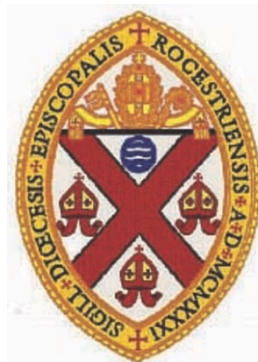


# Episcopal Diocese of Rochester

2016



## JOURNAL OF CONVENTION 85 AND THE CONSTITUTION & CANONS

Journal of the Proceedings  
*of the*  
Eighty-fifth  
Annual Convention  
*of the*  
EPISCOPAL DIOCESE OF ROCHESTER  
*held at*  
Hobart and William Smith Colleges  
November 5, 2016  
*together with the*  
Elected Bodies, Clergy Canonically Resident,  
Diocesan Reports, Parochial Statistics,  
Constitution and Canons  
2016

# TABLE OF CONTENTS

## Section One - Organization Pages

Diocesan Organization.....	1-1
Districts of the Diocese.....	1-9
Clergy in Order of Canonical Residence.....	1-10
Parishes and Missions.....	1-16

## Section Two - Annual Diocesan Convention

Bishop's Address.....	2-1
Official Acts of the Bishop.....	2-6
Journal of Convention.....	2-9
Diocesan Budget.....	2-30
Clergy and Lay Salary Scale.....	2-34

## Section Three - Reports & Diocesan Audit

Diocesan Committees.....	3-1
• Commission On Ministry	
• Diocesan Council Summary of Minutes	
• Standing Committee and Official Acts	
• Trustees	
Districts of the Diocese.....	3-13
Other Committees and Organizations.....	3-17
Diocesan Audit.....	3-33

## Section Four - Parochial Statistics

Vital Statistic of Congregations and Missions.....	4-1
Financial Statistics of Congregations and Missions.....	4-2

## Section Five - Constitution and Canons

Constitutions and Canons & Rules of Order.....	5-1
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# Section One

## Organization Pages

Diocesan Organization.....	1-1
Districts of the Diocese.....	1-9
Clergy in Order of Canonical Residence.....	1-10
Parishes and Missions.....	1-16



## OFFICERS

### Bishop of the Diocese

The Rt. Rev. Prince G. Singh

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#### Chief Financial Officer

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#### Registrar

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#### Treasurer of the Diocese

Terry Butwid  
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Pittsford, NY 14534  
Telephone: 585-943-7826  
tbutwid@gmail.com

#### Assistant Treasurer of the Diocese

Bliss Owen, C.P.A.  
Kasperski Owen & Dinan CPAs, LLC  
500 Linden Oaks  
Rochester, NY 14625  
585-641-0530 x100  
bpocpa@gmail.com

**DIOCESAN HOUSE STAFF**

Phone: 585-473-2977

[www.episcopalrochester.org](http://www.episcopalrochester.org)

**Bishop**

The Rt. Rev. Prince G. Singh

**Canon to the Ordinary**

The Rev. Canon Johnnie Ross

**Diocesan Operations & Benefits Manager**

Kristy. Estey

**Diocesan Hospitality & Leadership Support**

Carolyn McConnell

**Chief Financial Officer**

Todd Rubiano

**Parish Auditor & Finance Consultant**

Catherine Shoemaker

**Communications & IT Missioner**

Matthew Townsend

**Diocesan Accountant**

Kristin Woodward

**VOLUNTEERS**

Archivist

Margaret (Tobie) Smith

## THE DIOCESAN COUNCIL

Chair:	The Rt. Rev. Prince G. Singh
Vice Chair & Chair of Steering Committee:	Gwen Van Laeken
Chief Financial Officer:	Todd Rubiano
Chancellor:	Philip R. Fileri, Esq.
Secretary:	Susan Woodhouse

