

**THE CONSTITUTION**  
**OF THE**  
**EPISCOPAL DIOCESE OF ALASKA**

**ARTICLE I**

Title and Bounds of The Episcopal Diocese of Alaska

This Diocese is designated The Episcopal Diocese of Alaska, and embraces all of the State of Alaska. It shall be incorporated under the laws of the State of Alaska as a non-profit corporation.

*Title and Bounds*

**ARTICLE II**

Conformity

The Church in this Diocese being a constituent part of The Protestant Episcopal Church in the United States of America hereby affirms its accession to the Constitution and Canons as established by the General Convention.

*Accession to  
General Constitution  
and Canons*

**ARTICLE III**

Organization

Section 1: All communicants in good standing of all Parishes and Missions of The Episcopal Diocese of Alaska are members of the corporation.

*Members*

Section 2: The government and administration of the Diocese is entrusted to the Bishop of the Diocese, the Convention of the Diocese, the Standing Committee, and such other functionaries as may be prescribed by proper authority. The Bishop, the Convention, and the Standing Committee have jurisdiction and authority throughout the Diocese in all matters of doctrine, discipline and worship, subject to the Constitution and Canons, General Convention, and the Constitution and Canons of The Episcopal Diocese of Alaska.

*Government  
and  
Administration*

Section 3: The Officers of the corporation shall consist of a President, a Vice-President, and a Secretary who shall be elected by the Standing Committee as provided by Canon; and a Treasurer, a Chancellor, and a Registrar-Historian elected by the Convention of the Diocese in the manner provided by Canon.

*Officers*

Section 4: The Bishop is the Ecclesiastical Authority of the Diocese. In the absence or inability of the Bishop to serve, the Standing Committee is the Ecclesiastical Authority of the Diocese for all proper purposes.

*Ecclesiastical  
Authority*

Section 5: The Diocesan Convention is the Legislative Authority of the Diocese. It is composed of Clergy and Lay Delegates as provided by the Canons. The Diocesan Convention shall meet at such time and place as the previous Convention shall direct. The Ecclesiastical Authority of the Diocese has the power to call a Special Diocesan Convention provided thirty (30) days notice thereof is given to all Clergy and Congregations entitled to representation, in writing, specifying the time and place of meeting and the business to be transacted.

*Legislative  
Authority*

*Special  
Diocesan  
Convention*

**ARTICLE III, cont.**

Section 6: The Standing Committee shall act for the Convention in all matters not expressly reserved to the Convention between meetings of the Convention, and shall exercise all functions prescribed by General and Diocesan Canons.

*Standing  
Committee*

**ARTICLE IV**Election of a Bishop

Section 1: The Election of a Bishop for this Diocese shall be by the regular Convention or by a Special Convention called for that purpose in accordance with the requirements of the Canons.

*By Convention*

Section 2: A Bishop shall be elected by a concurrent majority vote of the Clergy and Laity, the two (2) Orders voting separately.

*Voting*

Section 3: Nominations for the office of Bishop shall be made in accordance with the requirements of Canon.

*Nominations*

**ARTICLE V**Provisions for Canons

Section 1: The Diocesan Convention shall provide such Canons for the conduct of the business and the carrying out of the purposes of the Diocese consistent with the General Constitution and Canons, the Constitution and Canons of The Episcopal Diocese of Alaska, and the laws of the State of Alaska.

*Provision  
for Canons*

Section 2: Canons may be amended by the Diocesan Convention in the manner provided by Canon.

*Amendment  
of Canons*

**ARTICLE VI**Amendment of the Constitution

This Constitution may be amended by the Diocesan Convention acting on a resolution submitted in writing to the Committee on Constitution and Canons at least thirty (30) days prior to a regular Convention. If approved by a majority of the Convention, it shall lie over until the next regular Convention when, upon consideration again, if it be passed or as amended by a two-thirds (2/3) majority, the amendment shall become effective.

*Amendment of  
Constitution*

The adoption of the Constitution and Canons of The Episcopal Diocese of Alaska shall be by majority vote of the primary Convention, subject to amendment and ratification after one year of trial use.

*Adoption of  
Constitution  
and Canons*

**THE CANONS**  
**OF THE**  
**EPISCOPAL DIOCESE OF ALASKA**

**CANON I**

Officers of the Corporation

<p>Section 1: The Standing Committee is the Board of Directors of the Episcopal Diocese of Alaska and shall manage the affairs of the Corporation.</p>	<p><i>Board of Directors</i></p>
<p>Section 2: The President of the Standing Committee is the President of the Corporation.</p>	<p><i>President</i></p>
<p>Section 3: The Vice-President of the Standing Committee is the Vice-President of the Corporation.</p>	<p><i>Vice-President</i></p>
<p>Section 4: The Secretary of the Standing Committee is the Secretary of the Corporation.</p>	<p><i>Secretary</i></p>
<p>Section 5: The Bishop is the Chief Pastor and the Executive Director of the Corporation. The Bishop shall maintain an office and employ all people needed to assist in the administration of the affairs of the Diocese.</p>	<p><i>Bishop Chief Pastor and Executive Director</i></p>
<p>Section 6: A Treasurer of the Diocese shall be nominated by the Bishop and elected by the Convention at each regular Convention. The Treasurer shall receive all monies collected under the authority of the Convention and disburse them under its direction, except in such cases as may be otherwise especially provided for. The Treasurer shall make a report to the Convention of all monies and other properties entrusted to the care of the Treasurer, which accounts shall be duly audited as ordered by the Canons of the General Convention. The Treasurer of the Diocese, may, upon nomination by the Bishop, be elected Treasurer of Convention.</p>	<p><i>Treasurer</i></p>
<p>Section 7: A Chancellor and one or more Vice-Chancellors shall be nominated by the Bishop and elected by the regular Convention. They shall be Communicants in good standing of the Church and learned in the law. They shall be the legal advisors of the Bishop, the Convention, and of all officers, committees, and organizations of the Convention and the Diocese.</p>	<p><i>Chancellor and Vice-Chancellor</i></p>
<p>Section 8: A Registrar-Historiographer shall be nominated by the Bishop and elected by the Convention at each regular Convention. This Officer shall gather, receive, and safeguard all materials of historical significance in the Diocese, and shall present to each regular Convention a report of all such materials and events as may be deemed to be of permanent interest and importance.</p>	<p><i>Registrar- Historiographer</i></p>

