



Episcopal Diocese of West Virginia

The Rt. Rev. W. Michie Klusmeyer
Bishop
1608 Virginia Street, East
Charleston, West Virginia 25311
Mailing Address:
PO Box 5400
Charleston, West Virginia 25361

June 23, 2020

To: The Clergy and People of the Diocese of West Virginia:

Wow! If 2020 were a baseball game the last few months would surely break the record for curveballs. Upon the advice and consent of the Standing Committee our Diocesan Convention is now virtual. We are still in the developmental stage, and I am awaiting to hear the best way to move forward. Please know Bishop Klusmeyer, the Chancellor and Vice Chancellors are working on it. Thank you in advance for understanding.

By now you have conducted your Annual Congregational Meeting where you elected your delegate(s) and alternate(s) to the 143rd Diocesan Convention. Business is scheduled to begin Friday--Oct. 30, 2020 at 1:00 pm. As of this moment we will be using Zoom. Please make sure your computers are updated to the most recent platform available. Information on joining the meeting will be sent to you closer to time. Since we are going virtual, we need the individual email addresses and telephone numbers for each of your delegates and alternates. There is a place to record that information on the enclosed Certification of Election of Lay Delegates form.

Enclosures:

- **Important Dates/Deadlines:** (bright pink) this document lets you know the cutoff dates for various activities, reports, and submissions, some which are prescribed by the Diocesan Constitution and Canons.
- **Certification of Election of Lay Delegates and Constitution and Canons re: members of Convention:** (gold - front & back) This Certification form must be sent to the Diocesan office prior to Convention. Since we are going virtual, it is vital you include individual email addresses and telephone numbers for each of your delegates and alternates.
- **Listing of Elected Positions and Information Sheet for Elected Positions:** (light pink- front & back)
- **Nomination Form for Elected Positions:** (light blue - front & back) this form serves to nominate people who might be interested in, or contain the gifts for, serving in various elected positions within the Diocese. Please pay special attention to this, as we are always looking for gifted people to share their gifts within the Diocese.

Phone: 304-344-3597
Toll-free: 866-549-8346
Fax: 304-343-3295
www.wvdiocese.org

Important Dates for the 2020 Diocesan Convention

As we approach the summer months it is easy to let time and dates slip away . . . keep this sheet as a reminder of important notices and deadlines for the 2020 Diocesan Convention.

Our 143rd Diocesan Convention is scheduled to begin Oct 30th at 1:00pm. On the advice and consent of Standing Committee the convention is now going to be virtual. We are still in the developmental stage and waiting on guidance from our Chancellor and Vice Chancellors. I will forward information to you as soon as possible. Thank you in advance for your understanding.

August 1, 2020 (90 days prior to Convention)

- All proposed changes for the Diocesan Constitution and Canons are to be received.

August 31, 2020 (60 days prior to Convention)

- Just counting down the days--we ask that the names of Convention Delegates from each church are submitted to the Bishop's office and the Certificate of Election of Lay Delegates is completed and returned.

September 15, 2020 (45 days prior to Convention)

- This is the last day for proposed Resolutions to be presented. They must be received in the Bishop's office by this date. Those postmarked on but received after this date will not be printed in the Preconvention Journal, and therefore will not be eligible for presentation to Convention – unless accepted by Convention.
- We ask that nominations for elected offices be submitted by this date, for inclusion in the Preconvention Journal.
- Please send in names to be included in the Necrology (those persons who have died since our last Convention) be submitted by this date.
- The names of the newly elected members to Diocesan Council should be received in the Bishop's office by this date.

bright pink

Certificate of Election of Lay Delegates

143rd Annual Convention – Diocese of West Virginia
October 30-31, 2020 – Meeting will be held on-line

This is to certify that the following persons, communicants in good standing and attendants upon its worship in _____ (church name), _____ (city), West Virginia, were duly elected by said Church to the 143rd Convention of the Diocese of WV. They were elected on the _____ day of _____, 2020, by the said Parish or Mission according to the direction
DEANERY _____

Please Print Clearly -include individual phone numbers/email addresses for virtual meeting setup – Thanks

Delegate(s)

Alternate(s)

1. _____
phone _____
email _____

1. _____
phone _____
email _____

2. _____
phone _____
email _____

2. _____
phone _____
email _____

3. _____
phone _____
email _____

3. _____
phone _____
email _____

Signature of Registrar/Vestry Clerk

Signature of Rector/Vicar or Warden

Print Name of Registrar/Vestry Clerk

Print Name of Rector/Vicar or Warden

Each Parish and Mission shall be represented by lay delegates and alternates as authorized herein, subject to such conditions as may be prescribed by Canon. Each Mission shall be entitled to one (1) delegate and one (1) alternate. Each Parish of fewer than one hundred (100) communicants in good standing as listed in the prior year's parochial report shall be entitled to one (1) delegate and one (1) alternate. Parishes numbering at least one hundred (100) but fewer than two hundred fifty (250) shall be entitled to two (2) delegates and two (2) alternates. Parishes numbering at least two hundred and fifty (250) but fewer than five hundred (500) shall be entitled to three (3) delegates and three (3) alternates. Parishes numbering at least five hundred (500) but fewer than a thousand (1000) shall be entitled to four (4) delegates and four (4) alternates, and Parishes numbering one thousand (1000) or more shall be entitled to five (5) delegates and five (5) alternates. Numbers of each congregation's delegation shall be determined by the Parochial Reports of the year previous to the Convention. Each lay delegate and alternate shall be a member of the Parish or Mission represented and chosen as prescribed by Canon and a communicant in good standing as defined in Canon I.17.3 of the canons of The Episcopal Church such term always having the same meaning in this Constitution and the Canons of this Diocese.

