

**THE PROTESTANT EPISCOPAL CHURCH
IN THE UNITED STATES OF AMERICA**

**CONSTITUTION
AND
CANONS
OF
THE DIOCESE OF WEST MISSOURI**

**AS ADOPTED BY
THE CONVENTIONS OF THE DIOCESE
A.D. 1924 AND 1925
AND AMENDED BY
THE CONVENTIONS THROUGH 2022**

**TOGETHER WITH
THE RULES OF ORDER
GOVERNING THE CONDUCT OF BUSINESS
AT MEETINGS OF THE CONVENTION
AS AMENDED THROUGH 10/03/2020**

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**CONSTITUTION
OF
THE DIOCESE OF WEST MISSOURI**

PREAMBLE

KNOW ALL PERSONS BY THESE PRESENTS: That the members of the Protestant Episcopal Church in the United States of America, residing in the Diocese of West Missouri, in Convention assembled, composed of their representatives duly chosen, with profound reverence for, and abiding belief in God, the Supreme Ruler of the Universe, grateful for God's goodness, and with a firm, constant and steadfast faith in our Lord and Savior Jesus Christ; in order to establish a more perfect union, insure Christian tranquility, and provide for the general religious welfare of the members of the Church in the Diocese, and secure the blessings thereof to ourselves, and all others now and hereafter in union with this Diocese (established by the Convention of the Diocese of Missouri, May 22, A.D. 1889, and ratified by the General Convention of the Church in October, A.D. 1889), and the civil corporation known as "The Diocese of West Missouri" (created by decree in the Circuit Court of Jackson County, Missouri, at Kansas City, made and entered therein May 10, A.D. 1920, and recorded in the office of the Recorder of Deeds within and for Jackson County, Missouri, at Kansas City, in Book B-2068, at page 230, and filed in the office of the Secretary of State at Jefferson City, Missouri, June 7, A.D. 1920),

**In the Name of the Father and of the Son and
of the Holy Ghost, do hereby Ordain and
Establish this Constitution.**

ARTICLE I - ALLEGIANCE

SECTION 1. The Diocese of West Missouri is a voluntary religious association composed of believers in the doctrine, discipline and worship of that part of the One Holy Catholic and Apostolic Church of Christ, known as the Protestant Episcopal Church in the United States of America, and acknowledges and submits to the authority of the General Convention of the same.

SECTION 2. No person shall be elected Bishop of this Diocese, or Bishop Coadjutor, or Suffragan Bishop, or Rector of any Parish therein, or shall have any authority to act, or shall be permitted to act, as Bishop, Bishop Coadjutor, or Suffragan Bishop, or Priest, Rector, Minister, or Cleric by whatever name said person may be called, who disclaims or refuses to conform to the *Constitution and Canons* of the General Convention of the Protestant Episcopal Church in the United States of America and of this Diocese, as the same now exist or may be hereafter adopted, or to the doctrine, discipline and worship of the Church; and any person holding any office or appointment under authority of the Church, who disclaims or refuses to conform to the *Constitution and Canons* of the General Convention of the Protestant Episcopal Church in the United States of America and of this Diocese, as the same now exist or may be hereafter adopted, or the doctrine, discipline and worship of the Church, shall be subject to presentment and trial in accordance with the *Canons* of the General Convention and of this Diocese.

ARTICLE II - NAME AND MEMBERSHIP

SECTION 1. This Diocese shall be known and designated as the Diocese of West Missouri.

SECTION 2. This Diocese of West Missouri is a voluntary association composed of the Clergy canonically resident therein, and of all the Parishes and Congregations and the members thereof that are now recognized as such by the present diocesan government and by the Ecclesiastical Authority of the Diocese, and shall be composed of such Parishes, Congregations, Deaneries and other organizations and the members thereof, as may be duly admitted to union with the Diocese by action of the Convention thereof.

ARTICLE III - DIOCESAN OFFICERS

SECTION 1. The officers of the Diocese shall be a Bishop, a Bishop Coadjutor, and a Suffragan Bishop, if such there be; also, a Treasurer, Secretary, Chancellor, Registrar, and such other officers as may be provided by this *Constitution* or by Canon.

BISHOP

SECTION 2. The Bishop shall be the chief pastor of all the members of the Church in this Diocese, also President of the Convention, and head of all the activities of the Church in this Diocese. The Bishop shall have and exercise the powers and authority conferred by consecration in accordance with the written laws of the Church as the same now exists or may hereafter be adopted.

COADJUTOR AND SUFFRAGAN BISHOPS

SECTION 3. The Bishop Coadjutor, and the Suffragan Bishop, if such there be, shall perform such duties as usually pertain to such offices, and as may be defined by Canon.

TREASURER

SECTION 4. The Treasurer shall be an adult communicant of the Church in good standing and a member of a Parish or Congregation in union with the Diocese. The Treasurer shall perform such duties and shall hold office for such length of time, and under such conditions, as may be provided by this *Constitution* or by Canon.

SECRETARY

SECTION 5. The Secretary shall be a Cleric of this Diocese, or an adult communicant of the Church in good standing and a member of a Parish or Congregation in union with the Diocese. The Secretary shall hold office for such length of time, and under such conditions, as may be provided by this *Constitution* or by Canon.

CHANCELLOR

SECTION 6. The Chancellor shall be learned in civil and ecclesiastical law, an adult communicant of the Church in good standing, and a member of a Parish or Congregation in union with the Diocese. The Chancellor shall be the legal adviser of the Bishops, the Convention, the Diocesan Council and all Committees, and shall perform such other duties as may be required by Canon or by resolution of the Convention, and shall hold office for a term of three years.

REGISTRAR

SECTION 7. The Registrar shall be a Cleric of this Diocese, or an adult communicant of the Church in good standing and a member of a Parish or Congregation in union with the Diocese. The duties of the registrar shall be defined by Canon, and the term of office shall be three years.

OTHER OFFICERS

SECTION 8. The Convention shall have the power to create such additional officers as may be necessary to perform the work of the Diocese; but shall not have any power to create any office, or to elect or appoint any officer with the authority to invade the province of any of the officers above mentioned.

ARTICLE IV - ELECTION OF OFFICERS

BISHOPS

SECTION 1. The election of a Bishop shall take place only at an annual meeting of the Convention, when notice of such intention to elect has been duly given by the Standing Committee, or at a special meeting of the Convention, which has been duly called by the Standing Committee for that specific purpose.

SECTION 2. The election of a Bishop Coadjutor, or of a Suffragan Bishop, shall take place only at an annual meeting of the Convention or at a special meeting thereof duly called by the Bishop for that specific purpose.

SECTION 3. A majority of the votes cast by all the Clergy and laity present and duly seated in the Convention, voting separately, by Orders, shall be necessary to elect a Bishop, a Bishop Coadjutor or a Suffragan Bishop.

SECRETARY AND TREASURER

SECTION 4. The Convention shall, at its annual meeting, elect the Secretary and the Treasurer, to serve as such until the next Annual Convention, and until their successors are elected and qualified. The Convention shall also elect an Associate Treasurer upon the nomination of the Ecclesiastical Authority to serve until the next Annual Convention.

SECTION 5. If the Secretary or Treasurer or Associate Treasurer resign or remove from the Diocese, or become incapable of acting, the Diocesan Council shall have power to appoint a Secretary or Treasurer or Associate Treasurer as the case may be, to act until the next Annual Convention.

THE CHANCELLOR AND VICE CHANCELLOR

SECTION 6. The Convention shall, on the nomination of the Ecclesiastical Authority, elect a Chancellor and a Vice Chancellor. If a vacancy in the office of the Chancellor or the Vice Chancellor occurs, the Ecclesiastical Authority shall appoint a qualified person to fill such office until the next Convention, which shall elect a Chancellor and a Vice Chancellor for the full term of three years, on nomination of the Ecclesiastical Authority.

THE REGISTRAR

SECTION 7. The Convention shall, on the nomination of the Ecclesiastical Authority, elect the Registrar. If a vacancy in the office of the Registrar occurs, the Ecclesiastical Authority shall appoint a qualified person to fill the vacancy to serve until the next annual meeting of the Convention at which a Registrar shall be elected for a full term of three years.

ARTICLE V - JURISDICTION

The Diocese of Missouri, by action duly taken at a meeting thereof held May 22, 1889, which action was ratified by the General Convention of the Protestant Episcopal Church in the United States of America at its meeting in October, 1889, having relinquished jurisdiction in the following counties in the State of Missouri, namely: Andrew, Atchison, Barry, Barton, Bates, Benton, Buchanan, Caldwell, Camden, Carroll, Cass, Cedar, Chariton, Christian, Clay, Clinton, Cooper, Dade, Dallas, Davies, DeKalb, Douglass, Gentry, Greene, Grundy, Harrison, Henry, Hickory, Holt, Howard, Howell, Jackson, Jasper, Johnson, Laclede, Lafayette, Lawrence, Linn, Livingston, McDonald, Mercer, Moniteau, Morgan, Newton, Nodaway, Ozark, Pettis, Platte, Polk, Putnam, Ray, St. Clair, Saline, Stone, Sullivan, Taney, Vernon, Webster, Worth, and Wright; and the Diocese of West Missouri having been duly formed in accordance with the *Constitution and Canons* of the General Convention of the Protestant Episcopal Church in the United States of America, all jurisdiction is hereby accepted extending and covering all the activities of the Church in the above mentioned counties.

ARTICLE VI - THE DIOCESAN CONVENTION POWERS

SECTION 1. There is hereby created a governing body to be known as the Diocesan Convention, which shall possess and exercise all necessary legislative and judicial powers.

SECTION 2. The Convention shall also have power by Canon or by resolution to provide for the merger or consolidation of two or more Parishes and to fix the conditions under which they may be merged or consolidated, and the disposition they shall make of their property, real, personal, and mixed, before such merger or consolidation can become effective.

SECTION 3. The Convention shall also have power by appropriate canons to fix the terms and conditions under which Parishes or Congregations may be formed in this Diocese, and to provide for the manner in which their property, real, personal, and mixed, shall be disposed of in case of their dissolution, abandonment or inability to function, or voluntary withdrawal from union with the Diocese or the Church.

SECTION 4. The Convention may provide by Canon for the creation of a judicial body to hear, try, and determine all controversies and disputes of every kind and nature arising in the Diocese, which concern the welfare of the Church.

SECTION 5. The decisions of the Convention on all matters properly coming before it shall be binding upon all Clergy, Parishes and Congregations, and upon every member of the Church in this Diocese.

SECTION 6. The Convention shall have power to assess equitably all the Parishes and Congregations in union with the Diocese for the necessary expenses and programs of the Diocese, which assessments may be levied either by Canon or by resolution.

SECTION 7. The Convention shall have power to fix by Canon or by resolution, the terms and conditions upon which any Parish or Congregation in union with the Diocese may have the amount of its annual assessments remitted in whole or in part.

SECTION 8. The Convention shall have no power to adopt or enforce any Canon, resolution, rule or regulation which violates any of the provisions of the *Constitution*, or of the *Constitution and Canons* adopted by the General Convention of the Protestant Episcopal Church in the United States of America, or which violates the doctrine, discipline or worship of this church as the same now exists or may hereafter be adopted.

SECTION 9. The Convention may adopt, change and amend canons which are not in limitation but in furtherance of the powers granted by this *Constitution*, covering objects and purposes and activities beneficial to the Diocese, although not referred to or provided for in this *Constitution*.

ARTICLE VII - CONVENTION OFFICERS

SECTION 1. The officers of the Convention shall be a President, a Secretary, and such other officers, as the Convention may deem proper and needful.

PRESIDENT

SECTION 2. The Bishop shall be the President of the Convention, and shall preside at all meetings thereof.

SECTION 3. In the event of the absence or inability to act of the Bishop, the Bishop Coadjutor, if there be one, shall act as President of the Convention for the time being.

SECTION 4. In the event of the absence or inability to act of the Bishop and the Bishop Coadjutor, if there be one, the Suffragan Bishop shall act as President of the Convention for the time being.

SECTION 5. In the event of the absence or inability to act of the Bishop, the Bishop Coadjutor, if there be one, and the Suffragan Bishop, if there be one, the President of the Standing Committee shall call the Convention to order and it shall immediately proceed to the election of a President, pro tempore.

SECRETARY

SECTION 6. The Secretary of the Diocese shall be the Secretary of the Convention. The Convention may elect by majority vote as many Assistants to the Secretary as may be necessary. The Secretary shall make an accurate record of the proceedings of the meetings and file them with the Diocesan Council.

OTHER OFFICERS AND COMMITTEES

SECTION 7. The Convention shall have power to provide by Canon for the election or appointment of other officers than those mentioned in this Article, and also such Committees as may be necessary to carry on and perform the work of the Convention.

ARTICLE VIII - MEMBERS OF THE DIOCESAN CONVENTION

SECTION 1. The members of the Convention shall be the Bishop, the Bishop Coadjutor, the Suffragan Bishop, and Archdeacons, when there be such, every cleric in good standing in the Church who is canonically resident in this Diocese; also the Treasurer and the Associate Treasurer of the Diocese; also the Secretary of the Diocese; also the Chancellor and the Vice Chancellor of the Diocese; also the Registrar of the Diocese, and also lay delegates from every Parish and Congregation in union with the Diocese duly chosen and entitled to seats, as hereinafter provided.

SECTION 2. Canonical residence of a cleric shall date from the cleric's ordination within the Diocese, or from the date of the acceptance of Letters Dimissory by the Ecclesiastical Authority of the Diocese.

SECTION 3. Every parish and congregation in union with the Diocese shall be entitled to be represented in the Convention by one Lay Delegate; and in addition thereto, by one Lay Delegate for each 100 communicants or major fraction thereof, up to 500; and in addition thereto, parishes having more than 500 communicants shall be entitled to one Lay Delegate for each 250 communicants or major fraction thereof, up to 1,000 communicants; furthermore, in addition thereto, parishes having more than 1,000 communicants shall be entitled to one Lay Delegate for each 500 communicants or major fraction thereof, in excess of 1,000. For the purpose of determining the number of Lay Delegates to which a parish or congregation is entitled, the number of communicants of such parish or congregation shall be the number of communicants reported by such parish or congregation in its Parochial report immediately preceding that date on which its Lay Delegates are chosen.