**CANON II**Election of a Bishop

Section 1: The election of a Bishop for this Diocese shall be made at a regular Convention, or at a Special Convention called for that purpose, provided that, at least sixty (60) days before the time of such regular or special Convention, a notice be sent in writing by the President of the Standing Committee to all Clergy and Senior Wardens of every Parish or Mission in the Diocese. This notice shall state the time and place of the proposed election.

*Notification  
Time and Place*

Section 2: Prior to the meeting of such Convention, the Standing Committee shall receive and make nominations to the Convention. The Committee shall furnish to the delegates, prior to the Convention, adequate information on all candidates nominated. Nominations may also be made from the floor in open Convention.

*Nominations*

Section 3: The Clergy and Lay Members present shall vote by Orders to choose a qualified Priest or Bishop for the Office. The quorum required for the election of a Bishop is a two-thirds (2/3) majority of the members in each Order present entitled to seat and vote. A majority vote of delegates in each Order is necessary for election.

*Vote by  
Orders*

**CANON III**

Diocesan Convention

Section 1:

- (a). The Convention shall be composed of the Bishop, Clerical Delegates, Lay Delegates and Members Ex-Officio. *Membership*
  
- (b). Each Congregation shall be represented by its Rector or Member of the Clergy in Charge and by one other delegate for each one hundred, or fraction thereof, communicant members or members in good standing of a recognized ecumenical Parish. In the event that there is no Rector or Member of the Clergy in Charge, or that such person cannot represent the Congregation due to illness, absence from the Diocese, or other good cause approved by the Bishop, the Congregation shall be entitled to one additional delegate. *Number of Delegates*
  
- (c). Elected delegates shall be communicants, lay or ordained, in good standing of the Parish or Mission that they represent. A member of another Christian denomination may be a lay delegate from an ecumenical Parish or Mission, so designated by the Bishop, provided the delegate is a regular attendant of its services and a contributor to its support. *Qualifications*
  
- (d). Members of the Standing Committee are members with seat and voice. They are without vote, unless they are entitled to vote by being delegates to the Convention. *Standing Committee*
  
- (e). The delegates shall be elected at the Annual Meeting of the congregation immediately preceding the Convention by the qualified electors of the Parish or Mission, or, in default of such elections, the Vestry shall appoint. The names and addresses of such delegates and alternates shall be sent, upon election, but at least sixty (60) days in advance of Convention, to the Diocesan office and to the Secretary of the last regular Convention. At the same time as the names are sent to the Diocesan office, the Convention assessments for each delegate shall also be forwarded to the Diocesan office. If no delegate has been selected, the Bishop may appoint. In the event of a Special Convention, each Congregation shall be represented by its delegates to the prior regular Convention. If such delegates are unable to attend the Special Convention, the vestry shall appoint delegates. *Election of Delegates*  
  
*Assessments*
  
- (f). A majority of delegates entitled to seats and votes in the Convention shall constitute a quorum, but a lesser number may adjourn from day to day. *Quorum*
  
- (g). It shall be the duty of each Parish and Mission to send its delegates, as provided by Canon, to Convention. *Responsibility for Representation and Attendance*

Section 2:

- (a). The Bishop of the Diocese shall preside over the Convention. In the absence of the Bishop, the Convention shall be called to order by the Senior Priest active and canonically resident in the Diocese who is present, who shall preside until the Convention is organized and ready for business, when a President shall be elected from among the Priests of the Convention. *Presiding Officer*

## Canon III, cont.

- (b). The Bishop shall nominate a Secretary who shall be elected by the Convention and shall hold office until the next regular Convention or until a successor is elected and qualified. Should a vacancy occur in the office of Secretary, the unexpired term shall be filled by appointment of the Ecclesiastical Authority. The Secretary shall perform the duties prescribed by Canon, and such other services as may be required by the Ecclesiastical Authority. *Secretary*
- (1). It shall be the duty of the Secretary *Duties*
- (a) to compile and send to the host Parish(es) a list of delegates and alternates at least thirty (30) days in advance of Convention, and *Delegate List*
- (b) to call the Roll of Delegates in accordance with Canon III, Sec. 1. *Roll Call*
- (2). It shall be the duty of the Secretary, under the direction of the Convention, to have the Journal of the Proceedings of the Convention printed. *Journal*
- (3). The Diocesan Secretary shall send copies of the Convention Journal as soon as printed, as follows: *Journal Recipients*
- One (1) to every priest in charge of an Episcopal congregation in Alaska
  - One (1) to every Episcopal congregation in Alaska that does not have a priest in charge.
  - One (1) copy each to the Chancellor, Historiographer and Treasurer of the Episcopal Diocese of Alaska.
  - One (1) copy to the Presiding Bishop and to such others as the General Convention or the Ecclesiastical Authority may direct.
  - In addition, copies of the Journal shall be sent to any lay delegate or canonically resident clergy who request it.
- (4). The Secretary shall within thirty (30) days after the adjournment of the Convention, furnish the Treasurer of the same, if there be one, a certified statement of all accounts allowed by the Convention. *Statement to Treasurer of Convention*
- (5). The Secretary shall send certificates of Election of Deputies to the Secretary of General Convention and the Standing Committee of the Diocese in which the General Convention is next to meet, and perform such other duties pertaining to the office as the General Canons, the Ecclesiastical Authority, and the Convention may direct. *Certificates of Election*  
*Other Duties*
- (6). The Secretary may appoint, with the approval of the Convention, one or more assistants. *Assistants*

Canon III, Section 2, cont.