	<i>Term Expires</i>	
Rev. Dan Burner	2017	Member-At-large
Rev. William Daniel, Jr.	2017	Member-At-large
Rev. Joshua Walter	2017	Member-At-large
Scott Seabridge	2017	Lay Monroe
Dawn Wilkins	2017	Lay Rochester
Gwen Van Laeken	2017	Lay NE
Linda Raide	2017	Lay SE
Liz Porter	2017	Lay SW
Margy Ashley	2018	Member-At-large
Floyd Bayley	2018	Member-At-large
Julie Syracuse	2018	Member-At-large
Rev. Chris Streeter	2018	Clergy Monroe
Rev. Leslie Burkardt	2018	Clergy Rochester
Rev. Troy Preston	2018	Clergy SE
Rev. Steven Meister	2018	Clergy NE
Rev. Carol Stewart	2018	Clergy SW



**STANDING COMMITTEE**

Christopher Moore, President  
Rev. Michael Hartney, Secretary

	<i>Term Expires</i>
Christopher Moore	2017
Rev. Virginia Mazzarella	2017
Lois Geiss	2018
Rev. Michael Hartney	2018
The Rev. Rick Hamlin	2019
Sarah Peters	2019
Rev. Robert Picken	2020
Susan Woodhouse	2020

**THE TRUSTEES OF THE DIOCESE, INCORPORATED**

The Rt. Rev. Prince G. Singh, Chair  
Philip R. Fileri, Esq., Chancellor, *Ex Officio*  
Todd Rubiano, Chief Financial Missioner, *Ex Officio*  
Terry Butwid, Treasurer, *Ex Officio*  
Bliss Owen, Assistant Treasurer, *Ex Officio*

	<i>Term Expires</i>
Peter Corrigan	2017
Bev Smith	2017
Charlie Zettek	2017
Gill Ferris	2018
Rev. John Burr	2018
Ms. Susan Scanlon	2018
Les Kernan	2019
Doug Lyon	2019
Ron Young	2019

**THE COMMISSION ON MINISTRY**  
The Rt. Rev. Prince G. Singh, *Ex Officio*

*Term Expires*

Marlene Allen	2017	Elected
Rev. Krista Cameron	2017	Elected
Rev. Barbara Fornalik	2017	Elected
Dave Galleher	2017	Elected
Claire Crump	2017	Appointed
Rob Ferris	2017	Appointed
Heather Yanda	2017	Appointed
Rev. Kelly Ayer	2018	Elected
Rev. Andrew D'Angio White	2018	Elected
Rev. Ron Young	2018	Appointed
Keisha Stokes	2018	Elected
Allison Bourne	2018	Elected
James Garner	2018	Elected
Rev. Ken Pepin	2018	Elected
Rev. Jimmie Sue Deppe	2019	Elected
Rev. Dahn Gandell	2019	Elected
Robin Yergeau	2019	Elected
Rev. Phil Kasey	2019	Appointed
Rev. Andrew VanBuren	2019	Appointed
Rev. Georgia Carney	2019	Appointed

**DEPUTIES TO THE GENERAL CONVENTION**  
**Elected 2016**

**Clergy**

1. The Rev. Paul Frolick
2. The Rev. Canon Denise Yarbrough
3. The Rev. Dahn Gandell
4. The Rev. Chris Streeter

**Lay**

1. Keisha Stokes
2. Sarah Peters
3. Josh Barrett
4. Paula Valeri

**PROVISIONAL DEPUTIES TO THE GENERAL CONVENTION  
Election 2017**

**DISCIPLINARY BOARD**

	<i>Term Expires</i>
The Rev. Peter Bryant	2017
Donna Copson	2017
The Rev. Peter Harter	2017
The Rev. Mary Ann Brody, <i>Chair</i>	2018
Jeremy Cooney, Esq., <i>Clerk</i>	2018
Katherine Cerulli	2019
The Rev. Daniel M. Linnenberg	2019
The Rev. Lance Robbins, Intake Officer	appointment

**STANDING COMMITTEES OF THE CONVENTION, 2016**

**COMMITTEE ON ARRANGEMENTS**

Ms. Marlene Allen, Rev. Robert Picken, Ms. Susan Woodhouse, Rev. Maurice Charles, Rev. Cameron Miller and the Bishop's staff (Ms. Carolyn McConnell, Ms. Kristy Estey, Rev. Canon Johnnie Ross, Mr. Matthew Townsend)

**COMMITTEE ON CONSTITUTION AND CANONS**

Philip Fileri, Esq., Chair, Dyson Gay, Esq., C. Thomas Wright, Esq.,  
Susan Scanlon, Esq., the Rev. Canon Dr. C. Denise Yarbrough, Esq. and Paul Greene, Esq.