In addition to the Lay Delegates for parishes and congregations, there shall be up to four Youth Delegates selected from the Diocese who shall be at least 16 years of age and no more than 19 years of age and have not matriculated at a college or university at the time of the Diocesan Convention to which they are elected.

SECTION 4. Lay Delegates representing a Parish shall be chosen by its Vestry. Lay Delegates representing a Congregation shall be chosen by its Committee. Youth Delegates will be selected in a manner designated in the *Canons* of the diocese.

SECTION 5. The Lay Delegates chosen as above shall be adult communicants of the Church in good standing, who shall have been for six months preceding worshipers in the Parish or Congregation which they severally represent, and who shall be canonically entitled to vote for Vestry persons. The Youth Delegates chosen as above shall be adult communicants of the Church in good standing, who shall have been for six month preceding worshipers in a Parish or Congregation in union with this Diocese, and who shall be canonically entitled to vote for Vestry persons. No Postulant or Candidate for Holy Orders shall be admitted as a Lay Delegate to the Convention.

SECTION 6. No Lay Delegate shall be entitled to a seat in the Convention or take any part in the deliberations thereof until the parish or congregation which the Delegate represents has paid in full all assessments duly levied against such parish or congregation for the current year through the last calendar quarter prior to the opening date of Convention, unless the Convention then in session shall remit or extend the time of payment for such delinquent assessments.

SECTION 7. No person under ecclesiastical censure or process, whether Cleric or Member of the Laity, or who has not conformed to the decisions of the Convention, or who disclaims or refuses conformity to the *Constitution and Canons* of the General Convention, and of this Diocese, as the same now exist or may be hereafter adopted, or who does not accede to recognize and accept unqualifiedly the doctrine, discipline, and worship of the Church, shall be allowed a seat in the Convention, or take part in the deliberation thereof.

SECTION 8. Lay and Youth Delegates shall serve as such at the annual Convention to which they are elected, and also at all adjourned meetings thereof.

SECTION 9. Lay and Youth Delegates to every special meeting of the Convention shall be chosen to serve as such for that meeting and adjournments thereof.

SECTION 10. In all other articles of this *Constitution*, the Youth Delegates elected under this article shall be deemed to be part of the lay order.

ARTICLE IX - MEETINGS

SECTION 1. The Convention shall annually assemble in the month of November at such time and place as shall have been appointed by the preceding Annual Convention; but the Ecclesiastical Authority of the Diocese shall have power to change the meeting time or place, or both; provided, however, that reasonable notice of such change shall be given to every Cleric, and to the Senior Warden and the Secretary of every Parish, and to the Warden and the Secretary of every Congregation, in union with the Diocese.

SECTION 2. Special meetings of the Convention may be called by the Ecclesiastical Authority when, in the judgment thereof, the good of the Church requires it. Reasonable notice of a special meeting shall be issued, by letter or printed circular, to every Cleric, and to the Senior Warden and the Secretary of every Parish, and to the Warden and the Secretary of every Congregation in union with the Diocese, and it shall state the business for which the Convention is

called. No business shall be transacted at any special meeting of the Convention, except that mentioned in the call, unless by unanimous consent of the members present.

SECTION 3. During each Convention, there should be a celebration of the Holy Eucharist, and during the sessions of the Convention, such Divine Services shall be held as shall be appointed by the Ecclesiastical Authority of the Diocese.

ARTICLE X - THE TRANSACTION OF BUSINESS

SECTION 1. One-fourth of the Clergy, and Lay Delegates from one-fourth of the Parishes and Congregations entitled to representation in the Convention, when fully assembled, shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time.

SECTION 2. The Clergy and the Lay Delegates shall deliberate as one body, and, except when herein otherwise expressly provided, a majority of all the votes cast shall determine any question submitted to the Convention.

SECTION 3. Any member may call for a vote by yeas and nays, and when such a call is made, the Secretary shall call the roll of the Convention, the members thereupon announcing their votes as their names are called. The votes so cast shall be recorded in the *Journal*. No member shall be excused from voting unless by unanimous consent.

SECTION 4. If any five Clergy, or if any five Lay Delegates, representing no fewer than three Parishes or Congregations, shall demand a vote by Orders, the Secretary shall call for those clergy in favor to stand, and when their number has been ascertained, shall require those opposed to signify their vote in a like manner. The same procedure will be followed to record the vote in the lay order. A majority of the votes of each Order shall be necessary for an affirmative decision.

SECTION 5. The Convention shall by Canon, or resolution, adopt Rules of Order, which shall be followed and enforced at every meeting of the Convention.

ARTICLE XI - ADMISSION OF NEW PARISHES AND CONGREGATIONS

SECTION 1. Every Parish or Congregation wishing to be admitted into union with the Diocese shall make an application in writing to the Convention. The application shall be signed by the Rector and Wardens of the Parish, or by the Committee of the Congregation. The application shall state that such Parish or Congregation, as the case may be, (a) desires to be admitted into the union with the Diocese; (b) will, if its application is accepted, at all times conform to and abide by the *Constitution and Canons* of the General Convention and this Diocese, as the same then exist or may thereafter be adopted; (c) will not take or persist in any conduct harmful or inimical to the welfare of the Church; (d) will not retain or support a Rector or a Minister who does not conform to the *Constitution and Canons* of the General Convention and of this Diocese, and to the doctrine, discipline, and worship of the Church; and (e) will not withdraw from union with the Diocese. With respect to a Congregation, upon admission into union with the Diocese it will convey all of the right, title or interest it has in or to any property, real, personal, and mixed, absolutely, to "The Diocese of West Missouri." All such property shall thereafter be held by the Diocese. In case of the dissolution, abandonment, or inability to function of such Congregation or its withdrawal, expulsion or suspension from the Diocese, whatever trust may have been created in fact or in law, by such

conveyance shall thereupon and at once cease and the property so conveyed to "The Diocese of West Missouri" shall thereafter be held by it for the benefit of the Diocese. With respect to a Parish, in the case of the dissolution, abandonment or inability to function of such Parish or in the event of its withdrawal, expulsion or suspension from the Diocese, all its property, real, personal, or mixed, shall thereupon, without any act of such Parish or Congregation, at once devolve upon and become the property of "The Diocese of West Missouri", a corporation, to be held for the benefit of the Diocese. In the event of such dissolution, abandonment, inability, withdrawal, expulsion or suspension it will take such action and execute such conveyances, if any, as may be required of it to perfect the reversion and vesting of such title to and in the Diocese. Upon admission of a Parish into union with the Diocese, title to property previously vested in the Diocese but held by it for the use of such Parish shall be transferred and conveyed to the Parish subject to the aforesaid reversionary rights in the Diocese in the event of the dissolution, abandonment or inability to function of such Parish or the withdrawal, expulsion or suspension from the Diocese of such Parish.

SECTION 2. The Convention may admit Parishes and Congregations into union with the Diocese when they shall have presented to the Convention evidence of their compliance with Section 1 of this Article, and with all the constitutional and canonical requirements concerning the organization of Parishes or Congregations as the case may be.

SECTION 3. No organization or aggregation of persons claiming to be a Parish or a Congregation, which has not been duly admitted into union with the Diocese, shall be recognized as a Parish or Congregation of this Diocese by the Ecclesiastical Authority thereof.

SECTION 4. When any Parish or Congregation in the opinion of the Bishop or of the Diocesan Council, is liable to the forfeiture of its status, or is essentially defunct, notice thereof shall be given to the Rector, if any, of the Parish, or, if there be no Rector, to the Senior Warden thereof, and to the Minister of a Congregation if any there be, and if the Congregation has no Minister, notice shall be given to the Warden of such Congregation, that the matter will be brought before the next meeting of the Convention for action, and at such meeting the Convention may suspend, or dissolve said Parish or Congregation as the case may require.

ARTICLE XII - EXPULSION, SUSPENSION OR DISSOLUTION OF A PARISH OR CONGREGATION

Any Parish or Congregation, which takes and persists in any action contrary to the *Constitution and Canons*, doctrine, discipline, and worship of the Protestant Episcopal Church in the United States of America, or of this Diocese, or which takes any action, or persists in any conduct, harmful or inimical to the welfare of the Church, or which retains and supports a Rector of a Parish, or a Minister of a Congregation, who does not conform to the said *Constitution, Canons*, doctrine, discipline and worship shall be expelled from union with this Diocese, upon a vote of two-thirds of the members of the Convention, each Order voting separately; and thereupon the Diocesan Council shall take possession of all property thereof under the provisions of any agreement to that effect made by such Parish or Congregation as a condition to its admission into union with the Diocese or otherwise made by such Parish or Congregation.

ARTICLE XIII - DIOCESAN COUNCIL

SECTION 1. There is hereby created a Diocesan Council which shall exercise all the power of the Convention between meetings thereof, for the purpose of the unification, development and

prosecution of the work of Missions and Church Extension, the development of congregational life, Christian formation and community life, social ministries of the Church and leadership development, and shall control the affairs of the "Diocese of West Missouri," a corporation, and for the performance of whatever work may be committed to said Diocesan Council by the Convention, under the provisions of the Canons of this Diocese.

SECTION 2. The Convention shall adopt appropriate canons to enable the Diocesan Council fully and properly to function in order to perform its duties and responsibilities.

ARTICLE XIV - THE STANDING COMMITTEE

SECTION 1. The Standing Committee shall consist of four Priests and four Laypersons who are eligible to seats in the Convention, and who shall be elected by concurrent vote of both orders to serve for terms of two years. At each annual Convention, two Priests and two Laypersons shall be elected to serve for terms of two years. No member of the Standing Committee may be elected to serve for more than three consecutive two-year terms. No currently serving Dean/Deanery Council Chair of a Deanery or Member of the Commission on Ministry shall be eligible to serve on the Standing Committee.

SECTION 2. The members of the Standing Committee shall serve until their successors are elected.

SECTION 3. Vacancies in the membership of the Standing Committee shall be filled by a majority vote of the remaining members.

SECTION 4. The Standing Committee shall perform the duties required by the *Constitution and Canons* of the Diocese and by resolution of the Convention.

ARTICLE XV - ELECTION OF DEPUTIES TO GENERAL CONVENTION

SECTION 1. At the annual Convention one year before each triennial meeting of the General Convention, four Clergy who shall be canonically resident in the Diocese, except agents of General Church Boards, Chaplains in the Armed Forces of the United States, and Clergy engaged chiefly in secular employment, and four Laypersons who are eligible to seats in its Convention, shall be elected by a simple majority of the delegates to Diocesan Convention as Deputies to the General Convention for the next three years; the same number of Alternates similarly qualified shall also be elected.

SECTION 2. Vacancies in the Deputation shall be filled by appointment made by the Ecclesiastical Authority of this Diocese.

ARTICLE XVI - MEMBERS OF "THE DIOCESE OF WEST MISSOURI," A CORPORATION

SECTION 1. The members of the Convention shall, at all times, constitute the membership of the civil corporation organized and created under and by virtue of the laws of the State of Missouri, and known as "The Diocese of West Missouri."

SECTION 2. All actions taken by any Convention shall be deemed to be the action of the members of the civil corporation known as "The Diocese of West Missouri," and shall be binding upon said corporation, and upon the Diocese.

ARTICLE XVII - THE CATHEDRAL

The Convention may adopt appropriate canons for the creation, location, support, endowment, and government of a Cathedral for this Diocese, subject to the *Constitution and Canons* of the General Convention.

ARTICLE XVIII - DEFINITIONS

Unless it should otherwise appear from the context or be otherwise expressly directed, the following terms shall, for the purpose of the *Constitution and Canons* of "The Diocese of West Missouri," be construed to mean as follows:

1. The term "The *Constitution and Canons* of The General Convention" to mean the *Constitution and Canons* for the Government of the Protestant Episcopal Church in the United States of America, adopted in the General Convention of that Church, held in October, 1789, and all amendments thereof.
2. The term "*Constitution and Canons* of the Church in this Diocese" to mean the *Constitution and Canons* of The Diocese of West Missouri.
3. The term "The Church" to mean the Protestant Episcopal Church in the United States of America.
4. The term "General Convention" to mean the General Convention of the Protestant Episcopal Church in the United States of America.
5. The term "The Convention" to mean the Diocesan Convention of the Diocese of West Missouri.
6. The term "The Ecclesiastical Authority" to mean the Bishop of the Diocese of West Missouri, or the Standing Committee, when authorized to act by the Bishop, or when acting in the absence of the Bishop, or during the Bishop's inability to act.
7. The term "canonically resident" to mean: A cleric, irrespective of place of abode, becomes canonically resident of this Diocese upon ordination by the Bishop of this Diocese, or upon the acceptance of said cleric's Letters Dimissory, and remains as such until said cleric's Letters Dimissory are obtained and accepted by the Ecclesiastical Authority of another Diocese.
8. A layperson becomes "canonically resident" of this Diocese upon enrollment as a member of a parish, mission, or congregation within this Diocese, and remains as such irrespective of place of abode.

9. The term “member” to mean anyone who has been baptized and whose baptism has been recorded, and the term “communicant” to mean any member who has received communion at least three times in the preceding year and who is in good standing in the Parish or Congregation to which he or she belongs. An adult communicant shall be a communicant who is sixteen years of age or older.
10. The term “in good standing” to mean a person who has been faithful in corporate worship and working, praying and giving for the spread of the Kingdom, who is not under censure of the Bishop of the Diocese or the Rector of the Parish to which the person belongs.
11. Whenever words importing the plural number are used in describing or referring to any matters, parties or persons, any single matter, party or person shall be deemed to be included, although distributive words may not be used.

ARTICLE XIX - AMENDMENTS

The Constitution shall not be amended, in whole or in part, by any Convention, unless the proposed amendment shall have been submitted to and approved by the next preceding Convention, nor unless at its final adoption it shall be approved by the Bishop, and shall receive a majority of both Orders, voting separately.

ARTICLE XX - REPEAL

All Articles of every previous Constitution of the Diocese of West Missouri are hereby repealed.