Section 3:

(a) The delegates shall deliberate in one (1) body and each delegate shall have one (1) vote. A majority vote shall be decisive, providing that any ten (10) delegates may call for a vote by ballot. There shall be no Vote by Orders for any question other than the election of a Bishop.

*Voting*

(b) Election to any office or position shall be by a majority vote of the delegates. If no person receives a majority on the first ballot, the candidate with the fewest votes shall be eliminated from the voting and another vote taken. This process shall be repeated for as many ballots as necessary until a person receives a majority.

*Election by  
Majority Vote*

Where more than one position is to be filled, each delegate may vote for as many positions as are to be filled, on one ballot. If no person receives a majority, the candidate with the fewest votes shall be eliminated from the voting and another vote taken. If one or more persons receives a majority, but others to be elected do not, those elected shall be eliminated from the voting and another vote taken. This process shall be repeated for as many ballots as necessary until all person to be elected receive a majority.

Where alternates for positions are required, alternates shall be selected from those running but not elected in the order of the highest votes received on the last ballot.

(c) The Treasurer, Chancellor, and Registrar-Historiographer of the Diocese, if present, and the Officers of the Convention shall be members ex-officio, but without vote unless they are delegates to the Convention.

*Members  
Ex-Officio*

Section 4:

(a) The Convention shall be called to order by the Bishop. Should the Bishop be absent, the Convention shall be organized as provided by Canon III, Sec. 2 (a).

*Business of  
Convention  
Organization*

(b) The Secretary shall call the Roll of Delegates entitled to seats as evidenced by proper certificates. A quorum as required by Canon III, Sec 1 (f) being present, the President shall declare the Convention open and ready for business.

*Quorum*

(c) The first order of business shall be the election of a Secretary of the Convention chosen in accordance with Canon III, Sec 2 (b).

*Election of Secretary*

(d) The second order of business shall be the adoption of the Rules of Order chosen by Convention in accordance with Canon III, Sec 2 (b).

*Adoption of Rules of  
Order*

(e) The next order of business shall be the election of the following Convention Committees:

*Committees*

- (1) Committee on Dispatch of Business
- (2) Committee on Bishop's Address
- (3) Committee on Resolutions
- (4) Committee on Next Convention Arrangements
- (5) Courtesy Committee
- (6) Such other committees as may be necessary.

## Canon III, Section 4, cont.

All committee members shall be delegates nominated by the Bishop, or, in the Bishop's absence, the President, and elected by the Convention. All committees appointed shall hold office during the Convention unless otherwise designated.

(f). As one of the last orders of business, permanent committees shall be similarly elected to serve from the end of the Convention at which elected through the end of the next regular Convention. Vacancies shall be filled by appointment by the Bishop. The committees shall include the following and such others as Convention shall, from time to time deem appropriate:

(1) A Committee on Constitution and Canons, consisting of two (2) members of the Clergy, two (2) Lay Persons, and the Chancellor as ex-officio, whose duties shall include reviewing and reporting on any recommended amendments to the Constitution or Canons of the Diocese, ensuring that the Diocesan Constitution and Canon conform to the requirements of state law and the General Canons of the Episcopal Church, and other related tasks.

*Committee on  
Constitution and  
Canons*

(2) Committee on Nominations and Elections, whose duty it will be to receive nominations for such positions as are filled by nomination and vote of the Convention, to prepare a slate of nominees and present it to Convention, and to conduct such other business as is necessary to the fulfillment of their designated tasks.

*Committee on  
Nominations and  
Elections*

(3) Committee on Youth Ministry, whose duty it shall be to sponsor and support Diocesan youth programs, to oversee, coordinate and initiate Diocesan youth ministries; to provide leadership training for youth ministries; and to provide and support linkage between the Diocese and provincial, national, international and ecumenical youth ministries.

*Committee on Youth  
Ministry*

From each Deanery the Bishop shall appoint annually at the Convention one adult who has worked with youth and one youth to serve on the Committee until the next regular Convention. The Committee shall report annually to the Convention upon its activities and budget.

(g). All resolutions to be presented to the Convention shall be submitted in written form to the Secretary of the last regular Convention sixty (60) days prior to the opening of the Convention. The Secretary shall forward each resolution to each Parish and Mission within fifteen (15) days after receipt. Any resolution not presented in accordance with the foregoing may be introduced to the Convention by a reading of it at the first business meeting, at which time it may be accepted for further consideration only by a majority vote taken without discussion. At the first business meeting of the Convention the substance of each resolution shall be made known to the Convention together with assignment of such resolution to committees. The resolution may be read at length at that time if it is requested.

*Resolutions*

Nothing in this rule shall prevent the Bishop from introducing new matters to the Convention for consideration or action through the Bishop's address to Convention, and nothing in this rule shall prevent a committee from introducing new matters to the Convention through its majority report. The Bishop may refer any resolution to a committee for such action as it deems proper. All resolutions shall be reported back by the committee to which referred with the recommendation of the committee.

Canon III, Section 4, cont.

All resolutions must pass by a two-thirds majority. The Convention may decline to put a resolution to the vote once it has been reported back from committee

(h). The Convention shall review and approve the budget of the Diocese and the same shall be printed in the Journal of Convention.

*Budget*

(i). Before adjourning, the Convention shall designate the time and place of the next Convention, subject to adjustment by the Standing Committee when circumstances so require.

*Next Convention*

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**CANON IV**
Qualifications for Election and Appointment to Diocesan Convention Bodies and Office

Section I: The following conditions must be present for election to Diocesan Convention Bodies and Office

*Qualifications*

- (a). All clergy members must be licensed to serve in this Diocese and in good standing
  - (b). All lay members must be in good standing
  - (c). All members must have received the core training components
- or
- (d). Receive the training components within a 6 month timeline from election to Diocesan Convention Bodies and Office

Section II: Core training components are those listed below and others as designated by the Bishop.

