

207TH ANNUAL CONVENTION EPISCOPAL DIOCESE OF NORTH CAROLINA

**FRIDAY-SATURDAY, NOVEMBER 18-19, 2022
BENTON CONVENTION CENTER
301 W 5TH ST, WINSTON-SALEM, NC**

Dear Members of the Clergy, Lay Delegates, and Lay Alternates of Convention,

This document provides details about our upcoming Convention and can be found [on the website of the Diocese](#). It is being emailed to all clergy, lay delegates, and alternates for whom we have correct email addresses. The Diocese no longer distributes this document through the U.S. Postal Service.

All clergy, lay delegates, and lay alternates are urged to subscribe to *Please Note*, the weekly emails from Diocesan House. Use [this form to subscribe](#). Further communications about Convention will be sent by email. Promptly report any change in your email address to (for clergy) [Ms. Elizabeth Dawkins](#) or (for lay delegates) [the delegate registrar](#).

WE WILL MEET IN-PERSON!

Convention will be live-streamed for the public to watch, but only those Members who are physically present at The Benton will count toward the quorum and be able to participate actively in Convention.

THURSDAY NIGHT PROGRAM

We are planning an interesting program for Thursday night, November 17. As in 2019 and before, the Thursday night program will be related to, but not part of, the formal Convention agenda. Watch for more information in *Please Note*.

YOUTH DELEGATES

Each Convocation will elect a youth delegate and alternate to Convention. **Youth wishing to be considered for election must download and complete [this online form](#) and mail it to Diocesan House by September 15.**

CAMPUS MINISTRY DELEGATES

Each campus ministry will elect a delegate to Convention. Campus ministers should report these elections by completing the online [Certification of Election form](#) **no later than September 30**.

CHANGES IN LAY DELEGATION OR CLERGY VOTING STATUS

The website of the Diocese has the roll of lay delegates from churches that submitted timely Certificates of Election. **Report changes in lay delegation using this online [form](#). Even if your change is made at Convention, complete the online form before visiting check-in and Credentials.**

The website also has a list of clergy who are entitled to vote and a list of clergy who are entitled to only seat and voice. Direct any questions about the voting qualifications of clergy to [Ms. Elizabeth Dawkins](#), Executive Assistant to the Bishop. Changes to the voting roll for clergy may be made until 9:00 a.m. on the Friday of Convention.

ALTERNATES IN THE LAY ORDER

If you wish, you may register for Convention and sit in the Visitor's area. Alternates do not vote or speak and do not sit with their delegation **unless they formally take the place of delegates** by completing the online form and then appearing at the Credentials table. A delegate may not transfer authority to an alternate informally. Alternates do not receive green cards, red cards, and voter-id's for Election Runner unless they visit the Credentials table. A voter-id is unique to a Member of Convention.

NOMENCLATURE

For your reference:

- This is the 207th Annual Convention.
- An unnumbered Special Convention was held at The Benton in March 2022. No official business was conducted.
- The 206th Annual Convention was held online from St. Mark's, Wilson in November 2021.
- The 205th Annual Convention was held in the parking lot of the Friday Center in Chapel Hill in March 2021.
- The 204th Annual Convention was held at The Benton in November 2019.

EXHIBITORS

Those wishing to exhibit at Convention should contact [Mr. Paul Broughton](#) of BSPEC, the company that assists the Diocese in organizing Convention.

PREPARATION

- A handbook for Convention will be available on the website of the Diocese.
- The Secretary will provide a pre-recorded video for new Members. Access instructions for the video will be announced in *Please Note*.
- The Secretary will provide a pre-recorded video on the electronic balloting process (see below). Access instructions for the video will be announced in *Please Note*.
- The Secretary will conduct an in-person New Member Q&A on the Friday of Convention at 9:15 am. Everyone is welcome to pose questions to the Secretary during the Q&A. You will have time to attend the Q&A and still be in your seat prior to the celebration of the Holy Eucharist.