**CANONS
OF
THE DIOCESE OF WEST MISSOURI**

CANON I - DIOCESAN CONVENTION - LIST OF CLERGY

SECTION 1. Within one week before the annual meeting of the Convention, the Ecclesiastical Authority shall cause to be prepared a list, showing the name, residence and official position, if any, of each cleric canonically resident in the Diocese.

SECTION 2. The name of a cleric suspended from the ministry shall not be listed.

SECTION 3. The Clergy canonically resident in the Diocese, whose names appear in the list provided for in Section 1 of this Canon, shall be entitled to seats and votes in the Convention as clerical members thereof.

SECTION 4. The full list of clergy entitled to seats and votes in the Convention shall appear in the printed *Journal* of the proceedings of the Convention.

CANON II - LAY DELEGATES - HOW CHOSEN

SECTION 1. Before March 1 of each year, the Vestry of each Parish, and the Committee of each Congregation in union with the Diocese shall choose in such manner as they may determine, the delegates by which such Parish or Congregation shall be entitled to be represented in the annual meeting of the Convention for such year.

SECTION 2. At the time at which Delegates to the Convention are chosen, as provided in Section 1 of this Canon, the same number of Alternates shall in like manner be chosen, who shall have the right to seats and vote in the Convention in the absence of the Delegates.

SECTION 3. The names and addresses of the Delegates and Alternates shall be sent to the Secretary of the Diocese no later than the first day of April preceding the annual meeting of the Convention.

SECTION 4. If any Delegates or Alternates chosen to represent a Parish or a Congregation, as provided for in Sections 1 and 2 of this Canon, die, resign, remove from the Parish or Congregation, neglect or refuse to act as such, the Rector of the Parish, or, if there be no such Rector, the Senior Warden, thereof, or the Minister of a Congregation, or, if there be no such Minister, the Warden thereof, shall have the power to fill the vacancy so created, by the appointment of a suitable person, canonically qualified to act as delegate, which appointment shall be certified to the Secretary of the Diocese, as soon as possible before the meeting of the Convention.

SECTION 5. At the Annual Convention, the Ecclesiastical Authority will appoint a person or persons to oversee the process in the Youth Ministries Program for choosing Youth Delegates and Alternates to the following year's Annual Convention of the Diocese.

No more than one Youth Delegate and Youth Alternate may be chosen from each deanery. If there is no choice of a Youth Delegate or Alternate from a deanery as herein provided, then no Youth Delegate or Alternate may be appointed from that deanery.

The youth in each deanery shall choose one youth from their deanery as a Youth Delegate and one youth from their deanery as a Youth Alternate. The time and place of such selection shall be announced at least 30 days before such selection takes place, and shall take place before July 1. All youth who shall select the Youth Delegates and Alternates must be communicants in good standing, at least 14 years of age and no more than 19 years of age and have not matriculated at a college or university at the time of the selection of the youth delegates.

The names and addresses of the Youth Delegates and Alternates and any other information required shall be sent to the Secretary of the Diocese no later than the July 8th of each year preceding the annual meeting of the Convention. The Rector or Senior Warden of the Parish or the Minister or Warden of the Congregation of which the selected Youth Delegates and Alternates are communicants of good standing shall certify to the Secretary of the Convention that the Youth Delegate or Alternate meets the requirements of the *Constitution and Canons* of the Diocese to be delegates to the convention. Youth delegates duly chosen and certified according to this canon have seat, voice, vote, and all other privileges afforded delegates to the Annual Convention of the Episcopal Diocese of West Missouri.

If any Youth Delegate chosen die, resign, remove from a Parish or Congregation within the deanery from which they were chosen, or is otherwise unable to serve, the Youth Alternate from that deanery will become the Youth Delegate from that deanery. Upon the vacancy of the Youth Alternate position, the Dean of the Deanery, upon nomination from the person or persons designated by the Ecclesiastical Authority in paragraph (a) of this section, shall have the power to fill the vacancy so created, by the appointment of a suitable person, canonically qualified to act as delegate, which appointment shall be certified to the Secretary of the Diocese, as soon as possible before the meeting of the Convention.

CANON III - THE SECRETARY OF THE DIOCESE

SECTION 1. The Secretary of the Diocese shall act as Secretary of the Convention, and also the Secretary of "The Diocese of West Missouri," a corporation, and shall keep accurate minutes of the meetings of both bodies, and unless otherwise directed by the Convention, shall cause such minutes to be published annually at the expense of the Diocese.

SECTION 2. The Secretary shall perform such other duties as may be required by the Bishop, the Diocesan Council, and the Convention.

SECTION 3. The Convention shall, at the expense of the Diocese, provide for the payment of such compensation as may be provided by resolution, for the services of the Secretary.

SECTION 4. Each parish and congregation shall provide the Secretary of Convention with a list of the names of those persons who have exercised significant ministry within this Diocese and who have died since the previous meeting of the Convention. The Secretary shall compile such lists and said persons shall be acknowledged in the printed *Journal* of the proceedings of the Convention.

CANON IV - THE TREASURER OF THE DIOCESE

SECTION 1. The Treasurer of the Diocese shall be Treasurer of "The Diocese of West Missouri," a corporation.

SECTION 2. The Treasurer shall receive and disburse the moneys collected under authority of the Convention, and "The Diocese of West Missouri," a corporation, the disbursement of which shall not be otherwise directed by resolution adopted by the Convention.

SECTION 3. The Treasurer shall report to the Secretary in sufficient time before the assembling of the annual Convention, all Parishes and Congregations, that are delinquent in the payment of their assessments, and all other dues which such Parishes and Congregations were required to pay.

SECTION 4. The Treasurer shall give bond in such amount as shall be determined by the Convention, or the Diocesan Council, at the cost of the Diocese.

SECTION 5. The Treasurer shall perform such other duties as may be covered by resolution adopted by the Convention, or by the Diocesan Council.

SECTION 6. The Convention shall, at the expense of the Diocese, provide for the payment of such compensation as may be provided by resolution, for the services of the Treasurer.

CANON V - THE CHANCELLOR

The Chancellor of the Diocese shall attend all Conventions of the Diocese, the meetings of the Diocesan Council, and such meetings of the Standing Committee as the Chancellor shall be asked to attend, and shall advise the Conventions, the Diocesan Council, and the Standing Committee, upon all matters of law concerning their actions. The Bishop, the Bishop Coadjutor, the Suffragan Bishop, Rectors and Vestries, may ask and obtain advice of the Chancellor upon any question of law concerning their actions or deliberations. The Chancellor shall have charge and control of all matters of law pertaining to every activity of the Diocese, and shall make reports of such matters to the annual Convention. No conveyance of any property, either to or by the Diocese, shall be made without approval of the Chancellor as to the form of such conveyance, and no Parish or Congregation shall be incorporated without approval as to the form of such incorporation. In general, the Chancellor shall be the law officer of the Diocese, and do and perform all duties usual and customarily pertaining to such office.

CANON VI - THE REGISTRAR

SECTION 1. It shall be the duty of the Registrar to collect and preserve, as the property of the Diocese, all documents and papers pertaining to the Diocese, not in the custody of any other officer or Committee thereof; also, the journals and public documents of other Diocesan Conventions, and of the General Convention, and other pamphlets and publications connected with the Church.

SECTION 2. The Registrar shall collect and preserve such material as can be obtained relative to the history of the Diocese, of the Parishes and Congregations thereof, and catalogue and classify all books, documents and papers obtained, so as to make the contents thereof accessible

for reference. The Bishop may appoint a Historiographer to assist the Registrar in the collection and preservation of such historical material. A written report of the work of such Historiographer shall be made annually to the Convention of the Diocese.

SECTION 3. The Registrar shall perform such other duties as may be required by resolution adopted by the Convention.

CANON VII - THE FISCAL YEAR

The Diocesan fiscal year shall begin on the first day of January each year, and shall end on the 31st day of December each year.

CANON VIII - DEANERIES

SECTION 1. The Convention may divide the Diocese into Deaneries, and establish their jurisdictional boundaries.

SECTION 2. The Convention may adopt rules, regulations, or provisions concerning Deaneries, their organization, and functions.

CANON IX - DIOCESAN COUNCIL

MEMBERSHIP

SECTION 1. The Diocesan Council shall be composed of the following members, all with seat, voice, and vote, unless otherwise noted:

- (a) The Bishop;
- (b) The Bishop Coadjutor, if any;
- (c) The Bishop Suffragan, if any;
- (d) The Secretary of the Diocese;
- (e) The Treasurer of the Diocese;
- (f) The Chancellor of the Diocese (seat and voice, but not vote);
- (g) Eight (8) laypersons elected by the Annual Convention;
- (h) Four (4) clergy elected by the Annual Convention;
- (i) Four (4) laypersons appointed by the Bishop;
- (j) The President of the Episcopal Churchwomen, ex-officio;
- (k) The President of the Standing Committee, ex-officio;
- (l) The Deans of the Deaneries, ex-officio; and
- (m) Any other Officers of the Diocese, if any (seat and voice, but not vote).

Each Annual Convention shall elect four (4) laypersons and two (2) clergy to serve as members of the Diocesan Council for a two-year period, and the Bishop shall appoint two (2) laypersons to serve for a two-year period. No member of the Diocesan Council may be elected to serve for more than three (3) consecutive two-year terms.

SECTION 2. No person shall be appointed or elected a member of the Diocesan Council who is not an adult communicant of the Church in good standing, and a member of a Parish or Congregation in union with the Diocese.

VACANCIES

SECTION 3. The Bishop shall have the power to fill all vacancies caused by death, resignation, or removal from the Diocese or otherwise, of any members of the Diocesan Council appointed by the Bishop, and the Diocesan Council shall have the power to fill all vacancies caused by death, resignation, or removal from the Diocese or otherwise, of any member elected by the Convention, except for the ex-officio members identified in Section 1 above. Members appointed or elected to fill vacancies shall hold office for the unexpired term of the vacant office to which they were appointed or elected. The office of any member of the Diocesan Council who shall be absent from three consecutive meetings of the Diocesan Council may be declared vacant by the vote of a majority of those present at any meeting of the Diocesan Council.

OFFICERS

SECTION 4. The Officers of the Diocesan Council shall consist of a President, a Vice-President, and a Secretary. The Bishop of the Diocese shall be President of the Diocesan Council, and shall be the head of all the work of the Diocesan Council. The Diocesan Council shall elect from its membership a Vice-President. The Secretary of the Diocese shall be ex-officio Secretary of the Diocesan Council.

DEPARTMENTS

SECTION 5. The Diocesan Council shall organize Departments, shall elect chairs thereof, upon nomination by the Bishop, and shall determine the scope and work of each Department.

SECTION 6. The Diocesan Council shall have power to organize, from time to time, such Departments as the work may demand.

SECTION 7. Each Department shall have power to appoint additional members of the Departments.

BY-LAWS

SECTION 8. The Diocesan Council may adopt and enforce all necessary by-laws for its government, and for the government of each Department thereof, which by-laws shall not be in contravention of the *Constitution and Canons* of the General Convention, or of this Diocese, or of any civil law applicable to "The Diocese of West Missouri," a corporation.

MEETINGS

SECTION 9. The Diocesan Council shall meet and organize immediately following the annual meeting of the Convention and shall also hold meetings at such other times as may be provided by its by-laws. A special Meeting of the Diocesan Council may be called at any time by the Bishop, or by any five members of the Diocesan Council, upon reasonable notice in writing to each member thereof. Each year, the Diocesan Council and the Standing Committee shall coordinate meeting schedules and endeavor to meet in joint session during four (4) of the regular meetings of the Diocesan Council. If the Diocese has or is expected to have no Bishop with

jurisdiction for a period of more than three (3) months, the Diocesan Council and the Standing Committee shall be required to meet in joint session, with a quorum of each body, at least one time during or a soon as practicable after each three month period.

SECTION 10. The Diocesan Council and its Departments shall hold sufficient meetings as are necessary and at times as shall be appointed.

CUSTODIAN OF RECORDS

SECTION 11. The Diocesan Council shall be the sole custodian of the records of "The Diocese of West Missouri," a corporation, The Parochial Trust Fund, a corporation, the Diocesan Board of Church Extension, and all other Diocesan Committees and Boards, except the Standing Committee.

QUORUM

SECTION 12. A simple majority of the members of the Diocesan Council shall constitute a quorum for the transaction of business.

CANON X - DIOCESAN AND PARISH REGISTERS

SECTION 1. The Bishops, and the Clergy, other than Rectors of Parishes and Ministers in charge of Congregations, shall at once, after having performed the same, notify the Secretary of the Diocese, of all Baptisms, Confirmations, Marriages and Burials, as the case may be, conducted by them, stating the names, ages, residence, and, in case of burials, the place of interment, and in case of Baptisms and Marriages the names of witnesses or sponsors, and other data necessary for the making and preservation of complete records, which shall be entered in a book kept for that purpose by the Secretary of the Diocese.

SECTION 2. Parishes and Congregations shall keep accurate records of the names of members of families and their residences, belonging to the Parish or Congregation, the names, dates and residences of all persons baptized, confirmed, married or buried, which records shall be corrected from time to time, so that the annual report to the Bishop shall accurately show the vital statistics of such Parish or Congregation. The annual Report of each Parish and Mission shall be in the hands of the Secretary of the Diocese not later than February 1st of each year.

SECTION 3. The Convention, or the Diocesan Council, may, by resolution, provide the forms in which records shall be kept.

CANON XI - CONGREGATIONS

SECTION 1. Twenty or more baptized persons of legal age, two, at least, of whom shall be adult communicants of the Church, desiring to organize a Congregation, may make written application to the Bishop and to the Standing Committee, stating that they are residents of the Diocese of West Missouri, and desire to establish and maintain a Congregation of said Diocese, in conformity with the doctrine, discipline and worship of the Church, subject to the Ecclesiastical Authority in the Diocese, and pledging at the same time a specified annual sum for maintenance, and promising conformity to the doctrine, discipline and worship of the Church, and to the

Constitution and Canons of the General Convention, and of the Diocese of West Missouri, and the rules and regulations thereof.

SECTION 2. The Bishop, with the approval of the Standing Committee, upon receiving the application mentioned in Section 1 of this Canon, if the Bishop believes the Church will be thereby benefited, may authorize the organization of the Congregation, subject to the approval of the next ensuing Convention, and its admission into union with the Diocese.