*Core Training Components*

- (a). Anti-Racism training
- (b). Safe Church training

Section III: Diocesan Convention Bodies and Diocesan Offices

*Diocesan Convention Bodies and Offices*

- (a). Standing Committee
- (b). Diocesan Commission on Ministry
- (c). Finance Committee
- (d). Faith into Tomorrow Endowment Board
- (e). Youth Commission
- (f). Deputies to General Convention
- (g). Ecclesiastical Court
- (h). Constitutions and Cannons
- (i). Property Committee

**CANON V**

The Standing Committee

Section 1: In this Diocese, the Standing Committee shall serve as the Diocesan Council, Council of Advice, and the Diocesan Review Committee. The Standing Committee shall perform the functions required by the Constitution and Canons of the Episcopal Church and the Diocese, Diocesan Convention, and the laws of the State of Alaska

*Duties*

- (a) when serving as a Diocesan Council between meetings of the Diocesan Convention, the Standing Committee shall:
  - i. Implement actions assigned by the Diocesan Convention;
  - ii. Establish a Planning Committee, when appropriate, to ensure that the Diocese continues its long range planning process;
  - iii. Supervise legal matters not arising under Title IV of the Canons of the Episcopal Church;
  - iv. Establish a Finance Committee which shall give effect to the standard business methods in church affairs as prescribed by the Canons of the Episcopal Church and which shall fulfill such other duties as shall be given to it from time to time by the Standing Committee;
  - v. Determine budget policy and present a recommended budget to the Diocesan Convention;
  - vi. Advise on staff positions in the Diocese;
  - vii. Appoint additional advisory committees as necessary;
  - viii. Adopt rules and operating procedures for the conduct of Diocesan business.
  
- (b) When serving as the Council of Advice to the Bishop Diocesan under the Constitution and Canons of the Episcopal Church, the Standing Committee shall:
  - i. Act as Ecclesiastical Authority if there be no bishop;
  - ii. Provide the review and consultation required in the canonical selection, examination and ordination processes for persons seeking Holy Orders; and
  - iii. Advise and consent to the purchase, construction, encumbrance and disposition of real property in the Diocese.
  
- (c) The Standing Committee shall serve as the Diocesan Review Committee for proceedings arising under Title IV of the Canons of the Episcopal Church.
  
- (d) Act as the reviewing body in the selection, examination, and ordination of persons for Holy Orders.

CANON IV, Section 1, cont.

- (e). Advise and consent to the purchase, construction, encumbrance, and disposition of real property of the Diocese.
- (f). Implement actions assigned by the Convention of the Diocese.
- (g). Establish a Planning Committee to ensure that the Diocese continues its long range planning process.

Section 2: The Standing Committee shall consist of nine members. One lay and one clergy member shall represent each Deanery. The fifth seat shall be an at large seat, nominated by the Bishop and elected by the convention.

*Membership*

(a). Members shall be elected by the Convention. Deaneries will nominate one person for their Deanery seat at their meeting immediately preceding the Convention at which the seat will be vacant. Any vacated seat must be filled from the same constituency.

*Constituency*

(b). Three seats shall be filled at each regular Convention to succeed those terms that shall have expired at convention. Each seat shall be designated with a number between one and nine. Seat one, two and three shall be elected at convention held during year A of the liturgical calendar. Seats four, five and six shall be elected at the convention held during year B. Seats seven, eight and nine shall be elected at the convention held during year C.

*Election*

The seats shall be designated as follows:

- |                                 |                               |
|---------------------------------|-------------------------------|
| Seat #1 Arctic Coast, Lay       | Seat #6 South East, Lay       |
| Seat #2 Interior, Clergy        | Seat #7 Arctic Coast, Clergy  |
| Seat #3 South East, Clergy      | Seat #8 South Central, Clergy |
| Seat #4 South Central, Lay      | Seat #9 Interior, Lay         |
| Seat #5 At Large, Lay or Clergy |                               |

(c). The tenure of office of all seats shall be from the convention at which elected through the third regular Convention following. A person may serve no more than three consecutive full terms without a break of at least 12 months.

*Tenure of Office*

(d). If a member misses two consecutive meetings, without being excused by the president, the absences will be interpreted as a resignation.

*Attendance*

(e). Any vacancy occurring between regular Conventions may be filled by the remaining members of the Standing Committee until the following Convention, at which time a replacement shall be elected for the balance of the term of the member being replaced.

*Vacancy*

Section 3: The Standing Committee shall annually elect a President, Vice-President, and Secretary from its members, who shall be Officers of the Corporation as defined in Canon I, and shall define their duties. It shall keep a record of its proceedings and shall report its actions to each congregation of the Diocese after each meeting. It shall make an annual report of its proceedings to the Convention, except such as pertain to the exercise of its function as a Council of Advice to the Bishop.

*Officers and Reports*

CANON IV, cont.

Section 4: The Standing Committee shall hold regular meetings not less than three times each year at such time and place as it may select and special meetings at such other times as it may be called into session by the President, the Bishop, or any three of its members.

*Meetings*

Section 5: A majority of the members shall constitute a quorum.

*Quorum*

Section 6: No member of the Standing Committee may at the same time be a member of the Commission on Ministry or Ecclesiastical Court. No person employed by or on contract to the Diocese, a deanery, or The Episcopal Church may be a member of the Standing Committee. For the purposes of this canon, the Bishop's representative in a Mission is not an employee of the diocese. No member of the Ecclesiastical Court may be a member of the Standing Committee.

