adult communicants in good standing as determined by the Rector who are members of the Parish, all as defined by Canon I.1, shall be entitled to vote at any Parish meeting. The Rector, or, if the Rector is the Bishop, the person delegated by the Rector, shall preside at all regular meetings of the Parish. In the Rector's absence, the Senior Warden, or in the absence of both, the Junior Warden shall preside.

**Sec. 8.** At each Episcopal Visitation the alms and contributions not otherwise specifically designated shall belong to the Bishop's Discretionary Fund.

**Sec. 9.** The Treasurer of each self governing parish shall keep an accurate book of accounts and shall submit to the Vestry a monthly statement of receipts, disbursements, and cash or equivalent on hand in such form as the Vestry shall direct. In addition, the Treasurer shall prepare and submit to the Bishop and the Trustees for their approval all such reports and other financial information as may be required from time to time.

**Sec. 10.** The Clerk of the Vestry shall take minutes of all meetings of the Vestry, and shall cause such minutes to be properly kept and maintained.

#### **CANON IV.6**

##### **Of Ordained Ministers and Their Duties**

The Rector or priest or deacon-in-charge of a parish or campus mission, by virtue of such office, has the powers and duties conferred by the General Canons of the Church, and in this connection shall exercise pastoral oversight of all guilds and societies within the parish, and is entitled to speak and vote on all questions before these bodies.

#### **CANON IV.7**

##### **Of Restoring Congregational Health**

**Sec. 1.** The Rector and both Wardens, a majority of the Vestry of a parish, the Bishop, or the Council of Trustees acting as the Standing Committee of the Diocese by a vote of two-thirds of its members, may petition the Ecclesiastical Authority to initiate an inquiry into whether the continued health of a parish appears to be in jeopardy such that a degree of Episcopal intervention or oversight is needed as a means of restoring the health of the Congregation.

**Sec. 2.** A plan for restoring congregational health may not be made except upon a finding, following inquiry, that one or more of the following conditions exist in the Parish:

- a. Failure to elect a Vestry or a Rector (where the parish is without a Rector).
- b. Failure to pay clergy compensation outlined in a Letter of Agreement, including Pension assessments and insurance premiums.
- c. Failure or neglect for three months or more to pay duly assessed diocesan apportionments without an explicit plan for payment of such.

d. Persistent and significant instability or decline in the financial or temporal condition of the Parish including, but not limited to, the invasion of the principal portion of an endowment or trust fund.

e. Persistent failure or neglect to conform to the Business Methods in Church Affairs required by the Constitution and Canons of the General Convention of the Episcopal Church or of the Diocese, including those requirements relating to the bonding of treasurers or other custodians of funds, proper record keeping, proper maintenance of books of account, annual audit, and the maintenance of adequate insurance.

f. Failure to complete and file audit reports per diocesan policy.

g. Failure to complete and file parochial reports per diocesan and Episcopal Church policy.

h. Persistent failure to provide for and fund adequate health insurance for all eligible clergy and lay employees, according to the provisions in the Canons of the Episcopal Church.

i. Persistent failure to keep all buildings, structures, tangible property of the Parish adequately insured against loss or to pay such insurance premiums.

j. Failure to cooperate in an inquiry under this Canon, or in connection with any other canonical inquiry by the Ecclesiastical Authority or its designee, including the failure or refusal to provide full and accurate information on the state of the Parish and its affairs.

k. Failure to implement in good faith any plan or arrangement agreed to by the Parish under this Canon.

**Sec. 3.** If a plan for restoring congregational health is not implemented in accordance with this Canon, the Bishop, with the concurrence of two-thirds of the Council of Trustees acting as Standing Committee of the Diocese, may require the application of one or more of the actions below, anything in the articles of incorporation or bylaws of such congregation notwithstanding. The actions shall be considered independent actions with no requirement of exhaustion of certain actions before the application of others.

a. A plan for the Parish to cure the conditions which led to the implementation of the inquiry, agreed to by the Parish within 90 days, and implemented thereafter in accordance with its terms.

b. Appointment by the Ecclesiastical Authority of five or more adult communicants temporarily to govern the affairs of the Parish as Warden and Vestry, notwithstanding any other canonical or other provision for such governance, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

c. Designation of the Rector or the Parish Clergy-in-charge, until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

d. Conveyance of title of all real property of the Parish to the Diocese, which shall preserve and control such property in trust until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

e. Declaration of the parish as a non-self-governing parish, in writing, with the Bishop assuming rectorship.

f. Such other measures as the Ecclesiastical Authority shall determine with the advice and consent of two-thirds of the Council of Trustees acting as the Standing Committee of the Diocese until the Ecclesiastical Authority declares the end or sufficient amelioration of such conditions, or applies further measures under the Canons.

## **CANON IV.8**

### **Of the Dissolution and Merging of Parishes**

**Sec. 1.** The articles of incorporation of each parish shall provide that the Parish accedes to and is governed by the general Constitution and Canons of the Episcopal Church and the Constitution and Canons of this Diocese, including the provisions of this Canon IV.8.

**Sec. 2.** When a parish has ceased to function:

a. The Vestry, upon direction of the Bishop, with the advice and consent of the Council of Trustees in its role as the Standing Committee of the Diocese, shall take the necessary steps in accordance with state law to effect the dissolution of said corporation.

b. Upon the dissolution of such corporation, the title to all its property, real and personal, shall pass and be transferred and conveyed to The Episcopal Diocese of Kansas, Inc., a Kansas Corporation.