SECTION 3. Upon the organization of the Congregation, the Bishop shall appoint a Preliminary Committee of three communicants of the Congregation to represent the Congregation until it is received into union with the Diocese, and when it is so received, the Bishop shall at once appoint, to serve until the first day of January next succeeding, and annually thereafter, a Committee of not less than three persons who shall represent the Ecclesiastical Authority of the Diocese in the final management of the Congregation. The Bishop shall appoint one member of the Committee as Warden, another member as Secretary, and another member as Treasurer.

SECTION 4. The Ecclesiastical Authority shall appoint a Minister, who shall serve such Congregation during the pleasure of the Ecclesiastical Authority. The minister shall from time to time, appoint the sexton, organist, choir leader, Sunday School superintendent, and other helpers as may be necessary, and remove the same at will; and the minister shall be the ex-officio chair of the Committee.

SECTION 5. The title to all the property of a Congregation shall be vested in "The Diocese of West Missouri," a corporation; no gift or donation shall be accepted, nor any purchase made, for or by the Congregation, nor any location of a Church site effected, without the consent of the Bishop and the Standing Committee, nor shall the Congregation incorporate under any civil law without the consent and guidance of the Bishop and the Standing Committee and the guidance of the Chancellor.

SECTION 6. Congregations may be organized and admitted into union with the Diocese under such other rules and regulations as may be adopted by the Convention, which are not in conflict with the *Constitution and Canons* of the General Convention or of the Diocese.

SECTION 7. For statistical purposes, a Congregation that is in union with the Diocese may be designated as a Mission (or Organized Mission); and a Congregation that has not been received into union with the Diocese may be designated as an Unorganized Mission.

CANON XII - PARISHES

SECTION 1. Adult Communicants in good standing and of legal age, residing in this Diocese, or in contiguous counties of adjacent Dioceses, desiring to organize a Parish within this Diocese, shall make written application to the Bishop and to the Standing Committee stating the name of the proposed Parish and giving evidence that, for the calendar year of the application and the calendar year immediately prior to date of application, the Congregation they represent has use or possession of a suitable building, has been served by a priest on a full-time basis, and had paid in full all expenses for the calendar year of application. Said expenses shall include, but not be limited to, 1) the diocesan assessment, 2) normal operating expenditures and 3) either the compensation (stipend and housing) and full benefits (including medical insurance, pension and auto reimbursement) paid for a full-time priest according to the Diocesan Compensation Standard applicable to the priest serving the Congregation for the calendar year of application and the

calendar year immediately prior to application or, at the discretion of the Bishop, with the consent of the Standing Committee, any of such expenses for the services of a non-stipendiary priest. Further, the Congregation shall give evidence that they are attached to the doctrine, discipline, and worship of the Protestant Episcopal Church in the United States of America, and will submit and conform to the same, and also to the *Constitution and Canons* of the General Convention and of this Diocese, and will not erect, without consent of the Ecclesiastical Authority, a place at any point within one mile of the place of worship of any other Parish or Congregation of this Diocese, or of land acquired by any other Parish or Congregation of this Diocese for the erection of a place of worship, and that they are able and willing to meet all of the assessments that may be levied upon them for the support of the Church and of this Diocese.

SECTION 2. The Bishop and the Standing Committee, upon receiving the application mentioned in Section 1 of this Canon, may authorize the organization of the Parish subject to the approval of the next ensuing Convention, and its admission into union with the Diocese.

SECTION 3. If the Bishop and the Standing Committee consent to the organization of the proposed Parish, they shall notify the applicants thereof, who shall, within one month of receiving such notice, cause a meeting of such applicants to be held for the purpose of organizing such proposed Parish, when they shall proceed to elect a Vestry and shall if not incorporated take the necessary steps, under the guidance of the Chancellor, for the purpose of being incorporated under the laws of the State of Missouri, but its charter must provide that, in case of dissolution, abandonment, inability to function, withdrawal, expulsion or suspension from the Diocese of such Parish, all its property, real, personal and mixed, shall thereupon, without any act of such Parish, at once devolve upon and become the property of "The Diocese of West Missouri," a corporation, to be held by it for the benefit of the Diocese.

SECTION 4. If the Standing Committee has approved of the organization of the proposed Parish, it shall make a separate report thereon to the next ensuing Convention, whereupon the Convention may admit the Parish into union with the Diocese, in accordance with the *Constitution and Canons* of the General Convention and of this Diocese, and all rules and regulations thereof.

CANON XIII - CONCERNING A CHANGE OF STATUS OF A PARISH OR CONGREGATION

SECTION 1. When any Parish, which has been admitted into union with the Diocese, shall fall below the minimum criteria which are canonically required for admission into union with the Diocese, or shall neglect to make an annual report within six months of the stipulated date, it shall be entered into such a process of evaluation and assistance which the Ecclesiastical Authority shall deem appropriate to determine the strengths, weaknesses and opportunities for the furtherance of the mission and ministry of the Church in that Parish. If after two years of this process conditions have not improved, the Parish may, with the consent of the Bishop and the Standing Committee, be placed upon the ecclesiastical and canonical basis of a Congregation and title to all its properties, real, personal and mixed, may at that time revert to "The Diocese of West Missouri," a corporation, which may execute such conveyances and take such other actions as may be necessary to effect such reversion. The Bishop and the Standing Committee may, however, choose to continue other processes of remediation at their discretion in dealing with such a Parish.

SECTION 2. Whenever any Congregation in union with the Diocese shall neglect for three consecutive years to make an annual report, or shall have failed for the same period to pay its assessments, such Congregation shall be liable to be dissolved.

SECTION 3. The Convention shall be, and hereby is, empowered to decide when such conditions exist and to dissolve Congregation. The Convention shall give written notice of its decision to the Parish or Congregation affected thereby.

SECTION 4. Upon the reduction of the status of a Parish to that of a Congregation the Rector and Vestry of such Parish shall thereby cease to exist as such and the Ecclesiastical Authority shall at once appoint therefore a Minister and a Committee consisting of at least three members of the Congregation; one member of the Committee shall be appointed as a Warden, another as Secretary, and another as Treasurer, to serve as such until the first day of January next succeeding, and the Bishop shall annually thereafter appoint a Minister and a like Committee for such Congregation.

CANON XIV - PARISH MEETINGS

SECTION 1. Each Parish shall hold an annual meeting on such day as the Rector and Vestry may appoint, beginning at an hour of that day fixed by the Vestry, but no later than February 20, and, if the Parish is incorporated under civil laws, such meeting shall also be the annual meeting of the civil corporation.

The time and place of the annual meeting shall be announced from the Chancel at a service previous to the meeting.

At such Parish meeting, in addition to other business, there shall be elected by ballot, the lay members of a Vestry duly qualified according to the *Canons* of the Diocese.

SECTION 2. Special Parish meetings may be called by the Rector at any time, but the purpose of such special meeting and the day and hour on which it is to be held, shall be announced by the Rector from the Chancel at services on two consecutive Sundays before the time of any such meeting, and by written notice thereof to the Wardens and Secretary of the Vestry. No business shall be transacted at any Special Parish Meeting except that mentioned in the call unless by unanimous consent of those present.

SECTION 3. If there be no Rector, the Senior Warden, if there be such; or the Junior Warden, if there be no Senior Warden; or the Secretary of the Parish, if there be no Rector, Senior Warden, Junior Warden; or the Treasurer of the Parish, if there be no Rector, Senior Warden, Junior Warden, or Secretary; or, any three members of the Parish, if there be no Rector, Senior Warden, Junior Warden, Secretary or Treasurer of the Parish, may call a special Parish meeting, notice of which meeting, stating the object thereof, the day and hour at which the same will be held, shall be given at services on two consecutive Sundays before such time, and, if no such Sunday services are held, by posting a notice thereof upon the door of the Church building, two weeks before the time of the holding of such meeting.

SECTION 4. The Rector shall, upon the written request of the majority of the members of the Vestry, or upon the written request of ten communicants of the Parish in good standing, not being a member of the vestry, call a special meeting of the Parish, and of the corporation, if there be such, to be held within ten days of the day on which the Rector shall have received such written request, and the Rector shall give notice of such special meeting from the Chancel at a Sunday service preceding such meeting, which notice shall state the day and hour at which such special meeting is to be held, and the object thereof; and the Rector shall also notify the Wardens and Secretary of the Vestry, in writing, of the time of such meeting, and the object thereof.

SECTION 5. The Rector, if there be one, shall preside at all Parish meetings and meetings of the civil corporation. If there be no Rector, the Senior Warden, if present when the meeting is called to order, shall preside. If the Senior Warden be not present at the meeting, the Junior Warden, if present when the meeting is called to order, shall preside. If there be no Rector and no Senior Warden or Junior Warden present at the meeting when it is called to order, the meeting shall elect its own presiding officer. The Secretary of the Vestry shall be the Secretary of the meeting. If the Secretary is not present at the meeting when it is called to order, the meeting shall elect its own Secretary.

SECTION 6. In case the Parish is incorporated under civil law, the election of the Vestry, or other governing board thereof, shall be held in conformity with the laws under which the Parish is incorporated, anything in these Canons to the contrary notwithstanding.

SECTION 7. No person shall be entitled to vote at a Parish meeting, unless said person be an adult communicant of the Parish sixteen years of age or older, and one who has regularly contributed to the support of the Parish for a full six months next preceding such meeting, which fact shall be determined by the books of the Treasurer of the Parish, in case any question arises with reference thereto.

SECTION 8. A quorum for the transaction of business at Parish meetings shall consist of all members qualified to vote at such meetings as herein provided, the number being not less than one-fourth (1/4) of the Average Sunday Attendance (ASA) recorded in the parochial report filed in the prior calendar year.

CANON XV - THE VESTRY

SECTION 1. The temporal affairs of the Parish, as a voluntary association, and as a civil corporation, shall be managed by a Vestry, composed of not fewer than five adult communicants of the Parish, in good and regular standing, and who have contributed regularly by subscription or otherwise, to the support of the Parish, for at least six months immediately prior to the meeting at which they are elected, and who are conscientiously attached to the doctrine, discipline and worship of the Church.

SECTION 2. Members of the vestry shall serve for one year and until their successors are elected and qualified; provided, however, that any parish may at any annual meeting (before the election of the lay members of the vestry) by resolution adopted by a two-thirds vote of the qualified voters present at such meeting determine the length of the term (which shall not exceed three years) for which the vestry shall be elected, and whether or not the vestry members shall be eligible for reelection to succeed themselves. The vestry members first elected under such resolution shall divide themselves into such number of groups (equal in number if possible) as will equal the number of years specified in such resolution and shall draw lots to determine the group to which they shall respectively belong. Group One shall serve for one year, group Two for two years and group Three for three years, and at each succeeding annual meeting the successors for the retiring group shall be elected for a full term of years; provided, further, that any succeeding annual Parish meeting may, by majority vote of the qualified voters present at such meeting set aside and revoke any resolution adopted at any previous Parish meeting relating to the election of vestry members for a term longer than one year, and to their qualifications, and the setting aside and revoking of such resolution shall terminate the term of all vestry members previously elected, and thereafter the new vestry members shall be elected for a term of one year without restrictions as to reelection.

SECTION 3. Vacancies occurring in the Vestry shall be filled by a majority vote of the remaining Vestry members.

SECTION 4. The Rector shall be a member of the Vestry, and the presiding officer thereof.

SECTION 5. The Rector shall annually appoint a member of the Vestry as Senior Warden. The Vestry shall elect from its own membership a Junior Warden and a Secretary. The Vestry shall also elect a Treasurer who may be chosen from the membership of the Vestry or from the membership of the parish, all of whom shall serve for one year, and until their successors are elected.

SECTION 6. No meeting of the Vestry shall be legal unless the Rector, Wardens and Vestry have been notified by notice given in Divine Service, or otherwise. A majority of the members of the Vestry shall constitute a quorum for the transaction of business.

SECTION 7. The presiding officer of the Vestry shall, at the Annual Meeting thereof, appoint as many Committees as may be necessary to carry on the business of the Vestry.

SECTION 8. The Vestry may make such by-laws, rules and regulations as it may deem necessary for the transaction of business, and change the same from time to time but shall have no power to make any by-law, rule or regulation, or take any action of any kind or nature that violates or runs counter to, or has the effect of violating any provision of the *Constitution and Canons* of the General Convention, or of this Diocese.

SECTION 9. No Vestry, trustee, or other body authorized by civil law to hold the title to property for any Parish or Congregation, shall encumber or alienate the same, or any part thereof, without a two-thirds vote of the whole Vestry, or other governing body thereof, and the written consent of the Bishop and the Standing Committee; provided, however, that the consent of the Standing Committee shall not be required where the property is to be encumbered by a lien, mortgage or other encumbrance running to the Diocese of West Missouri in order to secure a loan from a Diocesan fund.

SECTION 10. The Treasurer shall take charge of all missionary offerings, and shall make remittance at least quarterly, to the Treasurer of the Diocese, of all moneys so received.

CANON XVI - THE CUSTODY OF THE CHURCH BUILDING

SECTION 1. The Church Building, or other place of worship belonging to any parish or Congregation shall be opened for all Services, Ceremonies, or other purposes authorized or approved of, either by the Church in the United States of America or the Church of the Diocese, represented by the Ecclesiastical Authority thereof, and for no other purpose whatsoever, at such times as the Clergy, or, when there is no Cleric, the Wardens, may deem proper. No Cleric in Charge of a Parish or Congregation, or, in case of a vacancy or absence, no Church Wardens or Vestry member of the same, shall permit any person to officiate therein without sufficient evidence of such person being duly licensed and ordained to minister in this Church (of which evidence, if there be doubt, the Bishop shall be the judge) nor any Cleric of this Church who may be under judicial sentence.

SECTION 2. No Church or Chapel shall be removed, taken down or otherwise disposed of for any unhallowed, worldly or common uses, nor shall any Congregation change the location of its Church or Chapel, nor erect or establish another within the same village, borough or city, without the previous written consent of the Bishop and the Standing Committee.

