



## 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 3, 2021

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

Hot off the presses the 2021 Diocesan Convention information packets—September 24-26

By now you have conducted your Annual Congregational Meeting where you elected your delegate(s) and alternate(s) to the 144<sup>th</sup> Diocesan Convention. Thankfully we are back to meeting in person. Convention will be held at the Morgantown Marriott at Waterfront Place

Business will begin at 1 pm Friday (lunch will not be served prior to the meeting.) Convention is scheduled to end after church on Sunday. Friday will be dedicated to conducting our annual business, and Saturday we will hold the coadjutor election. During the formal election process--only voting members of convention will be allowed in the formal meeting space.

Enclosed you will find the traditional documents that are an integral and essential part of each Diocesan Convention: This packet is also available on the Diocesan website: [www.wvdiocese.org](http://www.wvdiocese.org)

- **General Information Sheet – including Hotel Reservations:** (bright green) This form contains information regarding registering for convention. It also contains important information regarding hotel reservations. Please note that registering for Convention **does not** include overnight hotel accommodation. Your hotel reservation must be made separately. Contact the Morgantown Marriott at Waterfront Place directly by calling (304) 296-1700 or you may book on line using the following link-- <https://www.marriott.com/event-reservations/reservation-link.mi?pid=1619789706663&key=GRP&app=resvlink>
- **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.
- **Attendee Registration Form:** (white-front & back) this form is used to registers each person who wishes to attend Convention, whether they are a voting member of the Plenary Sessions or a guest. Registration fee this year is \$195.

- **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. This form identifies those persons elected by each church who will vote at the Plenary Sessions. Without completion of this form, your delegates may not be able to vote.
- **Listing of Elected Positions and Information Sheet for Elected Positions:** (light purple- 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.
- **Self-Recommendation and Recommendation Form for Appointed Position(s):** (yellow- front & back) for information regarding Appointed Positions, please consult a *Convention Journal* found on the Diocesan web-site.
  - Self-Recommendations form for Appointed Positions –use this side of the form for an individual to volunteer him- or herself to be appointed to a Diocesan Committee or Commission.
  - Recommendation form for Appointed Positions-use this side of the form to identify people who might be interested in, or contain the gifts for, serving on various Committees and/or Commissions within the Diocese.
- **Necrology Request:** (gray) this form identifies those persons who have passed away since our last Diocesan Convention. They will be prayed for at Convention and reported in the *Convention Journal*. Please list the full names. If there have been no deaths in your congregation during this period, simply write “NONE” on the form and return it.
- **Guidelines for Writing a Resolution:** (salmon) Resolutions must be submitted to the Bishop at least 45 days prior to the convening of the Diocesan Convention (Canon 1.4.2). This year the cut-off date for submission of Resolutions is August 10, 2021.

May you have a blessed summer. I look forward to seeing each of you in Morgantown. If you have any questions or concerns, please do not hesitate to contact me, my email is [kmcghee@wvdiocese.org](mailto:kmcghee@wvdiocese.org).

Fondly,



Kelly McGhee  
2021 Convention Coordinator

# General Information Sheet

144<sup>th</sup> Diocesan Convention of the Episcopal Church of West Virginia

September 24-26, 2021

Hotel Registration Information & Attendee Registration Instructions

The 144<sup>th</sup> Convention of the Episcopal Diocese of West Virginia will be held September 24-26, 2021 in Morgantown, West Virginia at the Morgantown Marriott at Waterfront Place. *Whether you are attending the convention* as a delegate, alternate, clergy, clergy spouse, or just an interested party or guest, please follow the instructions below. Every attendee is responsible for these procedures and deadlines, so please disseminate this information to your parishioners in announcements, bulletins, etc. All forms contained in this packet are also available on our website. [www.wvdiocese.org](http://www.wvdiocese.org)

## 1) Hotel Registration:

Registration for the Convention does not include overnight hotel accommodations at the Morgantown Marriott at Waterfront Place. These reservations must be made separately and directly with the hotel. Please do not call the Diocesan House or the meeting planner, as this process is separate from the actual Convention registration. Telephone number to the hotel is (304) 296-1700 or you may book on line using the following link <https://www.marriott.com/event-reservations/reservation-link.mi?id=1619789706663&key=GRP&app=resvlink>

### To make your hotel reservation:

- A credit card number is needed to reserve your room.
- When you call simply identify yourself as part of the Episcopal Diocese of West Virginia Convention and give the dates that you wish to stay.
- Reservations by attendees must be received on or before August 25, 2021. The hotel refers to this as the cut-off date. After that date they may no longer honor our special per night room rate of \$139 plus applicable state/local taxes (one self-parking pass will be included in this rate nightly)
- Morgantown Marriott at Waterfront Place check in time is 4:00 PM. Guest arriving prior to the 4:00 PM will be accommodated as rooms become available. Checkout time is noon.
- All reservations are subject to a 48-hour cancellation policy. Should an individual reservation be cancelled within 48 hours of arrival, it will be subject to one night's room and tax charge. This is also true for a no-show reservation.

(Over)

## **2) Convention Registration:**

Each person attending the Convention must complete a separate registration form and return it to the Diocesan House with the required fee. Churches may send in their registration forms together, but remember each person attending must fill out in its entirety their own individual form. Fees may be combined into one check (i.e. one check from a church to cover all members attending the Convention).

The Convention Registration fee is \$195.00. This fee includes all Convention materials, meals and gratuities, entertainment, registration materials and entrance to all Convention functions and sessions.