AGENDA, LITURGIES, AND PROGRAM OF CONVENTION

Convention will use as little paper as possible. The agenda, reports, liturgical texts, etc will be available for download (and printing at your home or office, if you wish) from the website of the Diocese. Again this year, **Convention materials will be made available through the Yapp** application for smart phones.

REGISTRATION

Online registration for Convention will open when announced in *Please Note*, which will provide the link. Who should register for Convention? All clergy attending, all lay delegates, and **all other persons who will partake of Convention meals and refreshments (guests, observers, spouses of Members, etc)**. The meal counts that we provide The Benton are based on the number of registrants.

Online registration will close on November 7. Anyone wishing to register after online registration closes may do so at Convention. Remember to bring payment for the registration fee.

HOTEL RESERVATIONS

The Diocese has secured a block of hotel rooms at the Marriott on North Cherry St. in downtown Winston-Salem, with an enclosed connection to parking and The Benton. The link for hotel reservations will be provided on the registration website. Hotel rooms are available on a first-come, first-served basis. The deadline to reserve rooms is October 21, if any rooms are still available that late. Our contract with the hotel requires us to release any unreserved rooms 30 days prior to Convention. Persons missing the deadline must make their own hotel reservations at market prices.

BUDGET WEBINARS

Live webinars will be provided on the tentative Mission and Ministry budget of the Diocese for 2023 as developed by Diocesan Council and the staff of the Diocese. The dates and links for the webinars will be announced in *Please Note*. All members of Convention are urged to attend a webinar, for which you may register on the website of the Diocese. Comments to Diocesan Council about the tentative budget should be submitted no later than Friday, October 14. Diocesan Council will adopt a budget for recommendation to

Convention at its October 20 meeting. You may [submit comments and questions](#) about the budget to Diocesan Council.

CONVOCATION MEETINGS

Deans of the seven Convocations will schedule meetings of Convocations during the period October 17-27. Dates, times, and locations of Convocation meetings will be posted to the website of the Diocese and publicized in *Please Note*.

HEALTH PRECAUTIONS

At a later date when we will have more insight about the evolving COVID-19 pandemic, the Diocese will announce a protocol for COVID-19 at Convention in *Please Note*.

CHECK-IN AND CREDENTIALS

As in the past, registration check-in and Credentials will be separate. When you first arrive at The Benton, go to the registration table for check-in. You will receive your badge and lanyard.

Credentials are provided only to voting Members of Convention: lay delegates (including alternates who are serving in place of delegates) and clergy who are entitled to vote. Credentials may be obtained at the Credentials desk inside the main meeting room. Credentials will consist of a green card and a red card. Your voter-id for Election Runner (see below) will be emailed to you a few days before Convention. We recommend that you print the email and bring it with you to Convention.

SEATING

A seating chart of tables for church clergy, lay delegates, and non-parochial clergy with voting rights will be posted in the Convention hall. Seating will be arranged by church. Other clergy, lay alternates not serving, spouses or partners or children of clergy and lay delegates, and observers will sit in the designated Visitor's Section.

ELECTRONIC BALLOTING

Convention will use the same secure online system for election balloting, **Election Runner**, that was used by the online 206th Annual Convention in November 2021. Unlike our most recent in-person Annual Convention at The Benton in 2019, there will be no ballot vouchers or paper ballots. Clergy with voting rights and lay delegates will be able to cast ballots using their personal devices (laptops, smart phones, and tablets) or by visiting a Polling Room in The Benton where equipment for balloting will be provided. The Committee on Elections will be present in the Polling Room to assist members of Convention in balloting.

Electronic balloting eliminates consumption of a foot of paper at Convention. Moreover, results of electronic ballots are available instantly upon closing of a ballot. It is highly unlikely, therefore, that adjournment of the Convention on Saturday afternoon will have to be postponed awaiting completion of the election process.

If you have difficulty in casting a ballot:

- Questions about your voter-id will be answered at the Credentials desk.
- Questions about the Election Runner website or app will be answered in the Polling Room.