CANON XVII - CHANGE OF NAME OF A PARISH OR CONGREGATION

SECTION 1. Before a Parish or a Congregation may change its name, it must adopt a resolution to that effect at an annual meeting of the Parish or Congregation, which resolution must specify the reasons therefore, and such resolution must be certified by the presiding officers of the meeting of the Parish or Congregation at which it was adopted, and must be presented to the next ensuing Annual Meeting of the Convention whereupon the Convention may adopt a resolution, changing the name of the Parish or Congregation to that requested by the Parish or Congregation, if the change has been approved by the Bishop and Standing Committee.

CANON XVIII - DISSOLUTION OF PASTORAL RELATIONS

SECTION 1. No Rector of any Parish in this Diocese shall resign as such Rector, or accept any other charge or duty, or leave the Parish for a space of three months without the consent of the Vestry of such Parish and of the Ecclesiastical Authority of the Diocese. If any Rector shall resign, accept any other charge or duty, or leave the Parish for a space of three months, without the consent of the Vestry of such Parish and of the Ecclesiastical Authority of the Diocese first had and obtained in writing, then the Rectorate of such Parish shall be deemed ipso facto to be vacant. Such Rector shall be held to be not in good standing, and shall so remain until such Rector shall have made such satisfaction as the Ecclesiastical Authority of the Diocese may require.

SECTION 2. If any Rector shall resign as Rector, or accept any other charge or duty, or leave the Parish against the expressed wish of the Vestry thereof, and without the concurrence of the Ecclesiastical Authority of the Diocese, for a space of three months, the Rector shall be held to have permanently abandoned the Parish. In such event, the Rectorate of the Parish shall ipso facto become vacant, and the Parish no longer shall be liable to such Rector for the payment of any salary, or other temporalities, and such Rector shall thereafter have no right whatever to occupy or use any of the property of the Parish.

SECTION 3. The Vestry of a Parish shall not, by coercive means, attempt to force the resignation of the Rector of the Parish, but when differences exist between the Vestry and the Rector which cannot be settled by mutual forbearance, it shall be the duty of the Vestry to bring the matter to the attention of the Ecclesiastical Authority of the Diocese, and await action thereon, and the Parish whose Vestry so offends shall have no right to a seat in the Convention until such Vestry has made to the Convention a satisfactory explanation of its conduct.

SECTION 4. If, for any urgent reason, a Rector of a Parish, or its Vestry, shall desire a separation and dissolution, of the pastoral relation, and the Rector and Vestry be not agreed respecting such separation and dissolution notice in writing shall be given by either or both parties to the Ecclesiastical Authority of the Diocese, and the Bishop, in case the differences be not settled by the Bishop's godly judgment, or if the Bishop declines to consider the case without counsel, may ask the advice and consent of the Standing Committee of the Diocese, and proceeding with its aid and counsel, shall at once decide the controversy. The judgment shall be either that the pastoral relation between the parties shall cease and determine at a time and upon the terms therein

specified, or that said relation shall not be terminated, which judgment shall be final and conclusive, and it shall be the duty of both parties to submit to and abide by such judgment. If there be no Bishop of the Diocese at the time, the Standing Committee thereof shall select a Bishop of an adjacent Diocese to act as the Bishop, and the judgment of said neighboring Bishop in the premises shall be of the same force and effect as if such Bishop were Bishop of the Diocese.

CANON XIX - VACANT RECTORATES

SECTION 1. Whenever the Rectorate of a Parish becomes vacant for any cause, its Vestry shall immediately notify the Ecclesiastical Authority of the Diocese, provide for temporary maintenance of pastoral services therein, and proceed at the earliest possible moment to fill the vacancy.

SECTION 2. A Rector of a Parish shall only be elected at a regular meeting of the Vestry, or at a special meeting of the Vestry duly convened for that purpose, and it shall require a vote of at least two-thirds of the members of the Vestry present at the meeting to elect a Rector.

SECTION 3. No election of a Rector shall be had until the name of the Cleric whom it is proposed to elect has been made known to the Ecclesiastical Authority of the Diocese, and a sufficient time, not exceeding thirty days, has been given the Ecclesiastical Authority within which to investigate and to communicate with the Vestry.

SECTION 4. The Vestry shall, immediately upon the election of a Rector, notify in writing the Ecclesiastical Authority of the Diocese of such election, stating the name of the Cleric whom said Vestry has elected Rector of its Parish. Whereupon, the Ecclesiastical Authority, if satisfied that the Cleric so chosen is duly qualified, shall do all things necessary to enable the Cleric so elected to canonically accept and retain the Rectorate of the Parish.

CANON XX - RECTORS AND THEIR DUTIES

SECTION 1. The spiritual affairs of the Parish are vested in the Rector thereof, subject of the Rubrics of the Book of Common Prayer, the *Constitution and Canons* of the General Convention and of this Diocese and the godly counsel, advice and direction of the Ecclesiastical Authority of the Diocese, and the Rector shall have full and free discharge of all functions and duties pertaining thereto, and at all times be entitled to the use and control of all the buildings and grounds of the Parish and of all the furniture therein, and appurtenances thereto belonging.

SECTION 2. No Rector shall be obligated to receive into the Parish as a regular communicant any person who does not lodge with the Rector a certificate showing such person to be a communicant in good standing in some other Parish, signed by the Rector of such other Parish, or, if there be no Rector thereof, by one of the Wardens, or, if not signed by the Rector of the Parish or by one of the Wardens thereof, by the Bishop of the Diocese.

CANON XXI - ASSESSMENT REVIEW

SECTION 1. Notification and Acceptance of Assessment and of Responsibility to Remit Full Assessment

Section 1.01 By September 1 each year the Treasurer of the Diocese shall notify all parishes and congregations of the diocese of their preliminary assessment, as calculated by the existing formula, for the calendar year that begins the following January 1st.

Section 1.02 By December 1 each year every parish and congregation shall be required to provide to the Treasurer a signed response to their actual assessment as levied by Diocesan Convention, said notification from its Vestry or Bishop's Committee and the Member of the Clergy exercising oversight in the parish or congregation (or, in the absence of a Member of the Clergy exercising oversight, from the Vestry or Bishop's Committee alone) that shall indicate the parish's or congregation's acceptance:

- a) of the assessment as calculated by the Treasurer, and
- b) of the parish's or congregation's responsibility to remit that amount in full during the following calendar year.

Section 1.03 Any parish or congregation which:

- a) does not accept the assessment as calculated by the Treasurer, or
- b) which at that time (or at any later time) notifies the Treasurer that it anticipates not being able to meet its full assessment, shall enter into a process of mutual conversation and dialogue with the Diocesan Assessment Review Committee.

SECTION 2. Assessment Review Committee

Section 2.01 The Assessment Review Committee shall be appointed by the Bishop with the consent of the Diocesan Council. The Treasurer of the Diocese shall be the chair of the committee.

Section 2.02 The Assessment Review Committee shall develop and present annually to Diocesan Council at its June meeting the process for assessment review for the following year. Once adopted by Diocesan Council said process shall be published to all congregations and parishes in the diocese but not later than September 1.

Section 2.03 The Assessment Review Committee will report to Diocesan Council on a regular basis.

Section 2.04 The Committee has the authority to recommend to Diocesan Convention or (when the Convention is not in session) to the Diocesan Council that the assessment of a parish or congregation, as established by Diocesan Convention, be adjusted.

SECTION 3. Adjustment of Assessments

Section 3.01 The authority to adjust assessments rests solely with the Diocesan Convention or (when the Convention is not in session) with the Diocesan Council.

Section 3.02 If the Convention or Council adjusts the assessment of a parish or congregation, and that parish or congregation subsequently remits the modified assessment amount in full, the parish or congregation will be deemed to have fulfilled its financial obligation to support the common life and work of the diocese.

SECTION 4. Any action taken by Diocesan Council regarding the duly levied assessment

of a parish or congregation shall be reported to the Credentials Committee of the Diocesan Convention and, through that Committee, to the Convention.

CANON XXII - ECCLESIASTICAL DISCIPLINE

SECTION 1. Title IV of General Canons. Those provisions of Title IV of the General Canons which are applicable to the Diocese are hereby incorporated as part of this Title. To the extent, if any, that any of the provisions of this Title are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern.

SECTION 2. Discipline Structure.

Section 2.01 Disciplinary Board. The Board shall consist of seven persons, four of whom are members of the Clergy and three of whom are Laity.

Section 2.02 Clergy Members. The Clergy members of the Board must be canonically resident in the Diocese.

Section 2.03 Lay Members. The lay members of the Board shall be Adult Communicants in Good Standing, and members of a congregation in the Diocese.

Section 2.04 Election. The members of the Board shall be nominated by the Bishop and elected by the Convention. 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. The first Board elected shall, in whatever manner the members determine, form the initial terms of office as follows: two (2) clergy and one (1) lay to three year terms; one (1) clergy and one (1) lay to two year terms; and one (1) clergy and one (1) lay to one year terms.

Members may serve no more than two consecutive terms on the Board.

Section 2.05 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 vacancy and request appointment of a replacement member of the same order as the member to be replaced.
- b) The Bishop shall appoint a replacement Board member with the advice and consent of the Standing Committee.
- c) Persons appointed to fill vacancies on the Board shall meet the same eligibility requirements as apply to elected Board member.
- 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. 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 2.06 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. 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 2.07 President. Within sixty (60) days following the annual Convention, the Board shall convene to elect a President to serve for the following calendar year.

Section 2.08 Intake Officer. The Intake Officer shall be appointed from time to time by the Bishop after consultation with the Board. The Bishop may appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese.

Section 2.09 Investigator. The Bishop shall appoint an Investigator in consultation with the President of the Board. The Investigator may, but need not, be a Member of the Church.

Section 2.10 Church Attorney. Within sixty (60) days following each annual Convention, the Bishop, in consultation with the Standing Committee shall 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 Diocese.

Section 2.11 Pastoral Response Coordinator. The Bishop 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 the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under this Title.

Section 2.12 Advisors. In each proceeding under this Title, the Bishop 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 Title, and shall not include chancellors or vice chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

Section 2.13 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 3 Costs and Expenses.

Section 3.01 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 Diocese, subject to budgetary constraints as may be established by the Diocesan Council.

Section 3.02 Costs Incurred by the Respondent. In the event of a 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, subject to budgetary constraints as may be established by [named budget authority].

SECTION 4. Records.

Section 4.01 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 Office.

Section 4.02 Permanent Records. The Bishop shall make provision for the permanent storage of records of all proceedings under this Title at the Diocesan Offices and the Archives of the Episcopal Church, as prescribed in Title IV of the Canons of the Episcopal Church.

CANON XXIII - DISCIPLINE OF THE LAITY

SECTION 1. In all cases, the provisions of the relevant Title(s) of the Canons of the General Covenant and the disciplinary rubrics of the Book of Common Prayer shall apply in their entirety to the cases of discipline involving the laity of this Diocese.

CANON XXIV - COMMISSION ON MINISTRY

SECTION 1. The Convention shall, on the nomination of the Ecclesiastical Authority, elect a Commission on the Ministry consisting of twelve persons from the Diocese: six in the clerical order and six in the lay order. Additional members, not to exceed six in number, may be appointed by the Ecclesiastical Authority after consultation with the Commission. For every two additional members appointed, one must be in the clerical and one in the lay order.

SECTION 2. The members of the Commission on Ministry shall hold office for the term of three years and may succeed themselves for additional terms.

SECTION 3. Any Deacon who has been accepted, prepared and ordained specifically for diaconal ministry and who subsequently desires to be an ordained priest must reapply for ordination to the presbyterate and be accepted for screening in preparation for the presbyterial ministry, according to Title 3, Canon 2, of the *Constitution and Canons* of the Episcopal Church.

CANON XXV - EXAMINING CHAPLAINS

SECTION 1. The Convention shall, on the nomination of the Ecclesiastical Authority, elect a Board of Examining Chaplains, consisting of at least two Presbyters within the Diocese.

SECTION 2. The members of the Board of Examining Chaplains shall hold office for the term of three years.

CANON XXVI - ALTERATIONS AND AMENDMENTS

SECTION 1. No proposed alteration or amendment to the *Canons* of this Diocese shall be considered by the Convention, unless at least one day's previous notice thereof in writing shall be given in an open meeting thereof, unless by two-thirds affirmative vote of the Convention this rule be set aside. Such proposed alterations or amendments shall be referred to and reported on by the Committee on *Constitution and Canons*, before action thereon can be taken by the Convention. A simple majority vote shall control as to the adoption or rejection of any proposed alterations or amendments except where it is otherwise specifically provided.

SECTION 2. The Bishop shall have the right of veto upon all canons adopted by the Convention.

SECTION 3. All Canonical enactments shall be effective from and after the date of approval by the Bishop.

CANON XXVII - CATHEDRAL

SECTION 1. The Cathedral is established to the glory of God and the good of all people. It is the Diocesan Church of the Diocese of West Missouri and is a house of prayer for all people who may resort thereto to worship God.

SECTION 2. Grace and Holy Trinity Church in Kansas City shall be the Cathedral Church of the Diocese of West Missouri.

SECTION 3. The word "Parish" wherever used in the *Constitution and Canons* of this Diocese shall be taken to include the Cathedral Church.

SECTION 4. The Cathedral Church shall have the same proportionate lay representations in the Annual Convention of the Diocese and shall be subject to the same duties, liabilities, apportionments and assessments as it would have or be subject to if it had remained a Parish church.

SECTION 5. The management of all the temporal affairs of the Cathedral Church is the responsibility of the Cathedral Vestry. This Vestry shall be elected and governed in accordance with the Diocesan *Canons*, which relate to the Vestries of all Parishes of the Diocese, the same as if the Parish Church had not been designated as the Cathedral Church.

SECTION 6. To the Bishop and to the Dean jointly, shall belong the ordering of the services of the Cathedral. The Cathedral shall be at all times at the disposal of the Bishop for special services, and the Bishop shall take such part in Divine Services and shall preach at such times as the Bishop may see fit, due notice being given to the Dean of the Bishop's intention to do so.

SECTION 7. The Dean shall be nominated by the Bishop and shall be elected by the Cathedral Vestry. The Dean shall be the presiding officer of the Cathedral Vestry.