Convention Registration Deadlines: All attendees to the Convention should be registered with the Diocesan office by September 2, 2021. After the deadline the registration fee may increase from \$195 to \$225.

Substitutions: A church may substitute one registered attendee for another so long as the head count remains the same. However, adding additional attendees require registering, and those attendees are subject to the deadlines and prices set forth above. Unfortunately, because of guarantee and financial commitments, there are no refunds after September 10, 2021.

Kelly McGhee  
Episcopal Diocese of West Virginia  
P.O. Box 5400  
Charleston, WV 25361  
toll free (866) 549-8346 or local (304) 344-3597  
(304) 343-3295 facsimile  
[kmcghee@wvdiocese.org](mailto:kmcghee@wvdiocese.org)

**Instructions, flyers and additional registration forms are available on the Diocesan website [www.wvdiocese.org](http://www.wvdiocese.org) (Diocesan Convention).**

Thank you and look forward to seeing you soon.

## **Important Dates for the 2021 Diocesan Convention**

As we quickly 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 2021 Diocesan Convention.

We will meet in person for the full weekend at the Morgantown Marriott at Waterfront Place--- (304) 296-1700. We are scheduled to begin Friday, September 24 at 1pm (lunch will not be served prior to the opening session), Saturday, September 25 will concentrate on the election of a Co-Adjutor, and we are scheduled to adjourn Sunday, September 27 after church.

### **June 26, 2021** (90 days prior to Convention)

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

### **July 26, 2021** (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.

### **August 10, 2021** (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.

## Attendee Registration Form

144<sup>th</sup> Diocesan Convention of the Episcopal Church of West Virginia

September 24-26, 2021

Morgantown Marriott at Waterfront Place, Morgantown WV

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name Badge \_\_\_\_\_

(Please print your name as you wish for it to appear on your convention name tag)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Church Office \_\_\_\_\_

Email address: \_\_\_\_\_

Church name: \_\_\_\_\_ Church location: (ex. Ansted) \_\_\_\_\_

Registering as (check applicable box):

- Voting Lay Delegate
- Alternate Lay Delegate
- Voting Clergy Delegate
- Non-voting Clergy
- Clergy Spouse
- Other – including children (please specify age): \_\_\_\_\_
- Guest

Any attendee or guest, regardless if registered is welcome to attend all worship services.

Is this your first time as an attendee at a Diocesan Convention?  Yes  No

If you require any specific accommodations or assistance to attend this Convention, including special dietary restrictions please **note them on the back of this form.**

Remember registration for the Convention does not register you for your hotel accommodations. This must be arranged directly with The Morgantown Marriott at Waterfront Place. (304) 296-1700 or using the hotel link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1619789706663&key=GRP&app=resvlinkh>

This completed form along with the registration fee of \$195 may be sent to:

Episcopal Diocese of West Virginia  
Convention Registration  
P. O. Box 5400  
Charleston, WV 25361



# Certificate of Election of Lay Delegates

144<sup>th</sup> Annual Convention – Diocese of West Virginia

September 24-26, 2021 – Morgantown Marriott at Waterfront Place

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 144<sup>th</sup> Convention of the Diocese of WV. They were elected on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the said Parish or Mission according to the direction  
DEANERY \_\_\_\_\_

Please Print Clearly -include individual phone numbers and email addresses

## 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)

(Over)



## **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 July 26, 2021**

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

**(Over)**

**Offices to be Elected at the  
144<sup>th</sup> Convention of the Diocese of West Virginia  
September 24-26, 2021—Morgantown Marriott at Waterfront Place**

**Diocesan Trustee (5-year term)**

One (1) person to be elected (term expires 2026)

**Standing Committee (4-year term)**

Two (2) presbyters to be elected (term expires 2025)

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

**Sandscrest Board (3-year term)**

Four (4) persons to be elected (term expires 2024)

**Constitution and Canons (3-year term)**

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

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

Kanawha Deanery – One (1) presbyter

Ohio Deanery –One (1) presbyter

Southwestern Deanery -- One (1) presbyter

# Information Sheet for Elected Positions

## For the 144<sup>th</sup> 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

**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

**Constitution and Canons Committee:** (Refer to Constitution Article 10 and Canon II.2.5; Canon II.7.5)

- Serves a 3-year term
- Consists of 3 presbyters and 3 lay persons
- Review Diocesan Constitution and Canons, making recommendations for changes and/or modifications
- Review recommended modifications or changes made by others

**2021 Nomination Form for Elected Positions**  
**144<sup>th</sup> 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: \_\_\_\_\_

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Diocesan/Provincial Offices held: \_\_\_\_\_

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\_\_\_\_\_  
(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](mailto:kmcghee@wvdiocese.org).**

**Thank you.**

Return form and statement by August 10, 2021  
to:

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

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**2021 Self-Recommendation Form for Appointed Positions**  
**144<sup>th</sup> 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 August 10, 2021  
Episcopal Diocese of West Virginia  
P. O. Box 5400  
Charleston, WV 25361

(OVER)

**2021 Recommendation Form for Appointed Positions**  
**144<sup>th</sup> 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):

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Signature: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_

Your Telephone: \_\_\_\_\_

Your Cell Phone: \_\_\_\_\_

Your E-mail: \_\_\_\_\_

Your Congregation: \_\_\_\_\_

Mail completed form by August 10, 2021  
Episcopal Diocese of West Virginia  
P. O. Box 5400  
Charleston, WV 25361

(OVER)

## 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 August 10, 2021**

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



## 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 2021 Diocesan Convention.

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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.