Note that **proxy voting and absentee voting are not permitted** at Convention. For each ballot, Election Runner will require a different “voter key” that will be displayed on video screens in the Convention hall immediately prior to opening the ballot. To cast a ballot, you will need both your voter-id and the applicable voter key for that ballot. Voter keys will not be publicized on the public live-stream of Convention.

Voting on parliamentary motions will still be conducted by voice or, when necessary, by green and red cards.

LEGISLATIVE COMMITTEES

To express interest in serving on a legislative Committee of Convention, use the online [Committee Preference form](#). The five legislative Convention Committees to be appointed by the Bishop are Administration of the Diocese, Constitution and Canons, Faith and Morals, National and International Affairs, and Social Concerns. Any Member of the Convention may seek appointment. Service on a committee requires your presence at hearings and deliberations on the Friday afternoon of Convention. **The deadline to express interest is September 12.**

ELECTIONS

The following positions will be filled by open election:

Body	Positions	Term
Standing Committee	2 Clergy	3 years
	1 Lay	3 years
Diocesan Council	2 Clergy	3 years
	3 Lay	3 years
Deputy to General Convention	4 Clergy	3 years
	4 Lay	3 years
Trustee, University of the South	1 Lay	3 years

The principal functions of the Standing Committee are (1) to consent to the election and consecration of bishops throughout The Episcopal Church, (2) to approve candidates for Holy Orders at each stage of the ordination process beginning with admission to candidacy, (3) to consent to the sale or encumbrance of real property by any church or diocesan institution, (4) to act as a council of advice to the Bishop, and (5) to act as the Ecclesiastical Authority in extraordinary circumstances.

The Diocesan Council is responsible for the development and implementation of the Diocesan program and budget. Between Diocesan Conventions, the Council functions much like the vestry of a church, establishing policies, planning the work of the Diocese, and overseeing its administration and finances.

Deputies to General Convention will represent the Diocese in the House of Deputies at the 81st General Convention of The Episcopal Church, scheduled for July 2024 in Louisville, Ky. General Convention is the governing body of The Episcopal Church. During the triennial meeting of the General Convention, the House of Bishops and the House of Deputies consider a wide range of important matters. Various committees, commissions, agencies, boards, and task forces carry on the work of General Convention between triennial meetings. The deputation from each diocese consists of four clergy and four lay persons. In accordance with the Canons and Rules of Order, the four persons nominated for Deputy in each order who receive the most votes without being elected (i.e., runners-up) are automatically selected as Alternates. Circumstances sometimes call upon Alternates to serve.

The University of the South, located in Sewanee, Tennessee, is governed by the Episcopal dioceses of Province IV (the southeastern U.S.) Each diocese elects two lay persons and one member of the clergy to the University's Board of Trustees. The Trustees meet once each year for two days. Between annual meetings, trustees serve the University by promoting its mission, encouraging enrollment, and supporting it financially.

Current membership of the Standing Committee and Diocesan Council, as well as the current Trustees of the University of the South, may be found on the website of the Diocese.

Take note:

- Nominators must be members of the clergy in the Diocese or lay communicants in good standing of a church of the Diocese. A lay person need not be confirmed or a delegate of Convention to submit a nomination.
- Consent of the nominee is required.
- Nominees in the clergy order for Standing Committee, Diocesan Council, and Deputy to General Convention must be canonically resident in this Diocese.
- Nominees in the lay order for Standing Committee, Diocesan Council, and Deputy to General Convention must be confirmed adult communicants in good standing who are enrolled at a church in the Diocese.
- Persons desiring to nominate for re-election any individuals whose terms on Standing Committee or Diocesan Council will end on December 31, 2022 should heed [the Constitution and Canons of the Diocese](#) (Article VIII, Section 1 of the Constitution and Canon 15, Section 1 respectively).

Nominations are now open using [this online form](#). The deadline to submit nominations is 12:00 noon, Monday, October 10. The names of persons nominated by the deadline will be included in Convention materials. Shortly after the deadline has passed, the online form will be disabled and its link removed from the website of the Diocese.