SECTION 8. The number of canons of the Cathedral shall be determined by the Bishop, Dean, and Cathedral Vestry. By the words, "Canon of the Cathedral" as used in this section, shall be understood to mean any Presbyter in good standing in the Diocese of West Missouri, and

canonically resident in the Diocese of West Missouri, chosen as herein provided. The Canons of the Cathedral shall be elected by the Vestry on the joint nomination of the Bishop and the Dean, for the discharge of such duties in the worship, preaching and work of the Cathedral as may be assigned to them.

SECTION 9. This Canon shall become effective when passed by the Annual Convention of the Diocese of West Missouri, and when the written consent of the Bishop of the Diocese, the Rector of Grace and Holy Trinity Church, Kansas City, Missouri, has been filed with the Secretary of the Diocese. This Canon shall not be amended, changed or modified, unless the written consent in each instance, is first obtained from the Bishop of the Diocese, from the Rector of Grace and Holy Trinity Church of Kansas City, hereafter to be designated as Dean; and from Grace and Holy Trinity Church of Kansas City, Missouri, hereafter to be designated as Grace and Holy Trinity Cathedral of Kansas City, Missouri.

SECTION 10. Any *Canons* of the Diocese in conflict herewith are hereby repealed, modified and changed to the extent as provided by this Canon.

SECTION 11. Nothing herein contained shall be deemed to affect in any respect the title to the property now owned or held by Grace and Holy Trinity Church of Kansas City, Missouri.

SECTION 12. Honorary *Canons* of the cathedral, whether lay or ordained, shall be appointed by the Bishop of the Diocese upon consultation with the Dean of the Cathedral. This appointment shall not be applied in such a way as to imply the privilege of vote in the cathedral chapter or vestry, nor shall it empower the holder of the title to vote in the selection of a Dean or any other member of the clergy for the cathedral staff.

CANON XXVIII - REPEAL

All *Canons* of this Diocese, adopted prior to the Council of 1924, are hereby repealed.

CANON XXIX - BISHOP KEMPER SCHOOL FOR MINISTRY

SECTION 1. The Bishop Kemper School for Ministry is a jointly-owned subsidiary of the Dioceses of West Missouri, Kansas, Western Kansas, and Nebraska, incorporated in the State of Kansas, governed under its own By-Laws, and operated for the mutual benefit of the four dioceses.

SECTION 2. The four members of the Bishop Kemper School for Ministry's Board of Directors, to which the Diocese of West Missouri is entitled, shall be elected by Diocesan Convention upon nomination by the Bishop or by the Ecclesiastical Authority at the time of nomination.

(a.) Each Director shall serve a 2-year term. The terms of Directors shall begin immediately after the conclusion of the Annual Convention at which they were elected and end at the conclusion of the second Annual Convention after their election, or when their successor takes office. However, the initial Directors shall be designated into two classes, one class being elected to a one-year term, and the other class elected for a full term.

(b.) In the event of a vacancy occurring among the Directors representing West Missouri on the Board of Directors, such vacancy shall be filled at the Bishop's or Ecclesiastical Authority's

discretion by action of the Diocesan Council upon nomination by the Bishop or Ecclesiastical Authority.

SECTION 3. Annually, the Bishop or Ecclesiastical Authority will appoint one Director from the Board of Directors of the Bishop Kemper School for Ministry, plus a member in good standing of the diocese who is not on the Board, as members of the Board of Director's Finance Committee.

**RULES OF ORDER GOVERNING THE CONDUCT OF BUSINESS AT MEETINGS OF
THE CONVENTION OF THE DIOCESE OF WEST MISSOURI
AS AMENDED BY THE 128th DIOCESAN CONVENTION**

Attendance to Business of Convention

1. When the President takes the chair no member shall continue standing, or shall afterwards stand up, unless to address the chair.
2. No member shall be absent from the session of the House unless he or she has leave or shall be unable to attend.
3. Except for the first business day of the Convention, when the President shall have taken the chair, the minutes of the preceding day shall be read.
4. The Secretary may employ pages to act as messengers during the sessions of the Convention.
5. The President shall appoint such committees as are, in his or her opinion, necessary, and the committee members shall be notified as early as possible before Convention opens.
6. All committees shall be appointed by the President, unless otherwise ordered. The reports of all committees shall be in writing (including electronic submission in a manner approved by the President and Secretary), and shall be received without motion for acceptance, unless recommended by vote of the House. All reports recommending or requiring any action by the House shall be accompanied by a resolution for action or for an expression of opinion by the House.
7. The names of movers of resolutions shall appear upon the minutes of the convention.

Business before the Convention

1. No resolution shall be considered as before the House unless it has been submitted in writing (including electronic submission in a manner approved by the Bishop and the Secretary) and been received by the Bishop and Secretary four weeks before the opening of Convention to allow distribution to all delegates and introduction by title at Convention.
2. Any resolution which has not been presented to the Bishop and to the Secretary four weeks prior to the convention date will not be considered as before the House unless copies of such resolution are made available to every delegate and, at Convention, two-thirds of said delegates agree to consider such resolution.

Debate

1. When any member is about to speak, or deliver any matter to the House, the member shall state his or her name and the congregation he or she attends, and then, with due respect, address the President, confining his or her remarks strictly to the point in the debate.
2. A member, other than the chair of a committee whose report is under consideration, shall not speak more than twice in the same debate, nor longer than ten minutes at a time, without leave of the House.
3. When a question is under consideration, a motion shall not be received, except to lay it on the table, to postpone it until a certain time, to postpone it indefinitely, to commit it, to divide it, or to amend it; motions for any of these purposes shall have precedence in the order herein named.
4. If a motion to lay an amendment on the table be carried, the matter before the House shall be proceeded with as if no such amendment had been offered.
5. Motions to lay on the table and to adjourn shall be decided without debate. The motion to adjourn shall always be in order.
6. Debate shall not be allowed upon a resolution to refer any motion to a committee, or a motion to recommit any subject which has been before a committee, but the member who

offers such resolution or motion may speak for five minutes for the purpose of explaining its object.

7. All amendments shall be considered in the reverse order in which they are moved. When a proposed amendment is under consideration a motion to amend the same day may be made. An after amendment to such second amendment shall not be in order, but when an amendment to an amendment is under consideration, a substitute for the whole may be received. A proposition, different from the one under consideration, shall not be received under color of an amendment or substitute.
8. All questions of order shall be decided in the first instance by the President, without debate; an appeal, however, may be made from his or her decision to the Convention by any member of the same.

Voting methods:

1. Elections to diocesan offices shall be by ballot.
2. All other voting shall be by visual show of Voting Cards: a green card indicating an affirmative vote, a red card indicating a negative vote. When the President calls for the vote, voters will raise one colored card to indicate their respective votes.
3. All motions pertaining to voting shall remain available.
4. Every member who may be in the House when any question is put, shall, on a division, be counted, unless he or she is excused by the convention.
5. After the first ballot has been announced, the nominee (clergy and/or lay) with the least number of votes shall be dropped from the list of nominees. This process shall continue after each balloting until there is one more nominee than the number of persons to be elected. This shall not apply to votes by orders.

Procedures following Decisions of Convention

1. When a question has once been determined, it shall stand as the judgment of the Convention, and shall not again be drawn into debate, except on motion for reconsideration, which must be made by a member who had previously voted in the majority.

Rules of Order in Force

1. In all matters of parliamentary procedure, Robert's Rules of Order shall be the standard book of reference, excepting that these Rules of Order for the Convention shall supersede in cases of disagreement.
2. The Rules of Order shall not be suspended except by a two-thirds vote of the members present.

ORDER OF BUSINESS

The Order of Business for the Diocesan Convention Business Session is to be distributed to Convention delegates in the same manner as other Convention materials, using the following format. Pre-submitted resolutions will be listed in item 6 by title and proposer, with resolutions related to financial matters listed first. The Bishop may add an address to the Convention, if desired.

BUSINESS SESSION AGENDA

1. Welcome and Opening Prayer
2. Organizational Matters

- a. Report of the Credentials Committee as to the seating of delegations.
- b. Announcement by the Secretary as to whether a quorum is present.
- c. Appointment of a Parliamentarian.
- d. Adoption of Rules of Order.
3. Elections of Secretary of the Diocese, Treasurer of the Diocese, Assistant Treasurer of the Diocese (if any), and Chancellor of the Diocese.
4. Announcements.
5. Report of the Committee on Dispatch of Business.
6. Introduction of all resolutions.
7. Nominations and first ballot for Diocesan Council, Standing Committee, and General Convention deputies. Additional ballots (if any) will be taken and related motions will be considered at times determined by the Chair.
8. Consideration of the Plan for Ministry and any resolutions related to financial matters.
9. Reports from all officers and committees.
10. Consideration of all remaining resolutions.
11. Other elections, appointments, and nominations.
12. Fixing time and place of next Convention.
13. Closing Prayer and Adjournment.

REGARDING RESOLUTIONS

Please see the Rules of Order section entitled “Business before the Convention” for information regarding proposing resolutions to the Convention, including deadlines for consideration without the leave of the Convention.

**SPECIAL RULES OF ORDER FOR
VIRTUAL CONVENTIONS
OF THE DIOCESE OF WEST MISSOURI**

As adopted by a Special Convention held on October 2, 2020

To facilitate the ability of The Diocese of West Missouri to hold a virtual annual convention in 2020 and to hold future virtual conventions when deemed necessary by the Ecclesiastical Authority of the Diocese, the following Special Rules of Order are adopted.

The Annual Meeting, or other meeting of the Convention of The Diocese of West Missouri, may be conducted in a virtual format through use of internet-based and other meeting services designated by the Ecclesiastical Authority of the Diocese that support anonymous voting by orders and visible displays: (i) identifying those participating, (ii) identifying those seeking recognition to speak, (iii) showing (or permitting the retrieval of) the text of pending motions, and (iv) showing the results of votes. An electronic meeting of the Convention shall otherwise be subject to all rules adopted by the Convention to govern its annual meeting, which may include any reasonable limitations on, and requirements for, members' participation. These Special Rules of Order for Virtual Annual Conventions shall apply to any virtual convention called by the Ecclesiastical Authority of the Diocese and shall supersede any conflicting rules previously adopted by the Convention or stated in Robert's Rules of Order, but only during a convention conducted virtually. At a regular, face-to-face convention, the Diocese's regular Rules of Order will be in force.

In addition, the following procedures shall apply to any virtual convention, whether designated as Annual or Special:

A. Interpretation of Rules

For purposes of conventions governed by these Rules, these terms shall have the following interpretation:

- "Convention": The meeting of clergy and laity of The Diocese of West Missouri conducted wholly or in part via remote electronic participation by its members.
- "Seat": The ability to participate in the Convention via electronic connection.
- "Voice": The right to make oral statements during the Convention.
- "Vote": The right to cast a vote by voice, via electronic polling, or by filing an electronic ballot during the Convention.

B. Worship Service

Notwithstanding Article IX, Section 3 of the Constitution of the Diocese, a service of Holy Eucharist, or another form of prayer or divine service in lieu of communion, as determined by the Ecclesiastical Authority shall take place during a virtual Convention.

C. Communication Information and Login Instructions

1. Members to Furnish Communication Information. No later than three (3) weeks before any such virtual meeting, every member of the clergy entitled to seat, voice, or vote in Convention must notify the Ecclesiastical Authority of his or her email address in order to receive the ability to participate in a

Convention held electronically. The Ecclesiastical Authority shall choose the method by which email addresses will be submitted to it. Not later than such date, every rector, vicar, or a warden of any parish or congregation entitled to representation in Convention and the person(s) responsible for the selection of Youth Delegates to the Convention must notify the Ecclesiastical Authority of the email address of (a) every Lay Delegate of such parish or congregation or Youth Delegate or (b) any Alternate who will replace an elected Lay Delegate or Youth Delegate who will be unable to attend the Convention.

2. Secretary to Send Login Information. No later than three (3) days before such meeting, the Secretary of Convention or his or her designee shall send an email to every member of Convention setting forth (a) the time of the meeting, (b) the URL and codes necessary to connect to the internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access codes that members need to participate aurally by telephone, and (c) if applicable, a Voter ID code.

D. Opening of Meeting and Quorum

1. Login Time. The Secretary shall schedule Internet meeting service availability to begin at least 30 minutes before the start of each meeting.
2. Signing in and out. Members shall identify themselves as required in order to sign into the internet meeting service and shall maintain internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
3. Quorum. The Secretary shall determine and report the presence of a quorum as required by the Constitution based on a count of the participating members' login information online at the start of the meeting. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave a remainder that is less than the attendance needed to establish a quorum. Less than a quorum can approve adjournment.

E. Attending to Business of Convention

1. When in business session, members who wish to speak will address the chair.
2. The President shall appoint such committees as are, in his or her opinion, necessary, and the committee members shall be notified as early as possible before Convention opens.
3. All committees shall be appointed by the Ecclesiastical Authority, unless otherwise ordered.
4. No later than three (3) days before a virtual convention, any committee assigned resolutions or matters by the Ecclesiastical Authority shall conduct an open virtual meeting. Committees shall report orally at the convention when their resolutions are considered or at such time as the President may direct.
5. The reports of all committees shall be received for acceptance without motion, unless recommended by vote of the House.
6. All reports recommending or requiring any action by the House shall be accompanied by a resolution for action or for an expression of opinion by the House.
7. The names of movers of resolutions shall appear upon the minutes of the convention.
8. A contemporaneous broadcast of the proceedings of the Convention may be made available to members of the Diocese and the proceedings may be recorded as well.

F. Business before the Convention

1. No resolution shall be considered as before the House unless it has been submitted in writing (including electronic submission in a manner approved by the Ecclesiastical Authority and the

Secretary) and been received by the Ecclesiastical Authority and Secretary four weeks before the opening of Convention to allow distribution to all members and introduction by title at Convention.

2. Any resolution which has not been presented to the Ecclesiastical Authority and to the Secretary four weeks prior to the convention date will not be considered as before the House unless copies of such resolution are made available to every member and, at Convention, two-thirds of said members agree to consider such resolution.

