



May 2014

To the Committees, Commissions, Agencies and Boards of the Episcopal Church Reports to the 78th General Convention: The Blue Book 2015

Dear Colleagues,

This triennium continues to be one of transition and creative adaptation. As the General Convention has challenged the Church to reimagine the way we undertake mission and ministry, you have been in the midst of this transformation. With limited face-to-face meetings and greater reliance on technologically based interactions, you have been asked to fulfill your mandates in new and imaginative ways. I am grateful to you for your commitment in this changing environment, and to your faithful ministry on behalf of the Episcopal Church.

It is now time to prepare to report on your work to the General Convention. *Reports to the 78th General Convention*, commonly known as *The Blue Book*, will contain the reports and proposals of the Committees, Commissions, Agencies and Board (CCABs) of the Episcopal Church. I hope the following information will assist you in preparing your report.

Deadlines

- **Friday, September 5, 2014, for the Committees reporting to Executive Council.¹**
- **Friday, December 5, 2014 for all other groups.²**

You are encouraged to submit your report before the deadline, because I plan to release reports and have them posted to the General Convention website as soon as possible after their final editing.

Writing Your Report³

Style and Format:

In writing your report, please write clearly and concisely, while conveying the work and recommendations of your CCAB. Generally, the reports of standing commissions and similar committees have been between 2,000 and 7,000 words in length, while reports from agencies and boards are typically from 500 to 2,000 words. (If your report will be longer, or if it has unusual features, please contact us in advance.) You may use any standard word processing software, such as Microsoft Word. To assist with the final editing, please limit formatting and submit your report single-spaced except for double-spaced between paragraphs. Do not include indentations, headers, or footers. *The Blue Book* will have its own pagination, so please reference sections within your report instead of

¹ Executive Council's reporting requirements are outlined in [Canon I.4.1\(b\)](#)

² *The Blue Book* report requirement is found in [Canon I.1.2\(j\)](#)

³ *The Blue Book* report content requirements are found in [Canon I.1.2\(k\)](#)

page numbers, as needed. Each section of your report (Membership, Summary of Work, and Budget) should be its own heading, and you may use subheadings.

Copyrighted materials should not be included in Blue Book reports. Because of financial and legal concerns of using copyrighted materials, if you feel you must include copyrighted materials you should discuss this in advance with the Executive Officer of the General Convention. If including the materials is allowed, you will be required to obtain copyright clearance and you must also include credits to the writers or owners of the material in your report.

Report Outline

1. Membership:

Please list the names of the original members appointed to your CCAB, with their terms of office, listing officers first and including their titles. Note any changes to membership in a following subsection entitled *Changes in Membership*. Additionally, identify one (1) bishop and one (1) Deputy authorized to receive non-substantive amendments to proposed resolutions contained in the report to Convention.⁴ If the report is not unanimous, please list those concurring with, and those dissenting from, the report. A minority report, if any, should be included. (The most up-to-date membership information is listed in the Extranet, and is available at <http://extranet.generalconvention.org/>.)

2. Summary of Work:

Please include your CCAB's mandate, a list of meetings (including locations and dates of any face-to-face gatherings), a description of the work accomplished on any resolutions⁵ referred by the 77th General Convention, and goals and objectives of any future work you recommend be undertaken by your CCAB or other bodies.

You should also list, by priority, any proposed resolutions for consideration by the 78th General Convention. Any resolutions should relate to the mandate you have been given, and should not duplicate previous actions of General Convention. If funding is necessary to implement a resolution, you must include that request as part of your resolution.

3. Budget:

This section should list your CCAB's expenditures for the 2013-2015 triennium, as well as funding requests (if any) for meetings in the upcoming triennium (the applicable canon assumes your report will recommend whether or not your CCAB should be continued). If you are requesting funding for the next triennium, please use the following format:

“The [CCAB name] plans to meet approximately [number] times during the next triennium. This will require [dollar amount] for 2016, [dollar amount] for 2017, and [dollar amount] for 2018, for a total of [dollar amount] for the triennium.”