The process to offer late nominations during the first legislative session of Convention will be announced at a later date. We urge you to make nominations prior to the deadline. Timely nominations allow Members of Convention to research the candidates and make prayerful decisions. Also, experience shows that all other things being equal, timely nominees are more likely to be elected than late nominees.

Speeches from the floor on behalf of nominees, whether timely or late, are out of order.

Detailed rules for nominations and elections are found in Rule of Order XXII. The Constitution, Canons, and Rules of Order are posted on the diocesan website.

RESOLUTIONS

Members of Convention, constitutional and canonical officers, and constitutional or canonical bodies may submit resolutions for consideration by Convention.

Authors must phrase resolutions in such a way that Convention can resolve the question by a direct Yes or No vote. “Whereas” clauses and similar introductory statements are not allowed. An explanation clearly marked “Comment” may be appended to the resolution for the convenience of Convention; it will be included in Convention materials, but it will not be debated or published as part of the final resolution if adopted. The Secretary may contact authors to propose edits for clarity or consistent style.

Canon 12 prescribes special procedures to amend the Constitution, Canons of the Diocese, or Rules of Order of Convention. Authors of such resolutions are urged to consult the Chancellor of the Diocese, [Mr. Martin Brinkley](#), prior to submitting them.

You may now submit resolutions in plaintext or Microsoft Word format by [email to the Secretary of Convention](#). Each resolution submitted on time will be posted on the website of the Diocese shortly after the Secretary has assigned it a descriptive title and a number.

The deadline to submit resolutions is 12 noon, Monday, October 10. The Secretary will return without action any resolution received after the deadline. Late resolutions may be introduced at the first legislative session of Convention on Friday, November 18. Convention must agree to admit a late resolution by a two-thirds vote. (This is a vote on whether to admit the resolution into consideration, not a vote to adopt the resolution.) Late resolutions to amend the Constitution or Canons are not allowed. **If Convention admits the late resolution, the author must promptly bring it to the Secretary at the dais on a USB memory stick in a format such as Microsoft Word. Please prepare this in advance.**

The Bishop will refer each resolution to a legislative committee. Legislative committees will hold hearings on Friday afternoon, November 18 and report their recommendations during legislative sessions on Saturday, November 19.

Detailed rules for introduction and consideration of resolutions are found in Rules of Order IV(a) and (b), XXIII(a), and XXIV. The Constitution, Canons, and Rules of Order are posted on the website of the Diocese.

PARLIAMENTARY PROCEDURE

Except by leave of the Convention, no Member shall speak more than twice in the same debate, nor longer than two minutes at one time. The total time of debate on any question or resolution shall be a maximum of twenty minutes.

PAROCHIAL REPORTS, AUDITS, AND FAIR SHARE

Churches that failed to submit a timely parochial report or a timely audit are reminded that according to Rule III, their clergy and lay delegates cannot vote at Convention unless Diocesan Council grants a waiver of Rule III. This consequence cannot be appealed or reversed at Convention. In September, the Secretary will notify every church not in compliance with Rule III and provide instructions on how to apply for a waiver. **The deadline to submit an application for waiver of Rule III is October 1.** Diocesan Council will consider applications for waiver on October 20, and the Secretary will notify churches of the decisions.

On November 8, the Secretary is required to strike from the voting rolls the clergy and lay delegates of any church that is in arrears of its Fair Share payments for the period October 1, 2021 through September 30, 2022. This consequence cannot be appealed or reversed at Convention. During October the Secretary will notify every church in arrears.

RECOGNITION OF DECEASED FORMER MEMBERS OF CONVENTION

Noonday Prayer on the Saturday of every Annual Convention includes intercession for former Members of Convention who have died since the previous Annual Convention. We particularly need this information for former lay delegates, whose passings often escape our notice. Please report them by [email to the Secretary of Convention](#) or bring their names to the dais no later than the first break in business on Saturday morning.

I look forward to seeing you at Convention! **Members of Convention are urged to stay until adjournment on Saturday.**

Yours in Christ,

Charles L. Till
[Secretary of the Convention](#)