*Conflict of Interest*

## CANON VI

Commission on Mission and Ministry

Section 1: There shall be a Commission on Mission and Ministry composed of nine (9) persons, to be selected as follows: Five (5) ordained persons, canonically resident within the Diocese, and four (4) lay persons, who shall be Communicants in Good Standing in the Diocese; the Bishop appointing three (3) Clergy members (one of whom is a vocational deacon) and two (2) Lay members. The Bishop, in consultation with the Commission on Mission and Ministry, shall appoint a Chair from among the Commission members annually after each Convention and before the first Commission Meeting.

*Membership*

Each Deanery shall be represented by one(1) clergy member and one(1) lay member.

*Deanery  
Representation*

No member of the Commission on Mission and Ministry may at the time be a member of the Standing Committee.

The tenure of office of members shall be from the Convention at which elected or appointed through the third (3rd) regular Convention following. The Convention shall elect or the Bishop shall appoint persons to succeed those whose terms shall have expired at that Convention. A member may serve no more than three (3) consecutive full terms without a break of at least twelve months.

*Tenure of Office**Restriction*

Any vacancy occurring between regular Conventions may be filled by the remaining members of the Commission on Ministry or by appointment by the Bishop, depending on the initial election or appointment of the member being replaced, until the next regular Convention, at which time a replacement may be elected by the Convention or appointed by the Bishop for the balance of the term of the member being replaced.

*Vacancies*

If a member misses two (2) consecutive meetings without being excused by the Chair, the absences shall be interpreted as a resignation.

*Attendance*

No person employed by or on contract to the Diocese, a Deanery, or the Episcopal Church may be a member of the Commission on Ministry. For the purposes of this canon, the Bishop's representative in a mission is not an employee of the Diocese.

*Conflict of Interest*

Section 2: The Commission on Ministry shall execute duties designated by Canons, including but not limited to the following:

*Duties*

(a). Adopt rules for its work, subject to the approval of the Bishop, *provided* the same are not inconsistent with the Canons.

*Rules*

(b). Appoint committees to act on its own behalf.

*Committees*

(c). Assist the bishop in challenging, training, and providing continuing education of the Laity for its ministry.

*Ministry of the Laity*

(d). Assist the Bishop in matters pertaining to the needs for the Ordained Ministry within the Diocese in enlistment and selection of persons for the Ministry, and in the guidance and pastoral care of all Postulants and Candidates for Holy Orders, Deacons and Priests.

*Ordained Ministry*

(e). Assist the Bishop in matters pertaining to the continuing education of the Ordained Ministry.

*Continuing Education*

Canon V, Section 2, cont.

(f). Interview in the presence of and guided by the Bishop, each Candidate prior to ordination, alike to the Diaconate and Priesthood, to ascertain the Candidate's personal readiness for such ordination, and shall report in writing and without delay the findings of this interview to the Standing Committee.

*Interview of  
Candidates*

(g). Administer examinations required by Canon for Ordination.

*Examinations*

**CANON VII**Deaneries

Section 1: For the more effective pursuit of the work of the Church in the Episcopal Diocese of Alaska, there shall be four Deaneries whose boundaries shall be determined by the Bishop, with the approval of the Convention.

*Establishment*

Section 2: Each Deanery shall have a governing body which shall be elected in the manner specified by its by-laws, and which shall meet at least once a year.

*Government*

Section 3: The by-laws shall also specify such officers as it requires with their qualifications, duties and terms, and such other matters as are necessary for the ministry of the deanery.

*Officers*

Section 4: Each Deanery shall have a Dean appointed by the Bishop based on the Deanery's nomination. The Dean shall report at least quarterly to the Bishop.

*Dean*

Section 5: Each Deanery shall report annually on its activities and budget to the Convention. Any request for Diocesan support of the Deanery's budget is subject to the Diocesan budget process and must be approved by Convention.

*Reports*

**CANON VIII**

Native Advocacy Committee

Section 1: Every three (3) years each Deanery shall elect two (2) Native Communicants, lay or ordained, to serve for a term of three (3) years on the Native Advocacy Committee of the Diocese. Members may be re-elected for one (1) term. The term of office shall begin on January 1 of the year following election.

*Term of Office*

In the event the Deanery does not elect, the Standing Committee shall appoint two (2) Native members of the Deanery.

*Appointments*

Other vacancies shall be filled by the Native Advocacy Committee.

*Vacancies*

**CANON IX**Deputies to General Convention

Section 1: At the regular Convention held at least 12 but no more than 24 months prior to the regular meeting of the General Convention, Clerical and Lay Deputies and their alternates representing the Episcopal Diocese of Alaska at such General Convention shall be elected in accordance with provisions of the General Canons of the Church.

*Election of  
Deputies and  
Alternates*

Section 2: In the case of the inability of any Deputy or alternate to attend the General Convention, the Bishop shall have the power to appoint an alternate.

*Filling  
Vacancies*

Section 3: Upon the conclusion of a General Convention, it shall be the responsibility of the Deputies, together with the Bishop, to plan and deliver one (1) or more reports, in ways most likely to reach the largest number of communicants in the Diocese, regarding the actions and positions established during that General Convention.

*Post-convention  
Responsibility  
of Deputies*

**CANON X**

Assessments

Section 1: The Convention shall have power to raise money by assessments on the Parishes and Missions of the Diocese, by Canon or by vote, for the necessary and proper expenses of the Diocese, or any other objects which the Convention may approve and direct.

*Assessments*

Section 2: The Convention shall also have the power to impose such penalty as it may see fit, within its lawful authority, for neglect to pay such assessments when imposed. Such penalty may include suspension of a Parish or Mission from the right to representation in Convention.

*Penalty*

## CANON XI

Missions

Section 1: Missions may be established or dissolved by the Bishop and the Standing Committee of the Diocese, in consultation with the congregation.

