THE EPISCOPAL DIOCESE OF WEST VIRGINIA

General Information

149th Annual Convention of The Episcopal Diocese of West Virginia
Oglebay Park Resort, Wheeling, WV
November 13-15, 2026

Convention Registration

All individuals attending Diocesan Convention—including delegates, alternate delegates, clergy, clergy spouses, exhibitors, and guests—must register.

All registrations must be submitted from the Registration Form found at the link on the Diocesan Website or by scanning the QR Code found on this sheet.

Convention registration closes October 26, 2026. No paper registrations will be accepted.

Convention Fees

The fee for all convention registrants this year is $250. This fee covers all meals and events as found in the official Convention Schedule.

Fees may be paid online at the time of registration or by check mailed to the Diocesan Office with "Convention 2026" and the name of the attendees clearly marked on the memo line.

Deadlines

Participants should be registered online and payment made **no later than the close of business on October 26, 2026.** Finals numbers for meals and space must be given to the resort by this time.

Exhibitors

Tables will be available for camp and conference centers, commissions, committees, churches, Episcopal Church related entities, and pre-approved outside groups and vendors on a first come, first served basis. **Exhibit tables cost $50.** Please contact Mr. Michael Scaglione at mscaglione@wvdiocese.org for more information.

Hotel Registration

Please note that your convention fee does not cover your overnight room accommodations at the Oglebay Park Resort.

A room block has been set aside for us at the Resort at a special discounted rate of $169+tax per night. You may make reservations at Oglebay Park Resort by calling 304-243-4090 and telling them you are with the Episcopal Diocese of West Virginia or online using the **booking code BKG965** to receive the discounted rate.

Hotel reservations must be made by October 12, 2026 to receive the special rate.

THE EPISCOPAL DIOCESE OF WEST VIRGINIA

The 149th Convention of The Episcopal Diocese of West Virginia
November 13-15, 2026
Oglebay Resort & St. Matthew's, Wheeling

As you prepare for Convention, please note these important canonical deadlines:

***90 Days Prior*: Monday, August 15, 2026 - Amendments to Constitution & Canons**

- Canonical (first and only reading) *Canon V.1* or Constitutional (first of two readings) *Const. Art. 13* amendments are due (received, not postmarked). This provides ample time for the Bishop and the Constitution & Canons Committee to review.

***60 Days Prior*: Monday, September 14, 2026 - Certification of the election of lay delegates from parishes (paper form only)**

- Not canonical but provides sufficient time for advance communication to delegates.

***45 Days Prior*: Tuesday, September 29, 2026 - Resolutions; Nominations; Necrology; Baptisms, Confirmations, and Receptions; Reporting of Elections to Diocesan Council**

- Resolutions (received, not postmarked) *Canon I.4.2*
- Nominations for Standing Committee *Canon II.2.2*
- Nominations for other committees or elected offices (not canonical, but for publication in preconvention journal)
- Necrology
- Baptisms, confirmations, and receptions
- Names of persons elected by Deaneries to Diocesan Council *Canon II.2.3*

Other Deadlines

Room Block at Oglebay: Make reservations by October 12, 2026 to receive the Diocese of West Virginia Convention rate of $169+tax per night. You may make reservations at Oglebay Park Resort by calling 304-243-4090 and telling them you are with the Episcopal Diocese of West Virginia or online using the **booking code BKG965** to receive the discounted rate.

Convention Registration Deadline: October 26, 2026

Visit www.wvdiocese.org/governance/diocesan-convention for all convention materials.

Certificate of Election of Lay Delegates

149th Diocesan Convention of the Episcopal Church of West Virginia
Oglebay Park Resort, Wheeling, WV; November 13-15, 2026

This form must be received by the Secretary of Convention by Monday, September 14, 2026

The Episcopal Diocese of West Virginia
Certification of Election of Lay Deputies
P.O. Box 5400
Charleston, WV 25361

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 149th Convention of the Diocese of West Virginia. They were elected on the _____day of _____, 20_____, by the said Parish or Mission according to the direction and intent of the Constitution and Canons of the Episcopal Diocese of West Virginia.

Deanery: _____

Please Print Clearly.

Delegate(s)	**Alternate(s)**
_____	_____
_____	_____
_____	_____

_____
Signature of Registrar/Vestry Clerk

_____
Print Name of Registrar/Vestry Clerk

_____
Signature of Rector/Vicar or Warden

_____
Print Name of Rector/Vicar or Warden

THE EPISCOPAL DIOCESE OF WEST VIRGINIA

Description of Elected Positions Open for Nomination

Nominations for Elected Positions are due online at wvdiocese.org by September 29, 2026. No paper submissions will be accepted.