(Constitution Article 5, Section 3)

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Canon I.2.2

Determination and Credentialing of Lay Delegates from Congregations

Section 2. Determination and Credentialing of Lay Delegates from Congregations

(a) Lay delegates from Congregations to Convention, as prescribed in Article 5, Section 3, of the Constitution, and their alternates, shall be elected at the annual meeting of each Congregation. They shall be communicants in good standing of the Congregation. Vacancies occurring during the time between a Congregational meeting and the Convention shall be filled by the Vestry or Mission Committee.

(b) A form for the certification of lay delegates and their alternates shall be sent by the Secretary to each Congregation eligible to have delegates. The form shall provide spaces for the name (s) of delegates, the inclusive dates of their period of service as delegates and alternates, and the name of the Congregation. These forms will be certified by the senior clergyperson of that Congregation, and sent promptly upon election to the Secretary of the Convention. Certification of such forms shall be prima facie evidence of the rights of those named to seats in the Canons – Title I Convention. The Secretary will 1 prepare a list of all such certified delegates and alternates for use at the Convention.

(c) Lay Delegates shall have seat, voice and vote. Alternates shall have seat and 4 voice, but no vote. In the event that a delegate is unable to function in the capacity of delegate, the alternate to that delegate shall assume full rights of the delegate, with seat, voice, and vote.

(d) Registration. At the time of registration at the Convention each lay delegate and alternate shall fill out a registration form, prepared by the Secretary, which shall include name, address of residence, email address, and name of congregation. The Secretary will make sure that each registrant is properly certified, and will prepare a list of lay delegates and alternates properly registered certified. This list shall be available to all members. Such registration shall constitute the taking of the Lay Roll.

(e) Resolution of Questioned Membership. If the right of any lay delegate or alternate to membership in the Convention is questioned, the case shall be referred at once to a special committee of three laypersons appointed by the President of the Convention. After hearing a report from this committee, the Convention will decide by majority vote whether the person or persons at issue are qualified to be members pursuant to Article 5 of the Constitution of this Diocese.

Certificate of Election of Lay Delegates must be returned by August 31, 2020

**Secretary of Convention
Diocese of West Virginia
Post Office Box 5400
Charleston, WV 25361**

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**Offices to be Elected at the
143rd Convention of the Diocese of West Virginia
October 30-31, 2020**

Trustee (5-year term)

One (1) person to be elected (term expires 2025)

Standing Committee (4-year term)

One (1) layperson to be elected (term expires 2024)

Disciplinary Board (3-year term)

Three (3) presbyters to be elected (term expires 2023)

Three (3) laypersons to be elected (term expires 2023)

Sandscrest Board (3-year term)

Four (4) persons to be elected (term expires 2023)

Diocesan Council (serves per Deanery By-Laws—elected by Deaneries, and ratified by Convention)

Monogahela Deanery – One (1) layperson

New Southern Deanery –One (1) presbyter and One (1) layperson

Southwestern Deanery -- One (1) presbyter

Chancellor (5-year term)

One (1) person to be elected (term expires 2025)

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Information Sheet for Elected Positions

For the 143rd Diocesan Convention of the Episcopal Diocese of West Virginia

Diocesan Trustee: (Refer to Constitution Article 10 and Canon II.2.1 and Canon II.7.1)

- Serves a 5-year term
- One Trustee elected annually at Convention depending on current term and vacancies: Bishop shall present nominees in any number he/she chooses
- Trustees may fill vacancies
- Manage the holdings and funds of the Diocese and have charge of real estate belonging to the Diocese
- Shall report annually to Diocesan Convention with regard to the condition of the funds in their charge
- Limited to 2 consecutive terms

The Standing Committee: (Refer to Constitution Article 10 and Canon II.2.2; Canon II.7.2)

- Serves a 4-year term
- Consists of four (4) elected by ballot presbyters entitled to seats in Convention AND four (4) adult communicant lay persons in good standing of Congregations in the Diocese
- Committee may fill vacancies until next Convention
- One term limit unless filling an unexpired term
- One presbyter and one lay person is typically elected each year to serve a 4-year term subject to vacancies
- Duties:
 - To be a council of advice for the Bishop
 - In the absence of the Bishop, Bishop Coadjutor or Bishop Suffragan be Ecclesiastical Authority of the Diocese as prescribed by General Convention

Disciplinary Board (Refer to Canon II.2.4)

- Elected by Convention and serves a 3-year term
- Clergy Members of the Board must be canonically and geographically resident within the Diocese
- Lay Members of the Board shall be adult communicants in good standing and geographically resident in the Diocese