*Establishment  
and Dissolution*

Section 2: Any ten (10) or more Confirmed Episcopalians may make application in writing, signed by each of said persons, requesting the organization of a new Mission in their community. Such application shall state their reasons for making this request and declare conformity to the doctrine, discipline, and worship of the Church, their accession to the General Constitution and Canons of the Church and the Constitution and Canons of this Diocese, the amount of money they are prepared to contribute toward their self-support, and their willingness to assume a fair share of the work of the General Church and this diocese.

*Application for  
Organization*

Section 3: The central properties of a Mission may not be located within two (2) miles of the central properties of an existing Parish without the consent of the Vestry of such Parish.

*Location  
(Restriction)*

Section 4: Parochial Missions may be organized within the limits of any Parish, with the consent of the Bishop, Standing Committee, and the Vestry, by, or under the supervision of, the Rector of the Parish, and such Mission shall be governed by the Vestry of the Parish, and under such rules and regulations as may be satisfactory to the Bishop and to the Rector of the Parish. Missions so established shall be reviewed by the Bishop and the Standing Committee with regard to possible independent status every five (5) years. Parochial Missions may also apply to the Standing Committee for Parish status at any time by mutual consent of the Vestry of the creating Parish and of the members of the Parochial Mission. Until such time as a Parochial Mission is received upon recommendation by the Bishop and the Standing Committee, by the Convention as a Parish in union with the Convention, the Parochial Mission shall be accounted as an integral part of the Parish to which it belongs.

*Parochial  
Missions*

*Review of  
Application  
for Parish Status*

Section 5: The government of a new Mission, other than a Parochial Mission, shall be vested in the Bishop. The Bishop shall appoint as Bishop's representative a Minister in Charge or Warden.

*Government*

(a). The Bishop shall appoint a Vestry which shall consist of the Minister in Charge, if any, who shall be Chairman, a Warden, and a Clerk, who shall be Communicants of this Church, and a Treasurer, and other baptized lay persons in number to be determined by the Bishop.

*Vestry*

(b). The duty of the Vestry shall be to establish rules for, and to keep a record of, its proceedings. It shall meet as required by its own rules, or whenever called by the Bishop, the Bishop's representative, or a majority of its own members. It shall administer the temporal concerns of the Mission, collect necessary monies, provide for prompt payment of all liabilities incurred and assessments levied by the Convention, contribute to any necessary salaries, take part in special offerings, and, in general, carry on the work of the Mission.

*Duties*

(c). The duty of the Warden shall be to secure some room or house to be used as a House of Worship, and with the advice of the Bishop's representative, to provide all things necessary for conducting the service decently and in order, and to make provision for the bread and wine of the Holy Communion. The Warden shall have a care that the offerings, when received at a service, be paid over to the Treasurer of the Mission. The Warden shall also supervise the Vestry in collecting and forwarding to

*Duties of Warden*

Canon X, Section 5, cont.

the proper officers all assessments levied by the Convention. In the absence of a Minister-in-Charge, the Warden shall take care of the Altarware, linens, Parish Register, Register of Services, and other property belonging to the Mission; and, in so far as possible, to provide continuing service of worship and to make for the Mission such reports as the Bishop or Convention may from time to time require. In the absence of the Bishop or Minister in Charge, it shall be the duty of the Warden to preside at all meetings of the Vestry and the congregation of the Mission.

(d). In a Mission which has been established under the provision of this Canon for at least twelve (12) months, upon the approval of the Bishop, the qualified voters of the Mission, being all baptized persons, regular attendants of its services and contributors to its support, shall, in the first quarter of each year, elect a Vestry from their own communicant members, which shall, except where exempted by the Bishop, be composed of not less than three (3) nor more than twelve (12) members, in any multiple of three (3). This shall be a rotating Vestry, one-third (1/3) of whose members shall be elected each year for a term of three (3) years, with a calendar year intervening between the expiration of any member's term and re-election. If the Mission so desires, and such is approved by the Bishop, the Vestry may be composed of not less than six (6) and not more than twelve (12) members, in any multiple of two (2). This shall be a rotating Vestry, one-half (1/2) of whose members shall be elected for a term of two (2) years, with a calendar year intervening between the expiration of any member's term and re-election. When the Vestry of a Mission is elected under the provisions of this Canon, the Bishop shall appoint a Warden from the Vestry and a Clerk, and a Treasurer from among the members of the Mission.

*Election of Vestry*

Section 6: On petition of ten (10) communicants of the Mission, the Vestry shall take steps to obtain Parish status. The vestry shall prepare a budget and Bylaws, and present the same, within two (2) months, to the congregation for adoption. Upon adoption, these documents shall be submitted to the Standing Committee for review and shall be accompanied by a report which establishes that the congregation has provided appropriate liturgical and non-liturgical ministries for at least the year preceding the date of application and will be able to continue so to provide. The Standing Committee shall present the application to the next regular Convention with its recommendations. Upon approval by the Convention, the Mission becomes a Vacant Parish and shall operate according to the provisions of Canons XI and XII.

*Procedure for Obtaining Parish Status*

Section 7: Aided Parishes and Missions existing at the time of the adoption of this Canon, and Missions hereafter created, may become Parishes in accordance with the provisions of the same. A review of the Mission status shall be carried out under the direction of the Standing Committee every two (2) years.

*Existing Aided Parishes and Missions*

## CANON XII

Parishes

## Section 1:

(a). The government of a Parish shall be by a Vestry according to the Articles and Bylaws of the Parish as approved, or changed by a majority of the qualified voters of the Parish voting at an Annual Meeting of the Parish, whose number shall be at least ten percent (10) of the total number of qualified voters. The qualified voters of each Parish shall be defined by the Bylaws of the Parish, but shall be members in good standing in that Parish, including both lay and ordained members thereof.