G. Debate

1. When any member is about to speak, or deliver any matter to the House, the member shall state his or her name and the congregation he or she attends, and then, with due respect, address the President, confining his or her remarks strictly to the point in the debate.
2. A member, other than the chair of a committee whose report is under consideration, shall not speak more than twice in the same debate, nor longer than ten minutes at a time, without leave of the House.
3. When a question is under consideration, a motion shall not be received, except to lay it on the table, to postpone it until a certain time, to postpone it indefinitely, to commit it, to divide it, or to amend it; motions for any of these purposes shall have precedence in the order herein named.
4. If a motion to lay an amendment on the table be carried, the matter before the House shall be proceeded with as if no such amendment had been offered.
5. Motions to lay on the table and to adjourn shall be decided without debate.
6. The motion to adjourn shall always be in order.
7. Debate shall not be allowed upon a resolution to refer any motion to a committee, or a motion to recommit any subject which has been before a committee, but the member who offers such resolution or motion may speak for five minutes for the purpose of explaining its object.
8. All amendments shall be considered in the reverse order in which they are moved. When a proposed amendment is under consideration a motion to amend the same may be made. An after amendment to such second amendment shall not be in order, but when an amendment to an amendment is under consideration, a substitute for the whole may be received. A proposition, different from the one under consideration, shall not be received under color of an amendment or substitute.
9. All questions of order shall be decided in the first instance by the President, without debate; an appeal, however, may be made from his or her decision to the Convention by any member of the same.

H. Special Aspects of Conducting a Virtual Meeting

1. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
2. The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
3. In addition to display of pending motions or results of votes, video of the President and any member currently recognized to speak or report shall be displayed whenever possible throughout the meeting,

as well as such other video displays as the President designates at his or her discretion.

4. Assignment of the floor. To seek recognition by the President, a member shall use the "raise hand" request feature or similar process approved by the Secretary of the Convention to request and await recognition. Once the pending action is completed, the online queue shall be cleared. To preserve the orderly conduct of debate, Members' connections will be muted until they are recognized to speak.

I. Voting Methods

1. The Secretary of the Convention shall arrange for anonymous and public voting systems that permit voting and reporting of votes by orders. The Committee on Dispatch of Business shall evaluate whether the technology available to the Convention can accommodate multiple rounds of virtual balloting, and the Committee may, if necessary, evaluate and recommend the adoption of rules for first-past-the-post virtual voting.
2. An anonymous vote conducted through the designated virtual voting system shall be deemed a written ballot vote, fulfilling any requirement in the Constitution and Canons or rules that a vote be conducted by written ballot. Votes shall be deemed anonymous so long as votes cast by an individual are available only to the administrator of the voting system.
3. Where voting is allowed to be conducted in person using visual show of voting cards, voting may be conducted using a virtual voting system approved by the Secretary of the Convention. Votes cast using the virtual voting system shall be deemed the equivalent of votes cast in person.
4. After the first ballot of any election has been announced, the nominee (clergy and/or lay) with the least number of votes shall be dropped from the list of nominees. This process shall continue after each ballot until there remains one more nominee than the number to be elected. This shall not apply to a vote by orders.

J. Procedures following Decisions of Convention

When a question has once been determined, it shall stand as the judgment of the Convention, and shall not again be drawn into debate, except on motion for reconsideration, which can only be entertained if made by a member who had previously voted in the majority.

K. Rules of Order in Force

1. In all matters of parliamentary procedure, Robert's Rules of Order shall be the standard book of reference, excepting that these Rules of Order for the Convention shall supersede in cases of disagreement.
2. The Rules of Order shall not be suspended except by a two-thirds vote of the members present.

L. Order of Business

1. Welcome and Opening Prayer
2. Organizational Matters
 - a. Report of the Credentials Committee as to seating of members.
 - b. Announcement by Secretary as to whether a quorum is present.

- c. Appointment of Parliamentarian.
3. Elections of Secretary of the Diocese, Treasurer of the Diocese, Assistant Treasurer of the Diocese (if any), and Chancellor of the Diocese, and other officers of the Diocese.
4. Announcements.
5. Report of Committee on Dispatch of Business.
6. Introduction of all resolutions.
7. Nominations and first ballot for Diocesan Council, Standing Committee, and General Convention deputies (when applicable). Additional ballots (if any) will be taken and related motions will be considered at times determined by the chair.
8. Consideration of the Plan for Ministry and any resolutions related to financial matters.
9. Reports of all officers and committees.
10. Consideration of all remaining resolutions.
11. Other elections, appointments, and nominations.
12. Fixing the time and place of the next Convention.
13. Closing Prayer and Adjournment.

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**ARTICLES OF INCORPORATION
OF
THE DIOCESE OF WEST MISSOURI**

**AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF THE DIOCESE OF WEST MISSOURI
A MISSOURI NONPROFIT CORPORATION**

As adopted by an action of Diocesan Council at a meeting on July 6, 2020

The undersigned, for the purpose of amending and restating the Articles of Incorporation of The Diocese of West Missouri, a Missouri benevolent corporation, adopts the following Amended and Restated Articles of Incorporation. These Amended and Restated Articles of Incorporation are being filed pursuant to Section 355.020 of the Missouri Revised Statutes in connection with the corporation's acceptance of Chapter 355 of the Missouri Revised Statutes and supersede the corporation's original Articles of Incorporation and all amendments thereto.

Article 1: The name of this corporation shall be, The Diocese of West Missouri.

Article 2: This corporation is a public benefit corporation.

Article 3: The address of this corporation's registered office in the State of Missouri is Diocesan Center, 420 W. 14th St., Kansas City, MO 64105. The name of its registered agent at such address is The Rt. Rev. Martin S. Field, Bishop of the Diocese of West Missouri.

Article 4: This Corporation shall have perpetual existence.

Article 5: This Corporation is organized and shall be operated exclusively for religious and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law) (the "Code"). The objects, purposes and powers of the Corporation are and shall be to:

a. Hold title to and administer on behalf of the Protestant Episcopal Church in the United States of America, also known as the Episcopal Church (the "Church") in the Diocese of West Missouri (the "Diocese"), and for the benefit of every missionary Congregation of this Diocese, all property, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights or interests), now held or hereafter acquired by or for the use of the Congregation;

b. Hold title to and administer on behalf of the Diocese and for the benefit of a Parish any property, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights or interests), now held or hereafter acquired by the Corporation for the use of such Parish;

c. Hold title to and administer on behalf of the Diocese all property, whether real or personal (and including, without limitation, trusts, funds, powers of appointment, rights or interests), of the Diocese or in which the Diocese has any right or beneficial interest; and

d. Have and exercise such other and additional powers in furtherance of the interests of the Diocese not inconsistent with the Constitution and Canons of the Diocese as may be had and exercised by corporations organized or existing under Chapter 355, R.S.Mo., as amended, or any successor statutes.

Article 6: This corporation shall have power to impose such dues and collect and raise such revenues as may be deemed necessary for the purpose of conducting and maintaining religious services and carrying on such educational, scientific and charitable work as it may undertake, and for the further purpose of acquiring such property, both real and personal, as may be deemed necessary for the purposes and objects for which this corporation is formed, and the improvement and maintenance thereof; but this corporation shall not engage in any business for pecuniary profit.

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its trustees, officers or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3. No substantial part of the activities of this corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation. This corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Articles, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from the federal income tax under section 501(c)(3) of the Code, (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, and (c) by a corporation organized under Chapter 355, R.S.Mo., as amended, or any successor statutes.

Article 7: This corporation acknowledges its allegiance in ecclesiastical affairs to be due to the one Holy Catholic and Apostolic Church of Christ, and accedes to, recognizes and accepts the Constitution, Canons, doctrine, discipline and worship of that branch thereof known as the Protestant Episcopal Church in the United States of America, and accedes to, recognizes and accepts the *Constitution and Canons* of the Diocese of said Church, in which the principal office of this corporation may be located.

Article 8: All of the property belonging to this corporation or the proceeds thereof, shall be held, handled, used and disposed of according to the *Constitution and Canons* of the General Convention of the Protestant Episcopal Church in the United States of America, and of the Diocese thereof, in which the principal office of this corporation may be located.

Article 9: This corporation shall not have members. The affairs of this corporation shall be controlled and managed by a board of trustees. The board of trustees shall consist exclusively of the incumbent members of the Diocesan Council of the Diocese of West Missouri (the "Diocese"), duly elected or appointed and serving in accordance with the *Constitution and Canons* of the Diocese, together with the Bishop, Bishop Suffragan and the Bishop Coadjutor (if any) of the Diocese.

Article 10: The board of trustees may adopt bylaws, rules and regulations for the government of the Corporation, which shall not be inconsistent with the *Constitution and Canons* of the Diocese or with these Articles of incorporation.

Article 11: The board of trustees shall have power to mortgage or otherwise encumber, sell or dispose of, or otherwise transfer, upon such terms as may be deemed best, any part, or all of the property belonging to this corporation, whether the same be real, personal or mixed, PROVIDED, HOWEVER, that no real estate belonging to this corporation shall be mortgaged or otherwise encumbered, sold, or otherwise conveyed or transferred without the affirmative vote of two thirds of all of the members of the Executive Council and any additional approvals that may be required under the *Constitution and Canons* of the Diocese, and shall have power to adopt a

corporate seal and change the same at will, and shall have power to do and perform all other acts and things that may be deemed necessary and proper to carry out the purposes and objects for which this corporation is formed.

Article 12: This corporation, as part of the One, Holy, Catholic and Apostolic Church of Christ, known as the Protestant Episcopal Church in the United States of America, acknowledges its allegiance to the Church and the Diocese. It submits to the authority of the General Convention of the Church and the Convention of the Diocese. It accedes to, recognizes and accepts the Doctrine, Discipline and Form of Worship of the Church and the *Constitution and Canons* of the Church and of the Diocese, as may hereafter be amended from time to time. In the event of any conflict or inconsistency between the organizational documents of this corporation and the *Constitution and Canons* of the Church or of the Diocese, as may hereafter be amended from time to time, the *Constitution and Canons* shall control and govern.

Article 13: These Articles of Incorporation shall at no time be amended so as to remove this corporation or its property from the control of that branch of the one Holy Catholic and Apostolic Church of Christ, known as the Protestant Episcopal Church in the United States of America, which control shall at all times be regulated by the *Constitution and Canons* of said Church, and the *Constitution and Canons* of the Diocese thereof, in which the principal office of this corporation may be located, and any amendment which would remove this corporation or its property from such control, shall be deemed not to be germane to the objects and purposes for which this corporation is formed.

Article 14: Upon the dissolution of this corporation, the board of trustees shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of this corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code, as the board of trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

**BYLAWS
OF
THE DIOCESE OF WEST MISSOURI
ADOPTED ON JULY 6, 2020**

Effect is given to the Amended and Restated Articles of Incorporation of The Diocese of West Missouri, the Canons of the Protestant Episcopal Church of the United States of America ("The Episcopal Church"), the Canons of the Diocese of West Missouri ("The Diocese"), and the Laws of the State of Missouri relating generally to the temporal functioning of a not-for-profit corporation through the Board of Trustees.

OFFICES

1. The corporation may have offices at such places as the board of trustees may from time to time determine or the business of the corporation may require.

TRUSTEES

2. The affairs of the corporation shall be managed by the board of trustees. The board of trustees shall consist exclusively of the incumbent members of the Diocesan Council of the Diocese of West Missouri (the "Diocese"), duly elected or appointed and serving in accordance with the Constitution and Canons of the Diocese, together with the Bishop, Bishop Suffragan and the Bishop Coadjutor (if any) of the Diocese.

3. The trustees may hold their meetings and keep the books of the corporation at the principal office of the corporation in this state or at such other place as they may from time to time determine and as may be permitted by law.

COMPENSATION OF TRUSTEES

4. Trustees shall not receive any salary for their services as such; provided that nothing herein contained shall be construed to preclude any trustee from serving the corporation in any other capacity and receiving compensation therefor or from receiving reimbursement of out of pocket expenses reasonably incurred in service as a trustee.

MEETINGS OF THE BOARD

5. The annual meeting of each newly constituted board shall be held as soon as reasonably practicable after the annual meeting of the Convention of the Diocese at such time and place as shall be fixed by the vote of the trustees, and no notice of such meeting shall be necessary to the newly elected trustees in order legally to constitute the meeting, provided a quorum shall be present, or they may meet at such place and time as shall be fixed by the consent in writing of all the trustees.

6. Regular meetings of the board may be held without notice at such time and place as shall from time to time be determined by the board.

7. Special meetings of the board may be called by the Bishop, Bishop Suffragan or Bishop Coadjutor on three days' notice to each trustee, either personally or by first class mail or by email, telegram or by telephone; special meetings shall be called by the Bishop, Bishop Suffragan or Bishop Coadjutor in like manner and on like notice on the written request of three trustees.

8. All regular and special meetings of the Diocesan Council shall constitute a meeting of the board.

9. At all meetings of the board a majority of all the trustees in office shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the trustees present at any meeting at which there is a quorum shall be the act of the board of trustees, except as may be otherwise specifically provided by statute or in these bylaws. If a quorum shall not be present at any meeting of trustees, the trustees present thereat may adjourn the meeting, from time to time, without notice other than

announcement at the meeting, until a quorum shall be present. Members of the board of trustees, or of any committee designated by the board of trustees, may participate in a meeting of the board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other, and participation in a meeting in this manner shall constitute presence in person at the meeting.

10. Any action which is required to be or which may be taken at a meeting of the board may be taken without a meeting if all of the members of the board take such action and, to evidence such action, sign a written consent (which may be signed in two or more counterparts) that describes the action taken. Each such consent shall have the same force and effect as a unanimous vote of the trustees at a meeting of the board of trustees duly held and may be stated as such in any document executed on behalf of the corporation. The Secretary shall file such consents with the minutes of meetings of the board of trustees of the corporation.