Sandscrest Board:

- Serves a 3-year term
- Is the entity which holds title to Sandscrest
- Meets 4 times per year

Diocesan Council Representative: (Refer to Constitution Article 10 and Canon II.2.3; Canon II, 7.3)

- Serves per Deanery by-laws
- Represents their respective Deanery at Diocesan Council meeting
- Council shall exercise all the power of Convention, during such time as the annual meeting is not in session
- Study opportunities for carrying on the mission of the Church
- Advise the Ecclesiastical Authority with regard to the welfare of the Diocese
- Work for the long range plans for carrying on the mission of the Diocese
- Prepare and present budget for the Diocese to Convention
- Meets at least four times per year

Chancellor (Refer to Canon 11.1.5)

- The Convention shall elect a Chancellor from persons nominated by the Bishop, in accordance with Article 9, Section 2, of the Constitution. The Chancellor must be learned in the law of the State and the Church.

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2020 Nomination Form for Elected Positions
143rd Convention of the Diocese of West Virginia

(please type, or print legibly)

I nominate _____ as a

_____ as a candidate for _____
(clerical or lay)

** All nominations must include the signatures of at least two clerics entitled to seats at Diocesan Convention AND the lay persons who are either delegates to the Convention OR members of their Vestry/Committee in lieu of Vestry.

Clergy Signatures:

Lay Signatures:

1. _____

1. _____

2. _____

2. _____

3. _____

Biographical Information: *(please print clearly)*

Candidate's Name: _____

Mailing Address: _____

Telephone: _____ (home) _____ (work)

(cell): _____ Email address: _____

Congregation: _____

Occupation/Employer: _____

Interests/Hobbies: _____

Present Offices held in congregation: _____

Past Offices held in congregation: _____

Diocesan/Provincial Offices held: _____

(Signature of Nominee)

Each person nominated is asked to prepare, on a separate sheet of paper, a statement (100 words or less) describing how their experience and gifts help qualify them to the office.

Please include a wallet size photograph. This photograph can either be mailed to the Diocese, or an electronic form can be emailed to kmcghee@wvdiocese.org.

Thank you.

Return form and statement by Sept 15, 2020
to:

The Secretary of Convention
The Diocese of West Virginia
PO Box 5400
Charleston, WV 25361-5400

(over)

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2020 Self-Recommendation Form for Appointed Positions
143rd DIOCESAN CONVENTION

I hereby submit my name for consideration of appointment to the following Diocesan Committee:

I would like to serve on the above-named committee for the following reason(s):

Signature: _____

Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

E-mail: _____

Congregation: _____

Mail completed form by September 15, 2020
Episcopal Diocese of West Virginia
P. O. Box 5400
Charleston, WV 25361

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2020 Recommendation Form for Appointed Positions
143rd DIOCESAN CONVENTION

I hereby submit the following person for consideration of appointment to the following Diocesan Committee:

Name: _____

Committee: _____

I believe this person would be an asset for the above-named committee for the following reason(s):

Signature: _____

Your Name: _____

Your Address: _____

Your Telephone: _____

Your Cell Phone: _____

Your E-mail: _____

Your Congregation: _____

Mail completed form by September 15, 2020
Episcopal Diocese of West Virginia
P. O. Box 5400
Charleston, WV 25361

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NECROLOGY

Please list below those in your congregation who have died since the last Diocesan Convention so that they may be remembered at this year's Diocesan Convention.

Please return this form to Diocesan House no later than September 15, 2020

CHURCH: _____

CITY/TOWN _____

Please print clearly or attach a typed list of the full name(s) of those departed:

Mail to:
Secretary of Convention
Diocese of West Virginia
Post Office Box 5400
Charleston, West Virginia 25361

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Guidelines for Writing a Resolution

The following instructions for writing a resolution are taken from the format used by the 1997 General Convention of The Episcopal Church. For the sake of clarity, consistency, and efficiency, these guidelines are to be used in preparing resolutions for the 2020 Diocesan Convention.

Please do not use a Preamble (“Whereas” Clause).

Robert’s Rules of Order suggests that: “It is usually inadvisable to attempt to include reasons for a motion ... within the motion itself ... In general, the use of a preamble should be limited to cases where it provides little-known information ... or where unusual importance is attached to making certain reasons for an action a matter of record.”

The use of “Explanations” is encouraged over using preambles or “Whereas” clauses in legislative resolutions, because the latter has too often led to debating the whereas rather than dealing with the resolution itself. Background information, purposes, intentions or justifications are best placed in an explanatory section following the resolution.

Title: Each resolution should bear a brief descriptive title highlighting the topic of legislation.

Resolution Text: The word “Resolved” is underlined or printed in italics and is followed by a comma and the word “That,” which begins with a capital “T.” A resolving paragraph should not contain a period within its structure. In a resolution containing several resolving paragraphs, all but the final paragraph ends with a semi-colon followed by “and be it further” as the lead-in to the next paragraph.

A Resolution should be phrased so that, if adopted, it will result in some action by Diocesan Convention.