Constitution and Canons Committee (3-year term)

1 Lay member to be elected for a 2-year unexpired term
1 Clergy member to be elected for a 1-year unexpired term

See Diocesan Constitution Article 10 and Canon 11.2.5; Canon 11.7.5

Two (2) positions are open for election, one (1) presbyter for a two (2) year unexpired term and one (1) lay for a one (1) year unexpired. term. This Committee consists of three (3) clergy entitled to seats at Convention and three (3) lay persons in good standing. The Constitution and Canons Committee, together with the Bishop, reviews proposed changes to Diocesan Constitution and Canons. They make recommendations for changes and/or modifications, helping to ensure Diocesan Canons are in accord with the Canons of The Episcopal Church. They review recommended modifications or changes made by others, especially in the case of proposed resolutions. Committee members serve a 3-year term.

Standing Committee (4-year term)

1 Clergy member and 1 Lay member to be elected

See Diocesan Constitution Article 10 and Canon II.2.2; Canon II.7.2

Two (2) positions are open for election, one (1) presbyter, one (1) lay, to serve a four (4) year term. The Standing Committee consists of four (4) presbyters entitled to seats in Convention and four (4) lay persons, adult communicants in good standing of Congregations in the Diocese. In the absence of the Bishop, Bishop Coadjutor, or Suffragan, the Standing Committee serves as the Ecclesiastical Authority of the Diocese as prescribed by General Convention. The Standing Committee serves as a council of advice for the Bishop, providing consideration and consent on various matters of property as well as in matters of clergy and their oversight. The Standing Committee gives the Bishop advice and consent on the purchase, sale, or encumbrance of any property held by a congregation or the diocese. The Standing Committee is the official committee that recommends persons for ordination. It also gives the Bishop advice and consent as to any judicial sentence given to a clergy person or concurs in allowing a clergy person to cease functioning as a member of the clergy. When necessary, it investigates and reports to the Bishop on charges that a deacon or priest has abandoned the Episcopal Church. It is also the body which receives the Bishop's resignation and designs that search/election process proceeds as necessary. In case of a vacancy, The Standing Committee may fill an open position until an election at the next Diocesan Convention. Members serve one term limit unless filling an unexpired term.

Sandscrest Board (3-year term)

5 members to be elected for a 3-year term
1 member to be elected for a 1-year unexpired term

See Sandscrest.com

Five (5) three year terms and one (1) one year term are open for election. New members may be either clergy or lay. Located near Wheeling, Sandscrest is a retreat and conference center of the Diocese. Members of the Sandscrest Board serve a three (3) year term. The Sandscrest Board is the entity which holds the title to Sandscrest. The Board meets 4 times per year.

Board of Trustees (5-year term) 1 member to be elected

See Diocesan Constitution Article and Canon II.1.2 and III.1.11

One (1) five-year term is open for election. Trustees shall manage the holdings and funds of the Diocese and all other funds and property given, devised, or bequeathed for the use or benefit of the Diocese, or of any Diocesan activity. The Trustees also control and administer any funds or property given, devised, or bequeathed for the use or benefit of any Congregation in the Diocese which may be turned over to them for that purpose by the proper authorities of such Congregation, or by the person or persons having control thereof. Diocesan Trustees are elected to five-year terms.

Diocesan Council Representative (Elected by Deanery prior to Convention)

See Diocesan Constitution Article 10 and Canon 11.2.3; Canon II, 7.3

Please communicate your Deanery meeting to the Diocese as soon as it is scheduled. Diocesan Council exercises all the powers of Diocesan Convention during the time that the annual meeting is not in session. Council prepares and presents the budget for the Diocese to Convention.
Council advises the Ecclesiastical Authority regarding the welfare of the Diocese and works for the long-range plans for carrying out the mission of the Diocese. Council studies opportunities for carrying out the mission of the Church. Diocesan Council meets at least four times per year. Members serve per Deanery by-laws and represent their respective Deanery at Diocesan Council meeting.

THE EPISCOPAL DIOCESE OF WEST VIRGINIA

Members of Convention Along with the Authority and Duties of Convention Delegates

Members of Convention

Constitution of the Diocese of West Virginia Article 5: Section 3

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 19 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.

Determination and Credentialing of Lay Delegates from Congregations

Canon I.2.2 of the Diocese of West Virginia

(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 Convention. The Secretary will 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 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 and 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.

Attendance Upon Convention and Duties of Delegates

Canon I.3 of the Diocese of West Virginia

Section 1. Expenses

It shall be the duty of Congregations to provide the necessary travel remuneration to and from the Convention, and reasonable expenses for registration, food and lodging, of their clergy and their lay delegates.