COMMITTEES

11. The board of trustees shall have an Executive Committee composed *ex officio* of the six members of the Diocesan Council Executive Committee: the President of the Council (i.e. the Bishop), the Vice President of the Council, the Treasurer of the Diocese, the Secretary of the Diocese, and the Chancellor of the Diocese. In addition, one (1) member of the clergy, actively serving an elected term on the Council, shall be appointed as an at-large member of the Executive Committee by the President of the Council. Such appointment shall be for a term of one year, and such appointment may be renewed annually. The Executive Council shall carry out such customary duties and fulfill such roles as are usual to Executive Councils, e.g. advising senior diocesan leadership, facilitating strategic visioning, enabling the establishment of diocesan programmatic priorities, and assisting in preparations for meetings of the board of trustees. The Executive Committee shall have the authority to act on behalf of the board of trustees between the meetings of the board of trustees, except that the Executive Committee cannot alter or countermand any action taken previously by the board of trustees. The actions of the Executive Committee shall be limited by the Constitution and Canons of the Episcopal Church, the Constitution and Canons of the Diocese of West Missouri, and by the laws of the State of Missouri. The Executive Committee shall report to board of trustees any action taken on behalf of the board of trustees at the next regular meeting of the board of trustees. All actions of the Executive Council will be ratified or reversed by the board of trustees at the meeting at which they are reported.

12. Other committees, consisting exclusively or partially of trustees as the board may desire, may be designated by a resolution adopted by a majority of the trustees in office.

NOTICES

11. Whenever, under the provisions of the statutes, the articles of incorporation, or these bylaws, notice is required to be given to any trustee, such notice may be given in writing, by first class mail, by depositing the same in the post office or in a letter box, in a post-paid sealed wrapper, addressed to such trustee or member at such address as appears on the books of the corporation, and such notice shall be deemed to be given at

the time when the same shall be thus mailed. Notice may also be given via e-mail, addressed to such trustee or member at such email address as appears on the books of the corporation, and such notice shall be deemed to be given at the time when the same shall be thus emailed.

12. Whenever any notice is required to be given, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

OFFICERS

13. The officers of the corporation shall consist of *ex officio* officers and appointed officers. The *ex officio* officers shall be the officers of the Diocesan Council as prescribed by the Constitution and Canons of the Diocese, including the Bishop or Bishop Suffragan as President, the Bishop Coadjutor (if any) as Vice President, the Vice President of the Diocesan Council as Vice President, the Treasurer of the Diocese as Treasurer, the Secretary of the Diocese as Secretary, and the Chancellor of the Diocese as Chief Legal Officer. The board may create such additional offices and appoint such persons to hold such offices as it desires from time to time.

14. The appointed officers shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be consistent with law and as determined from time to time by the board.

15. The officers of the corporation shall hold office until their successors are chosen and qualify in their stead. Any appointed officer may be removed at any time by the affirmative vote of a majority of the whole board of trustees. If any appointed office becomes vacant for any reason, the vacancy shall be filled by the board of trustees.

PRESIDENT

16. The Bishop of the Diocese shall be president and chief executive officer of the corporation and shall preside at all meetings of the trustees at which he is present. He or she shall perform such duties and have such authority as customarily appertains to the office of president and chief executive officer and additionally as the board of trustees may prescribe.

17. The president shall execute bonds, mortgages and other contracts requiring a seal, under the seal of the corporation, except where permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the board of trustees to some other officer or agent of the corporation.

VICE PRESIDENTS

18. The vice presidents in the order of their seniority as determined by the board of trustees shall, in the absence or disability of the president, perform the duties and exercise the powers of the president, and shall perform such other duties as the president or board of trustees may prescribe.

SECRETARY AND ASSISTANT SECRETARY

19. The secretary shall cause to be kept a record of all meetings of the board of trustees and shall cause to be recorded all votes and the minutes of all proceedings in a book to be kept for that purpose. He or she shall cause notice to be given of all special meetings of the board of trustees, and shall perform such other duties as may be prescribed by the board of trustees or president. He or she shall keep in safe custody the seal of the corporation and shall affix the same to any instrument requiring it.

20. The assistant secretary, if any, shall act as the recording secretary of the corporation under the supervision of the secretary and shall, in the absence or disability of the secretary, perform the duties and exercise the powers of the secretary and shall perform such other duties as the president or board of trustees may prescribe.

TREASURER AND ASSISTANT TREASURER

21. The treasurer shall have the custody of the corporate funds and securities, shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation, shall deposit all moneys and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the board of trustees, shall prepare the annual budget and present it at the annual meeting of the trustees for approval by the trustees, and shall perform such other duties as the president or board of trustees may prescribe.

22. The treasurer shall disburse the funds of the corporation as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the president and trustees, at the regular meetings of the board, or whenever they may require it, an account of all his or her transactions as treasurer and of the financial condition of the corporation.

23. If required by the board of trustees, the treasurer shall give the corporation a bond in such sum and with such surety or sureties as shall be satisfactory to the board for the faithful performance of the duties of his or her office and for the restoration to the corporation, in case of his or her death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession or under his or her control belonging to the corporation.

24. The assistant treasurer, if any, shall in the absence or disability of the

treasurer perform the duties and exercise the powers of the treasurer and shall perform such other duties as the president or board of trustees may prescribe.

CHECKS

25. All checks or demands for money and notes of the corporation shall be signed by such officer or officers or such other person or persons as the board of trustees may from time to time designate.

FISCAL YEAR

26. The fiscal year of the corporation shall begin the 1st day of January in each year.

SEAL

27. The corporation may have a corporate seal which shall be in the form prescribed by the board of trustees. Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced.

ALTERATION, AMENDMENT OR REPEAL OF BY-LAWS

28. These bylaws may be altered, amended or repealed at any regular meeting of the trustees, or at any special meeting of the trustees if notice of the proposed alteration, amendment or repeal be contained in the notice of such special meeting, by the affirmative vote of a majority of all the trustees in office.

MISCELLANEOUS

29. This corporation, as part of the One, Holy, Catholic and Apostolic Church of Christ, acknowledges its allegiance to the Protestant Episcopal Church in the United States of America, also known as the Episcopal Church, (the "Church") and to the Diocese.

30. This corporation submits to the authority of the General Convention of the Church and the Convention of the Diocese.

31. This corporation accedes to, recognizes and accepts the Doctrine, Discipline and Form of Worship of the Church and the Constitution and Canons of the Church and of the Diocese, as may hereafter be amended from time to time.

32. In the event of any conflict or inconsistency between these bylaws or the other organizational documents of this corporation and the Constitution and Canons of the Church or of the Diocese, as may hereafter be amended from time to time, the Constitution and Canons shall control and govern.

33. The foregoing provisions may not be altered or deleted without the written consent of the ecclesiastical authority of the Diocese.

34. Wherever not otherwise provided in the bylaws, the internal affairs of the corporation shall be governed by the procedures established in the Missouri Nonprofit Corporation Act.

APPENDIX

DEANERIES OF THE DIOCESE OF WEST MISSOURI

Section I. Roster of Deaneries

1. The Diocese of West Missouri shall be divided into three (3) geographical Deaneries as follows:

1.1. The *Metro-Northwest Deanery* shall encompass the following parishes and congregations:

Kansas City, Good Shepherd	Kansas City, St. Paul's
Kansas City, Grace & Holy Trinity Cathedral	Kansas City, St. Peter & All Saints'
Kansas City, Redeemer	Liberty, Grace
Kansas City, St. Andrew's	Saint Joseph, Christ
Kansas City, St. Augustine's	Savannah, St. Mary's
Kansas City, St. Mary's	Skidmore, St. Oswald's

1.2. The *Central Deanery* shall consist of the following parishes and congregations:

Belton, St. Mary Magdalene	Independence, Trinity
Blue Springs, Resurrection	Lee's Summit, St. Anne's
Boonville, Christ	Lee's Summit, St. Paul's
Chillicothe, Grace	Lexington, Christ
Clinton, St. Paul's	Raytown, St. Matthew's
Excelsior Springs, St. Luke's	Sedalia, Calvary
Fayette, St. Mary's	Trenton, St. Philip's
Harrisonville, St. Peter's	Warrensburg, Christ
Independence, St. Michael's	

1.3. The *Southern Deanery* shall consist of the following parishes and congregations:

Bolivar, St. Alban's in the Ozarks	Mountain Grove, Church of the Transfiguration
Branson, Shepherd of the Hills	Neosho, St. John's
Camdenton, St. George	Nevada, All Saints'
Carthage, Grace	Noel, St. Nicholas'
Cassville, St. Thomas a Becket	Ozark, St. Matthew's
Joplin, St. Philip's	Springfield, Christ
Kimberling City, St. Mark's	Springfield, St. James'
Lebanon, Trinity	Springfield, St. John's
Monett, St. Stephen's	West Plains, All Saints'

2. Changes to Roster

- 2.1. Any parish or congregation hereafter organized shall be assigned to a Deanery by the Bishop with the concurrence of the Diocesan Council.
- 2.2. Parishes or congregations may be transferred from one Deanery to another by the Bishop for weighty cause and with the concurrence of the Diocesan Council.
- 2.3. If any parish or congregation desires to be transferred from one Deanery to another, that parish's Vestry or the congregation's Committee shall address such request to the Bishop in writing, clearly stating its reasoning.

Section II. Deanery Councils

1. In each Deanery there shall be a Deanery Council that will seek to fulfill the following purposes:

1.1. Missional Purpose

- 1.1.1. The Deanery Council shall formulate and carry out a program of missional activity consistent with the Church's, God-given mission to spread the Good News and "to restore all people to unity with God and each other in Christ" (BCP, p. 855). The program of ministry shall be collaborative and shall further the work of the deanery's constituent congregations and parishes and of the diocese.
- 1.1.2. To facilitate its missional purpose, each Deanery Council may request monetary support from the Diocesan Council and may submit requests to be included in the diocese's annual *Plan for Ministry* (aka the diocese's budget).

1.2. Governance Purpose

- 1.2.1. Each Deanery Council shall function as a part of the total governance of the Diocese of West Missouri to assist the Convention and the Diocesan Council in the shared work of those two, related bodies.
- 1.2.2. Deanery Councils shall be empowered to submit resolutions to convention, and they shall assist with preparation of the diocese's Plan for Ministry and in soliciting nominations for diocesan offices.
- 1.2.3. Prior to the Diocesan Convention each year, Deanery Councils shall call a special meeting every clergyperson serving a constituent parish or congregation of the Deanery, every licensed or retired clergyperson living within the bounds of the Deanery, every delegate and alternate delegate of the parishes and congregations to Diocesan Convention, and every lay

representative on Deanery Council for the purpose of considering matters to be brought before Diocesan Convention and to otherwise make preparations for Diocesan Convention.

1.3. Collaborative Purpose

1.3.1. Each Deanery Council shall continuously keep before it the need to build, develop, and maintain collaboration, common purpose, and communication between its constituent members as well as the entire diocese.

1.3.2. Representatives shall report to the relevant Vestry or Bishop's Committee on a regular basis to inform the Vestry or Bishop's Committee of the Deanery Council's vision, missional work, and progress.

2. By-Laws

2.1. Each Deanery Council shall adopt By-Laws to govern its corporate life, said By-Laws to be consistent with and subordinate to both the Constitution and Canons of the Episcopal Church and the Constitution and Canons of the Diocese of West Missouri (including this Appendix).

3. Membership

3.1. Deanery Councils shall consist of lay and clergy representatives of the parishes and congregations of the Deanery.

3.2. In its By-Laws, each Deanery shall establish the number of lay representatives that will be elected.

3.2.1. Each parish's Vestry shall choose the persons to represent the parish on the Deanery Council.

3.2.2. Each congregation's Committee shall choose the persons to represent the congregation on the Deanery Council.

3.3. In its By-Laws, each Deanery shall establish that each parish and congregation in the Deanery shall be represented on the Deanery Council by all the clergy called by or assigned to said parish or congregation.

4. Voting and Rules of Order

4.1. All representatives, whether lay or clergy, shall have equal voice and vote on Deanery Councils.

4.2. To ensure fair and open deliberations, debate and voting shall be according to the latest edition of Roberts Rules of Order.

5. Officers

5.1. Officers of the Deanery Council shall be:

5.1.1. a Dean/Deanery Council Chair (see paragraph (iii) of this sub-section)

5.1.2. a Vice-Chair, who shall be in the lay order,

5.1.3. a Secretary, who shall be of any order,

5.1.4. and any other officers deemed necessary by the Deanery Council and elected as the Council shall devise.

5.2. Officers of the Deanery Council shall serve in the roles customary to their office.

5.3. The Vice-Chair shall preside at meetings of the Deanery Council in the absence of the Dean.

5.4. All officers of the Deanery Council, except the Dean, shall be elected by the Deanery Council in such manner as may be established in the By-Laws of the Deanery.

Section III. Deans

1. Election and Term of Office

1.1. Deans shall be elected from among the presbyters of the Deanery and shall serve terms of two (2) years.

1.2. Deans shall be eligible to serve no more than two (2) full terms in succession.

1.3. If elected to finish an unexpired term, a Dean shall, after completing the unexpired term, be eligible to be elected to two (2) full terms before becoming ineligible for re-election.

1.4. Deans shall be elected at the meeting of the respective Deanery Councils closest but prior to the Convention of the Diocese of West Missouri and shall take office for their new terms immediately after the adjournment of said Convention.

1.5. If a vacancy occurs during the term of a Dean, the outgoing Dean (before departing), the Vice-Chair, or the Bishop, shall convene a meeting of the Deanery Council to select a successor to serve the remainder of the term.

2. Deanery Responsibilities

- 2.1. The Dean shall preside at meetings of the Deanery Council.
- 2.2. The Dean shall lead the Deanery Council in such a way that it attends diligently to the purposes stated in Section II, Paragraph 1 of this Appendix.
- 2.3. The Dean shall establish the dates and locations of all Deanery Council meetings in consultation with the Vice-Chair and the Council's members.
- 2.4. The Dean shall notify all parishes and congregations and other interested parties, in writing, of the time and place of meetings of the Deanery Council at least fifteen (15) days prior to such meetings.
- 2.5. Each Dean shall facilitate meetings of the Deanery's clergy (such meetings often referred to as a Deanery's "Clericus") in order that the clergy may:
 - take council with one another for the good of the Deanery, the diocese, and the Church;
 - offer one another support, camaraderie, and fellowship; and
 - grow professionally by serving as a learning community for professional improvement.

3. Diocesan Responsibilities

- 3.1. In accordance with the Canons of the diocese, Deans shall be *ex officio* members of the Diocesan Council.
- 3.2. Deans shall be members of other commissions, committees, or departments of the diocese as the Bishop or diocesan Canons shall direct.