Current budget information is available in the Extranet, at <http://extranet.generalconvention.org/>.

Submitting Your Report

Please send your report electronically, as an email attachment to Stacey Chambers at episcopaeditor@gmail.com. She will contact you to acknowledge receipt of your report.

⁴ The requirement to authorize two(2) members to accept amendments is found in [Canon I.1.2\(I\)](#)

⁵ See the [Resolution Guidelines for the 78th General Convention](#) for information on writing a resolution.

Questions and Contacts

Please contact the Office of the General Convention with any questions you may have.

For Formatting, Deadline and General Inquiries:

- Stacey Chambers, Publications Editor
 - episcopaleditor@gmail.com 1.212.716.6141

Or

- Twila Rios, Staff Assistant for Content Management and Digital Publishing
 - trios@episcopalchurch.org 1.212.716.6141

For Legislative Inquiries:

- Marian Conboy, Deputy for Legislation
 - mconboy@episcopalchurch.org 1.212.716.6205

For Budget Inquiries:

- Patrick Haizel, Manager for Finance and Meetings
 - phaizel@episcopalchurch.org 1.212.716.6046

Additional Documents and Resources

This letter and other documents to assist you will be available on the General Convention website at <http://www.generalconvention.org>.

1. [Resolution Guidelines for the 78th General Convention](#), containing resources on researching and preparing resolutions for submission.
2. [2012 Resolutions Referred to CCABs](#), used as a reference in reporting work performed in the triennium.

Legislative history and other resources may be found on the Archives website at www.episcopalarchives.org/.

In Conclusion

Thank you for your continuing work on behalf of the General Convention of the Episcopal Church. Your attention to the reporting requirements and deadlines is greatly appreciated. Please feel free to contact me if I may be of any assistance to you as we work together in service to God and the Church.

With gratitude, and with every good wish,



The Rev. Canon Dr. Michael Barlowe
Executive Officer of the General Convention of the Episcopal Church

Applicable excerpts from the 2012 Constitution and Canons of The Episcopal Church

CANON I.1.2

(j) Every Commission shall prepare a Report, which, together with any minority Report, shall be sent, not later than 150 days prior to the opening day of each Convention, to the Executive Officer of the General Convention, who shall print and distribute the same, as far as practicable, to all members of said Convention.

(k) The Report of every Commission presented at the General Convention shall:

- (1) Set forth the names of its original members, any changes in membership, the names of all those who concur in and all those who dissent from its recommendation, and shall further state, if less than a majority of its entire membership sign the Report, their authority for presenting it.
- (2) Summarize the work of the Commission, including the various matters studied, the recommendations for action by the General Convention and drafts of Resolutions proposed for adoption to implement the recommendations of the Commission.
- (3) Include a detailed report of all receipts and expenditures, including moneys received from any source whatsoever, during the preceding interval since the last meeting of the General Convention, and if it recommends that it be continued, the estimated requirements for the ensuing interval until the next regular meeting of the General Convention.

(l) Every Commission, as a condition precedent to the presentation and reception of any Report in either House, in which such Commission proposes the adoption of any Resolution, shall, by vote, authorize a member or members of that House, who, if possible, shall be a member of the Commission, with such limitations as the Commission may impose, to accept or reject, on behalf of the Commission, any amendments proposed in such House to any such Resolution; Provided, however, that no such amendment may change the substance of the proposal, but shall be primarily for the purpose of correcting errors. The name of the member or members of the particular House upon whom such authority has been conferred, and the limitations of authority, shall be communicated in writing to the Presiding Officer of such House not later than the presentation of such Report in that House. The application of this Rule in either House may be suspended, in any particular case, by the majority vote of the members of such House.

CANON I.4.1

(b) The Executive Council shall be accountable to the General Convention and shall render a full published report concerning the work with which it is charged to each meeting of the said Convention. The report shall also include information on the implementation of all concurred resolutions of the previous General Convention calling for action by the Executive Council, by its officers and staff, and by the jurisdictions of the Church.