

208TH ANNUAL CONVENTION EPISCOPAL DIOCESE OF NORTH CAROLINA

FRIDAY-SATURDAY, NOVEMBER 17-18, 2023
M. C. BENTON, JR. CONVENTION AND CIVIC 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 should subscribe to *Please Note*, the weekly emails from Diocesan House. Communications about Convention are sent only by email. Promptly report any change in your email address to (for clergy) [Ms. Elizabeth Dawkins](#) or (for lay delegates) [the delegate registrar](#). Likewise, report any changes in your delegation to [the delegate registrar](#).

If you are a rector, vicar, priest-in-charge, or interim and the church you serve has not yet registered its lay delegates despite the July 31 deadline, please distribute this letter to them. They will not receive it any other way.

NOMENCLATURE

For your reference:

- This is the 208th Annual Convention.
- The 207th Annual Convention was held at The Benton in November 2022.
- 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.

YOUTH DELEGATES

Each Convocation elects a youth delegate and alternate to Convention. Youth who are confirmed, between the ages of 16 and 18, and not attending a college or university who wish to be considered for election must complete [this online form](#) no later than September 15.

CAMPUS MINISTRY DELEGATES

Each campus ministry elects a delegate, who must be a confirmed Episcopalian, to Convention. Campus ministers report these elections by completing [this online form](#) no later than September 30.

BUDGET WEBINARS

Live webinars will be provided on the tentative Mission and Ministry budget of the Diocese for 2024 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 and questions to Diocesan Council about the tentative budget should be [submitted](#) no later than Friday, October 13. Diocesan Council will adopt a budget for proposal to Convention at its October 19 meeting.

CONVOCATION MEETINGS

Deans of the seven Convocations will schedule meetings of Convocations during the period October 16-26. Dates, times, and locations of Convocation meetings will be posted to the website of the Diocese and publicized in *Please Note*.

PAROCHIAL REPORTS, AUDITS, AND FAIR SHARE

Clergy and lay delegates of churches that fail to submit a timely parochial report or a timely audit cannot vote at Convention unless Diocesan Council grants a waiver of Rule III. This consequence cannot be appealed to Convention. In September, the Secretary of the Convention 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 2. Diocesan Council will consider applications for waiver on October 19, and the Secretary will notify churches of the decisions.

On November 7, 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, 2022 through September 30, 2023. This consequence cannot be appealed to Convention. During October the Secretary will notify every church in arrears.

PREPARATION FOR CONVENTION

- The Secretary will provide a pre-recorded introductory video for new members. Access instructions for the video will be emailed.
- 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 start of Convention.

CHANGES IN LAY DELEGATION

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 the check-in desk.

REGISTRATION

Online registration for Convention opened on June 1. The diocesan website has two links to the registration system. The first link is used for lay delegates and parochial clergy. The second link is used for non-parochial clergy, alternates, spouses, guests, and observers.

All persons who will partake of Convention meals and refreshments must register. The count of meals prepared by The Benton is based on the number of registrants.

Online registration, including the submission of changes, will close on October 31. Anyone wishing to register or to modify a registration 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 walkway above street level to parking and The Benton. A second block of rooms is available at the Embassy Suites across the street. The link for hotel reservations is provided on the diocesan website. Hotel rooms are available on a first-come, first-served basis. The deadline to reserve rooms is October 25, 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.

EXHIBITORS

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

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 11.

ELECTIONS AND NOMINATIONS

The following positions will be filled by open election:

Body	Positions	Term
Standing Committee	1 Clergy	3 years
	2 Lay	3 years
Diocesan Council	2 Clergy	3 years
	3 Lay	3 years
Trustee, University of the South	1 Clergy	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.

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.

If you are interested in serving on the Standing Committee or Diocesan Council, please take into consideration that those bodies meet many times a year on weekdays for half a day or longer. Some meetings are on Zoom, but other meetings are in person and require travel to locations across the Diocese. Serving on the Standing Committee or Diocesan Council is impractical for persons who cannot regularly make themselves available on weekdays or cannot travel.

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, 2023 should heed [the Constitution and Canons of the Diocese](#) (Article VIII, Section 1 of the Constitution and Canon D-III.3, Section 1 respectively).

Nominations are now open using [this online form](#). The deadline to submit nominations is 12:00 noon, Monday, October 9. 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 D-III.7, Section 2 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](#). 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 9. The Secretary will return without action any resolution received after the deadline. Late resolutions may be introduced at the first legislative session on the Friday of Convention. 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 the resolution on a USB memory stick in a format such as Microsoft Word to the Secretary at the dais. **Please prepare this memory stick in advance.**

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

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.

THURSDAY NIGHT PROGRAM

We are planning an interesting program for Thursday night, November 16. As in 2022, the Thursday night program will be related to, but not part of, the formal Convention agenda. Watch for more information in *Please Note*.

AGENDA, LITURGIES, AND PROGRAM OF CONVENTION

Convention will use as little paper as possible. The agenda, reports, liturgical texts, and so forth 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.

CHECK-IN AND CREDENTIALS

New for 2023: we have implemented one-stop processing for check-in. There is no longer a separate Credentials table in the Convention hall.

When you arrive at The Benton, go to the check-in desk outside the Convention hall. You will receive your badge and lanyard. Credentials, consisting of a green card and red card, are provided only to voting members of Convention: lay delegates (including alternates who have formally substituted for delegates) and clergy who are entitled to vote.

A delegate may not transfer credentials or voting material to an alternate or another person informally. Substitutions are processed only at the check-in desk. An alternate must serve for an entire day or for the entire Convention.

ALTERNATES IN THE LAY ORDER

If you wish, you may register for Convention and sit in the Visitors area. Unless an alternate formally takes the place of a delegate by visiting the check-in desk and submitting the required documentation, he or she may not address the Convention, vote, or sit with the church's delegation during business sessions of Convention.

SEATING

The seating plan for this Convention may differ from previous years. Read *Please Note* for further announcements later this year.

A chart of tables for lay delegates, parochial clergy, and non-parochial clergy with voting rights will be posted on the diocesan website and in the Convention meeting room. Seating is arranged by church, and non-

parochial clergy with voting rights have their own assigned area. **Only enough seats are provided at each church table to accommodate delegates and parochial clergy from that church.** Non-parochial clergy who do not vote, alternates, spouses or partners or children, guests, and observers sit in the designated Visitor Section.

Please take your seats in the Convention meeting room no later than 9:50 am on the Friday of Convention.

CLERGY VOTING STATUS

The website of the Diocese 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.

ELECTRONIC BALLOTING

Convention will use the same secure online system for election balloting, Election Runner, that was used in 2022. Clergy with voting rights and lay delegates may cast ballots using their personal laptops, smart phones, and tablets. The Benton provides Wi-Fi connectivity at no charge.

Each voting member of the Convention will receive a unique Voter-ID for Election Runner by email a few days before Convention. If you cannot access this email from The Benton, we recommend that you print it and bring it with you to Convention. If you do not receive the email or forget to bring your Voter-ID to Convention, inquire at the check-in desk.

Proxy voting and absentee voting are not permitted. Election Runner will reject ballots from persons who have not checked in at The Benton. When an alternate replaces a delegate, the alternate is assigned a new Voter-ID and the delegate's Voter-ID is canceled. **Voter-ID's are not transferrable.**

If you have difficulty in casting a ballot, return to the check-in desk.

PARLIAMENTARY PROCEDURE

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

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 one question or resolution shall be a maximum of twenty minutes.

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](#) 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](#)

