



Canonical and Procedural duties of a DIOCESAN SECRETARY OF CONVENTION

*Based on the 2018 Edition of the
Constitution and Canons and Rules of Order of The Episcopal Church*

CANONICAL

- [Canon I.1.1.c](#) – Send one copy of a digital file, or two copies if by paper, of your journal of diocesan convention and, if applicable, the testimonials of election of Deputies to General Convention to the Secretary of the House of Deputies. The General Convention Office (GCO) facilitates this process as part of the certification of your diocese’s Parochial Reports. The request will be sent to you by email in April of each year. The GCO can accept a digital copy of your journal and testimonials in PDF or Word. You only need to submit **one** digital copy. If you submit a digital copy, you **do not** need to send any paper copies.
- [Canon I.1.1.e](#) – Receive notice of proposed changes to Constitution of The Episcopal Church and/or The Book of Common Prayer (see also [Article X](#) and [Article XII](#)) and make those known to your diocesan convention at its next meeting. The GCO will follow-up with you to certify this. (See Procedural notes further below for details.)
- [Canon I.6.5.a](#) – Submit to the Secretary of House of Deputies the “episcopal charges, statements, and such other records . . . as may show the state of the Church in that jurisdiction.” This GCO facilitates this process and will ask for this at the same time when we ask for your diocesan journal and certification of Parochial Reports. Please note that the reference to copies of the diocesan journal in this canon is a duplicate of the request made in Canon I.1.1.c. We **do not need additional copies** of the diocesan journal, nor must they be furnished immediately upon publication.
- [Canon I.10.6](#) – Certify the reunification of Dioceses.
- [Canon III.7.10](#) – Receive notice of the release and removal of a Deacon.
- [Canon III.9.3.a](#) – Receive notice of the election of new Rectors. Note: there was an error in the original publication of the Canons. Section 3 was amended, and the original line (a) was removed. Section (a) should be “Rectors” but may appear in section (b).
- [Canon III.9.12](#) – Receive notice of the release and removal of a Priest.
- [Canon III.9.15.d.7](#) – Record the dissolution of a pastoral relationship between a Priest and a Congregation.
- [Canon III.11.1.b.2](#), [Canon III.11.1.c](#), and [Canon III.11.3.a](#) – Certify the election of a new Bishop and promptly inform the Presiding Bishop of the name of the person elected.

- [Canon III.11.8.a](#) – Receive any contests to an election of a Bishop by your diocesan convention delegates who had cast votes in the final ballot and, if it meets the threshold, notify and forward copies to the Bishop Diocesan, the Chancellor and Standing Committee of your diocese and to the Presiding Bishop. When the Court of Review issues a report on the matter, forward this to the delegates who objected to the election.
- [Canon III.11.9.a.4](#) – Certify that the requirements were met in the election of a Bishop Coadjutor.
- [Canon III.12.7.c](#) and [Canon III.12.9.c](#) – Receive notice of the release and removal of a Bishop and receive a copy of the Presiding Bishop’s declaration.
- [Canon IV.14.12.a](#) – Receive notice of Accords and Orders made by the Bishop with attention that this, “shall be added to the official records of the Diocese.” This is likely to be your diocesan journal but may be saved and sent as a separate file or compilation of such Accords or Orders. For example, if there are a series of pastoral letters containing such Accords or Orders issued by the bishop, these could be compiled and saved as the Accords (and/or Orders) by {bishop name} in {calendar year}. An ecclesiastical accord is defined as, “a written resolution, which is negotiated and agreed among the parties resulting from an agreement for discipline under Canon IV.9, conciliation under Canon IV.10, or a Conference Panel proceeding under Canon IV.12.” An ecclesiastical order is defined as, “a written decision of a Conference Panel or a Hearing Panel which is issued with or without the Respondent's consent.” These and other definitions to terms used in ecclesiastical discipline are provided in [Canon IV.2](#).

PROCEDURAL

- Submit a [Deputation Certification Form](#) when Deputies are elected at a diocesan convention.
- Notify the General Convention Office of any changes in Deputations using the [Deputy Change Form](#).
- Provide certification to the Secretary of General Convention that the amendments to the Constitution of The Episcopal Church and/or The Book of Common Prayer passed by a meeting of the General Convention were shared with your diocesan convention. A request for certification will be made by the General Convention Office in the year prior to the next General Convention. [Click here](#) to view the letter requesting this for the 80th General Convention.
- Report to the Secretary of General Convention on actions taken by the diocese regarding resolutions referred to your diocese by General Convention. This process is also facilitated by the General Convention Office and will include a request for response in the year prior to the next General Convention. This will be included with the request about amendments to the Constitution and/or Book of Common Prayer. [Click here](#) to view the letter requesting this for the 80th General Convention.
- Submit “D” resolutions, which are resolutions submitted by dioceses, to the General Convention Office. Diocesan resolutions must first be proposed, voted on, and passed by a diocesan convention before being submitted for consideration before

the next General Convention. Please see the [Resolution Writing Guidelines](#) for more information, including a link to submit resolutions. Note that the style and format for Resolutions at General Convention may differ from those of your diocese. These resolutions must adhere to the standards set by the Secretary of General Convention that are in the guidelines ([HOD VII.C](#)).

- Submit memorials, which are messages of importance to the Church, on behalf of the diocese to the General Convention Office. Memorials submitted by dioceses must first be proposed, voted upon, and passed by a diocesan convention before being submitted. Please see the [Memorial Writing Guidelines](#) for more information, including a link to submit memorials. Note that Memorials must adhere to the standards set by the Secretary of General Convention that are outlined in the guidelines ([HOD VII.C](#)).

QUESTIONS AND RESOURCES

Please contact your diocesan chancellor for specific questions relating to your diocesan canons or the General Convention Office if you have any questions or need clarification on your role as related to the Constitution and Canons of The Episcopal Church. The GCO staff will be happy to assist you and guide you to resources for your work.

THE CONSTITUTION AND CANONS OF THE EPISCOPAL CHURCH

Print copies are available to purchase online:

<https://www.amazon.com/dp/1790702275>

A more easily searchable and quotable version (meaning the format of the text will stay the same) is available here:

<https://cc.generalconvention.org/>

If you need a PDF copy for reference, that is available, but please do not use it to copy and past sections, as formatting errors are more likely to occur:

<https://extranet.generalconvention.org/staff/files/download/23914>

Please note that there is an **errata sheet** for the 2018 Constitution and Canons:

<https://extranet.generalconvention.org/staff/files/download/25429>

THE EXECUTIVE OFFICE OF THE GENERAL CONVENTION

815 2nd Avenue, New York, NY, 10017

212- 716-6200

gcoffice@episcopalchurch.org

www.generalconvention.org