**Sec. 3.** The Bishop, with the advice and consent of the Council of Trustees in its role as the Standing Committee of the Diocese, may direct the vestries of two or more parishes to take such steps as are necessary in accordance with state laws to legally effect the merger into one parish corporation upon terms satisfactory to the respective parishes.

## **CANON IV.9**

### **Of Filling a Vacant Cure**

**Sec. 1.** When, in a self governing parish other than the Cathedral, a vacancy shall occur in the office of Rector, it shall be the duty of the Wardens to inform the Bishop without delay.

**Sec. 2.** Before a call is extended to any candidate concerning the vacancy, written approval shall be obtained from the Bishop and the Vestry shall submit such reports to the Bishop as the Bishop shall deem appropriate.

**Sec. 3.** Upon the nomination of a candidate to be the Rector of said Parish, the Vestry shall submit the name and terms to the Bishop who shall, without delay, certify approval or disapproval. If the Bishop disapproves, the Vestry shall proceed to another nomination.

**Sec. 4.** If an incorporated parochial Cure shall be vacant for an extended period of time, the Bishop, with the advice and consent of the Council of Trustees acting as the Standing Committee, may appoint a priest to serve as locum tenens. When a locum tenens is appointed, it shall be the duty of the parish to make provisions for such priest's or deacon's support as the Bishop may require, and to accord such priest all the rights and privileges of a Rector during the period of the appointment.

**Sec. 5.** If an incorporated parochial Cure shall be without a Rector, the Bishop may appoint a priest to serve as Interim Pastor or as Priest in Charge as those functions are defined in these Canons.

**Sec. 6.** Before the commencement of the tenure of any Pastor, the Bishop, the Pastor and the Parish acting through its Wardens and Vestry shall enter a Letter of Agreement defining the expectations and obligations of each of the parties setting such goals and objectives as may be appropriate and providing the terms under which the Pastor's tenure is defined.

**CANON IV.10**  
Of the Use of Church Buildings

Church buildings, chapels, or houses of worship belonging to the Diocese or any parish, or institution of the church within the boundaries of the Diocese of Kansas may be opened for all services, rites, ceremonies or other purposes authorized or sanctioned by the Episcopal Church in the United States of America or by the Bishop, and for no other purpose, at such times as the priest-in-charge may deem proper or, if there be no priest-in-charge, as the Bishop having jurisdiction may direct.

**CANON IV.11**  
Of the Parish Register and Parochial Reports

**Sec. 1.** Every priest or deacon in charge of a congregation, or the Warden of the same when there is no member of the clergy, shall keep a Parish Register and shall make the proper entries therein as required by the General Canons of the Church.

**Sec. 2.** Every priest or deacon in charge of a congregation, or the Warden of the same when there is no member of the clergy, shall prepare a full parochial report of the work of the congregation during the past year and of its present condition, according to the form furnished by the Secretary of Convention and shall submit the same to the Secretary by the thirtieth of January.

**Sec. 3.** The parochial reports rendered to the Secretary of Convention as General Canons provide shall be submitted by the Secretary to the Bishop by the first day of February.

**CANON IV.12**  
Of Lay Employees

The Convention shall, by resolution or legislation, provide for a lay employees' pension plan in conformity with resolutions of the General Convention and the provisions of the Canons of the General Convention.

**CANON IV.13**  
Of Campus Missions and Chaplaincies

**Sec. 1.**

a. At any institution of higher education in the Diocese of Kansas, the Diocese may establish a campus mission upon application of not less than ten persons, all actually students, faculty or staff of said institution. The manner and form of said application shall be prescribed by the Trustees.

b. Upon approval of an application under paragraph a. of this section by the Bishop and the Council of Trustees, the Bishop may designate a priest to serve as chaplain. The cost of providing a chaplain and programming for a campus mission shall be paid to the extent possible from funds provided through the operation of the campus mission when it is established and operating. The annual budget of the campus mission shall be approved as a part of the Diocesan budget by the annual Convention of the Diocese.

**Sec. 2.**

a. Each campus mission shall have a governing board of not less than seven, nor more than twelve, voting members, styled “the Bishop’s Committee,” and shall be appointed by the Bishop from persons nominated by the chaplain. Representation on the Bishop’s Committee shall include full-time students of the university or college, members of the faculty or staff and (in the case of a campus mission with a communicant register) non-student communicants of the campus mission. Up to five representatives of local congregations may also be included as non-voting advisory members of the Bishop’s Committee. All members of the Bishop’s Committee shall be communicants in good standing in this church at least sixteen (16) years of age.

b. The organization and duties of the Bishop’s Committee and its officers shall be those assigned by Canon IV.4 to vestries of unincorporated parishes and their officers.

**Sec. 3.** Each chaplain shall record in a standard register all official acts performed at the campus mission, as provided in these Canons. Communicants enrolled upon the register of a campus mission should be persons actually connected with the university or college as students, faculty or staff or their families. Communicants may be transferred to or received from another congregation in the manner prescribed by the General Canons for communicants moving from one congregation to another. Each chaplain shall seek to transfer any communicant permanently departing from the university or college community.

**Sec. 4.** In those academic communities in which college work is an ecumenical undertaking, the participation, financial support and personnel of the Diocese in such operation shall be that recommended by the Council of Trustees and approved by the Ecclesiastical Authority.

**V - LEGISLATION**

**CANON V.1**

Of Enactment, Amendment, and Repeal

New Canons may be enacted and existing Canons may be amended or repealed in whole or in part at any annual Diocesan Convention by a majority of both orders voting separately. Changes in these Canons become effective at the beginning of the calendar year following the Diocesan Convention at which said changes were approved, unless another date is specified in the motion to adopt.