Section 2. Attendance

It shall be the duty of all clergy entitled to membership in the Convention and all lay delegates or their alternates to attend the annual Convention.

Section 3. Preparation and Dissemination

It shall be the duty of each delegate and alternate to read, study, and disseminate throughout their Congregations, by whatever means appropriate, all reports, proposed resolutions, and information contained in the Pre-Convention Journal and other advisories of Convention activities which may be provided. Delegates shall consult their Vestries or Committees for advice and counsel concerning issues and votes that might arise at the Convention.

THE EPISCOPAL DIOCESE OF WEST VIRGINIA

How to Write and Submit a Resolution to Convention

149th Annual Convention of the Episcopal Diocese of West Virginia
Oglebay Park Resort, Wheeling, WV
November 13-15, 2026

Our Diocesan Convention is an opportunity for our community of faith to enact change in the way we live and do ministry together. It is also an opportunity for us to express and present ourselves to the larger world as faithful witnesses to our Lord and Savior Jesus Christ.

This information is meant to help all delegates and participants craft resolutions for the benefit of our life and witness. If you have any questions, please feel free to reach out to the Diocesan Office for guidance or clarification.

Basics of a Resolution

Title: Each resolution should bear a brief descriptive title so as to highlight the area of legislation, e.g., "Amend Canon 9" or "Endorse the West Virginia Episcopal/Lutheran Dialogue."

The Preamble: Generally speaking, the use of Preambles (the "Whereas Clauses") is not advised. 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 make certain reasons for an action a matter of record.

Reasons for resolutions and the purposes, intentions and justifications for them are best included in a reasoned and thorough Explanation following the resolution. This provides some legislative history for future interpretation. Further, it is clear that a vote is being taken only on the substance of the resolution, i.e., that which follows the word "Resolved." "Whereas" clauses often lead to unnecessary and time consuming debate on non-substantive matters unrelated to the actionable focus of the resolution itself.

If the proposer is convinced that there absolutely must be a preamble, each clause, written as a separate paragraph, begins with the word "Whereas", underlined or printed in italics and followed by a comma. The preamble should never contain a period. Each of its paragraphs should close with a semicolon followed by the word "and".

The Form of a Resolution: 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". Each resolving paragraph should close with a semicolon (followed by the "and") or a period. A resolving paragraph should not contain a period within its structure.

In a resolution containing several resolving paragraphs, each paragraph is separated by "therefore be it" and "be it further" phrases that end a clause. These phrases are not to be used at the beginning of a "Resolved" clause.

A Resolution Must Require Specific Action: The resolution should be phrased so that it will result in some action by the Convention or by some specified committee, commission, person, or agent.

Amendment of Canon: References to the Canons should be set out as the word "Canon" followed by the designation of the Title, the Canon, the section and the Clause in each case separated by a period, e.g., "Canon 6.2.a."

If a Canon or Section of a Canon or Clause of a Section of a Canon is to be amended or added, the enactment should be in substantially one of the following forms:

Canon…is hereby amended to read as follows: (here insert the new reading, which should show matter to be deleted by a strikethrough and new matter as underlined);
or
Canon…is hereby amended by adding a new Section (or Clause), reading as follows: (here insert the text of the new Section or Clause).

When amending a lengthy section of a Canon the proposer should reproduce as much of the Section as will permit a clear understanding of not only what is proposed but also what the companion subject matter may be and how it may be affected. More text rather than less text is often desirable to as to guide those legislating and to avoid time-consuming questions for clarification.

Explanation: An accompanying explanation is highly desirable as it provides guidance to the Convention as to what is intended and upon what the resolution is based. Detailed references in the body of an explanation provide guidance to both those legislating and to those who must interpret the action in the future. For example, a resolution to amend a Canon to clarify an internal conflict or inconsistency will benefit from an explanation that contains specific references by canonical citation with page numbers; a resolution that reaffirms some prior action of Convention will be clarified by an explanation that cites pages of the Journal where the action was adopted.

Sample Resolution
Resolved, That (some person or agency, e.g., the Commission on Ministry, do something, act upon something, or ask someone else to do something); and be it further

Resolved, That this action be communicated (or whatever else is needed to be accomplished).

Explanation
This matter has been brought before the Convention and was acted upon in 1988 and 1991. (See pages ** of the Journal of the Convention for those years.) However, due to important changes that have taken place since then, it is requested that the previous action be reconsidered at this convention.

Submitting a Resolution
All Resolutions must be submitted electronically to the Secretary of Convention for the Diocese of West Virginia via the submission form found on the Diocesan Website on or before their canonically required deadlines. Electronic confirmation of the receipt of the resolution will follow. If you do not receive confirmation of the resolution's receipt please contact the Diocesan Office for guidance.