*Government of a  
Parish Vestry Articles  
and Bylaws Annual  
Meeting*

*Qualified  
Voters*

(b). The qualified voters shall, in the first quarter of each year, elect the Vestry from persons qualified under the Bylaws of the Parish, but who in any event are baptized members in good standing of the Parish. The Vestry shall be composed of not less than six (6) and not more than twelve (12) members in any multiple of three (3). This shall be a rotating Vestry, one-third (1/3) of whose members shall be elected each year for a term of three (3) years with a calendar year intervening between the expiration of any member's term and re-election. If the Parish so desires, the Vestry may be composed of not less than six (6) and not more than twelve (12) members, in any multiple of two (2). This shall be a rotating Vestry, one-half (1/2) of whose members shall be elected for a term of two (2) years, with a calendar year intervening between the expiration of any member's term and re-election.

*Election and  
Composition*

(c). The Rector or Minister in Charge may preside at meetings of the Vestry and Congregation and shall have all the rights of a member. The Presiding Officer may only vote in case of a tie. In the absence of the Rector or Minister in Charge, the Senior Warden or Junior Warden or a member of the Vestry in that order previously established by the Vestry shall preside.

*Presiding  
Officer*

(d). The officers of the vestry shall be the Senior Warden, The Junior Warden, the Clerk and the Treasurer. They shall be elected or appointed as the by-laws of the congregation specify, except that the wardens and clerk must be members of the vestry.

*Wardens  
Clerk  
Treasurer*

(e). It shall be the duty of the Vestry to establish rules for, and to keep a record of, proceedings. It shall meet as required by its own rules, or whenever called by the Rector or Minister in Charge, or, in case of absence or disability, by a Warden, or by a majority of its members. It shall administer the temporal concerns of the Parish, collect necessary monies, provide for prompt payment of all liabilities incurred and assessments levied by the Convention, the salary and living of the Clergy as established by the administrative policies of the Diocese, take part in special offerings, and, in general, with the Rector or Minister in Charge, carry on the work of the Parish.

*Rules*

*Meetings*

*Duties*

(f). In case of a Parish operating without a Rector or Minister in Charge, the duties under this section will be apportioned as follows:

*Operating Without a  
Rector or Minister in  
Charge*

(1) The Vestry will elect the Senior Warden, as provided by the Bylaws of the Parish.

(2) The duties of presiding at Vestry meetings (Sec. 1c) and of calling special meetings (Sec. 1e) will belong to the Senior Warden or a substitute as provided in subsection 1c.

Canon XI, Section 1, cont.

(3) The Vestry will assume the duties of the administration of the spiritual concerns of the Parish and carry on in general the work of the Parish as provided in subsection 1e.

Section 2: Any Vestry may submit a written request for financial support for the next calendar year to the Diocesan Council.

*Request for  
Financial Support*

Section 3: A Parish desiring to Incorporate must follow the provisions of Canon XIII.

*Incorporation*

Section 4: A Parish which for the three years preceding has failed to elect a Vestry, or to submit reports as required by Canon, or to provide appropriate liturgical and non-liturgical ministries, may, upon recommendation of the Bishop and Standing Committee, be declared a Mission by a two-thirds vote of Convention and shall be governed by the provisions of Canon X, Sections 1 and 5. The Mission may seek to be re-established as a Parish by fulfilling the requirements of Canon X, Section 6.

*Reversion to  
Mission Status*

Section 5: Cases of disagreement between the Rector and Vestry or Congregation shall be resolved according to the Canons of the General Convention.

*Cases of  
Disagreement*

**CANON XIII**Vacant Parishes

Section 1: Any Parish which can provide maintenance and support for a Priest as established by the administrative policies of the Diocese may call a Rector. In any Parish that cannot so provide or that chooses to rely on Sacramentalists rather than a Rector, the Vestry shall carry out the administrative responsibilities of a Rector.

*Requirements  
to call a  
Rector*

Section 2: It shall be the duty of the Wardens of a Parish to give written notice to the Bishop of a vacancy in the Rectorship upon the occurrence of the same or their knowledge of its pending occurrence as required by General Canon, to proceed without delay as thereby directed and to request that the Bishop advise the Vestry and recommend candidates for the position.

*Notice of  
Vacancy*

Section 3: Every such vacant Parish shall be, and remain under, special supervision of the Bishop until a Rector is duly chosen and installed. During such vacancy it shall be the duty of the Vestry of the Parish to make provision for duly maintaining divine worship in the Church, and for the pastoral care of the Parish. And if in any such case the Vestry fails to do so, the Bishop may appoint a Priest to be Minister in Charge of said Parish until a Rector shall be duly elected and installed. Such Minister in Charge is to be subject to the Bishop's direction, control and removal.

*Vestry  
Responsibility  
under Bishop's  
Supervision*

*Temporary Minister  
in Charge*

Section 4: It shall be the duty of the Vestry of such Parish to make provision out of the revenues of the Parish for the salary and living of the Minister in Charge in accordance with the administrative policies of the Diocese, and to provide for the maintenance of divine worship in the Church.

*Fiscal Duties of  
Vestry regarding  
Minister in Charge  
and Worship*

Section 5: A Rector shall be elected by the votes of a majority of the Vestry given by ballot. The election shall be made after open nomination at a previous meeting of the Vestry duly convened, and each nomination shall have been made known to the Bishop, and sufficient time, not to exceed thirty (30) days in advance of the election, shall have been given the Bishop for communication with the Vestry on the nomination. If the Bishop does so communicate, the Vestry must consider the communication at a meeting duly called and held for that purpose, prior to electing a Rector.

*Election of Rector  
from Approved  
Nominees*

*Communication  
with Bishop*

Section 6: The call of the Rector-elect shall be in writing, and shall express distinctly any special conditions, together with the stipulation as to salary and support. When the call has been accepted in writing, and the Rector is instituted, the contract shall be complete. The stipend named in the call may be increased or diminished from time to time by agreement in writing, signed by the parties. Either party may appeal to the Bishop for a final judgment. No Priest shall be recognized as Rector of a Parish until canonically transferred to the Diocese.

*Call of the  
Rector-Elect*

*Stipend*

*Canonical Transfer*

Section 7: The Vestry may call an Assistant Minister on such terms and conditions as are agreed upon by the Rector and the Vestry and the member of the Clergy concerned. The proposal of any member of the Clergy for such appointment shall be made known to the Bishop who may have thirty (30) days to communicate with the Rector and the Vestry on the proposed appointment.

*Assistant Ministers*

**CANON XIV**

Title to Property

Section 1:

(a). A Parish may incorporate under the non-profit corporation law of the State of Alaska. A Parish desiring to incorporate must notify the Standing Committee in writing and submit a copy of the proposed Articles of Incorporation to the Standing Committee for approval. A Parish must have the consent of the Standing Committee and approval of the proposed Articles of Incorporation before proceeding to file the same with the State of Alaska. Subsequent amendments to the Articles of Incorporation must be approved by the Standing Committee.

*Vesting of Title*

(b). An incorporated Parish may hold title to real or personal property. The property shall be held in the name of the “Rector, Wardens and Vestry in trust for ( ) Parish of the Episcopal Diocese of Alaska.”

(c). Upon request to the Bishop and the Standing Committee, the Bishop shall convey to any incorporated Parish all property held by the Diocese for, or used by, the incorporated Parish.

(d). Title to real or personal property used or occupied by any unincorporated Parish or Mission of the Diocese shall be held by the Episcopal Diocese of Alaska.

Section 2: All Legal instruments and papers relating to title shall be submitted to the Chancellor for examination and approval prior to conveyance of title to such properties.

*Title*

Section 3: No real property of any Parish or Mission on which is located its church, parish hall or rectory, shall be subject to encumbrance or alienation, including, but not limited to, a lease or lease/option for a period of more than one (1) year, without the written consent of the Rector or Minister in Charge, the Vestry, the Bishop and the Standing Committee.

*Encumbrance or Alienation*

Section 4: No Church shall be consecrated until the building and the ground on which the same is erected have been fully paid for and are free from lien or other encumbrance.

*Consecration*

## CANON XV

Business Methods in Church Affairs

Section 1: It shall be the duty of each Minister in this Diocese in charge of a Parish or Mission, or, if there be no Rector or Minister in Charge, of the Church Wardens, or other proper officers, to prepare upon the form of Parochial Report adopted by the General Convention a report ending December 31 preceding, and to transmit the same by mail or deliver same, on or before the first day of February to the Bishop of the Diocese or, when there is no Bishop, to the Secretary of Convention.

*Parochial  
Report*

## Section 2:

(a). Treasurers and Custodians, other than banking institutions and those exempted by the Bishop, shall be adequately bonded, except treasurers of funds that do not exceed five hundred dollars (\$500.00) at any one time during the fiscal year.

*Bonding*

(b). Such books of account shall be kept as the Standing Committee shall require.

*Bookkeeping*

(c). All accounts having to do with receipts and expenditures of money of each Parish and Mission and organization shall be audited at the close of each year by the Vestry or someone, other than the Treasurer, appointed by it.

*Audit*

(d). Unless exempted by the Bishop, each Parish and Mission shall keep the records of its accounts in the appropriate cash book prepared by the Executive Council of this Church.

*Cash Book*

Section 3: Buildings and their contents, belonging to the Diocese or to any Parish or Mission thereof, shall be kept adequately insured. The Standing Committee may, from time to time, review the amounts of insurance carried and, if it finds the same to be inadequate, may call upon the owners or users of the property to increase the coverage.

*Insurance*

**CANON XVI**

The Ecclesiastical Court

Section 1: The Ecclesiastical Court for the Trial of any Priest or Deacon of the Diocese shall perform its functions as required by and consistent with the Constitutions and Canons of the Episcopal Church and this Diocese.

*Under Guidance of  
National Church  
Canons*

Section 2: The Ecclesiastical Court shall consist of five members, designated as Seats A through E, which shall be elected by the Diocesan convention: Seats A, C, and E shall be filled by clergy canonically resident in the Diocese and Seats B and D shall be filled by Lay confirmed communicants in good standing. At all times there shall be at least one member who is learned in the law.

*Membership*

(a). The tenure of office of members shall be from the end of the Convention elected through the fifth regular Convention following. A person may serve no more than three consecutive full terms without a break of at least twelve months.

*Tenure*

(b). The Convention shall elect at each regular Convention one person of like Order to succeed that member whose term shall have expired.

*Election*

Section 3: The Court shall annually elect from its members a Presiding Judge within two months following Diocesan Convention.

*Election of Presiding  
Judge*

Section 4: The Court shall appoint a Church Attorney who shall be a lay confirmed communicant of the church and is learned in the law.

*Appointment of Church  
Attorney*

Section 5: Vacancies occurring between regular Conventions may be filled by the remaining members of the Court with the consent of the Standing Committee until the following Convention, at which time a replacement shall be elected for the balance of the term of the member being replaced.

*Vacancies*

Section 6: The mode of conduct of the Court shall be as set forth in Title IV of the Constitutions and Canons of the Episcopal Church.

*Mode of Conduct*

**CANON XVII**

Amendments and Additions

Section 1: These Canons may be amended or added to by Convention.

*Amendment or Addition*

Section 2: All proposed amendments or additions to the Canons shall be referred to the Committee on Constitution and Canons at least thirty (30) days before the Convention. A majority vote of the delegates entitled to vote shall be required for enactment.

*How To Amend or  
Make An Addition*

Such amendments and additions become effective at the close of the Convention.

*Date when Effective*

**CANON XVIII**

Interpretation of the Canons

These Canons shall be interpreted in their plain and literal sense, except that words of male gender shall also imply female gender where not inconsistent with the General Constitution and Canons.

*Interpretation*