**COMMITTEE ON NOMINATIONS**

Ms. Barbara Deming, Ms. Stacy Taylor, Carol Topping, Nina Johnston, Ms. Mary Lou Hunt-Quintal and  
District Deans

**COMMITTEE ON RESOLUTIONS**

The Rev. Peter Peters, Mr. Mark Broyles, the Rev. Virginia Tyler, and the Rev. Billy Daniels

**DIOCESAN COMMITTEES**

**DIOCESAN HUMAN RESOURCES COMMITTEE**

The Rt. Rev. Prince G. Singh, <i>ex officio</i>	Lyn Omphroy
Libby Bakken, <i>Chair</i>	Sherry Ralston
The Rev. Dr. John Karl	Todd Rubiano, <i>Chief Financial Missioner</i>
Amy Moyer	Kristy Estey, <i>Operations &amp; Benefits Mgr.</i>
Gwen Van Laeken	

**DIOCESAN PROGRAM COMMITTEES**

**ANTI – RACISM COMMITTEE**

Marlene Allen, <i>Chair</i>	Susan Pickhardt
Laura Arney	Geneva Robinson
Christopher Cleveland	The Rev. Andrea Stridiron
Madeline Gamble	The Rev. Florence Tobin
The Rev. Ginny Mazzarella	Patricia Wheelhouse
Liz Porter	Dr. Marilyn Wienk

**ANTI – RACISM TASK FORCE**

The Rev. Florence Tobin, <i>Chair</i>	Richard Reid
Marlene Allen, <i>ex-officio</i>	The Rev. Andrea Stridiron
Laura Arney	Kathy Walczak
Liz Porter	

**OASIS ROCHESTER**

Robert Crystal, <i>Chair</i>	The Rev. Susan Kohlmeier
Neil Houghton	Shauna Marie O’Toole
John Clinton Bradley	Sharon Scott
The Very Rev. Deborah Duguid-May	Dr. Roja Singh
Dr. Carl Johengen, <i>Secretary</i>	The Rev. Florence Tobin
Nathan Kohlmeier	The Rev. Canon Dr. C. Denise Yarbrough

**PRISON MINISTRY ADVISORY BOARD**

Britton Hopkin, <i>Chair</i>	Richard Laidlaw
Precious Bedell	Gloria Lundberg
Robert Crystal	Mark Renard
The Rev. Barbara Fornalik	Elsa Schaefer
Richard Frey	Sandra St. Martin
Keturah Gilbert	Kathy Walczak
Delores Johnson	Eleanor Welz

**PUBLIC POLICY COMMITTEE**

Dorothy Romanet, *Chair*

R. Bruce Colburn

Robert Crystal

Barbara Deming

The Very Rev. Deborah Duguid-May

Christian Haller

Kathleen Jones

Dr. Carolyn Mok

The Rev. Philip Schaefer

Dr. Marilyn Wienk

**DIOCESAN CONTACTS & LIAISONS**

**BISHOP SHEEN ECUMENICAL HOUSING FOUNDATION**

The Most Rev. Salvatore Matano

The Rt. Rev. Prince G. Singh

Kevin LoCicero, President

Patrick Cusato, Vice President

Allynn Smith, Executive Director

Joan Belgiorno

John Berry

Elizabeth Biehler

Sherri Catalano

Michael Connolly

Jamie Federers

Bruce Marche

Kevin Marren

Diane Stofer

Penny Wisenski

**ECUMENICAL OFFICER**

The Rev. Canon Dr. C. Denise Yarbrough

**EDUCATION FOR MINISTRY**

Ms. Nancy Gear

**INTERIM YOUTH MINISTER**

Ms. Keisha Stokes

**EPISCOPAL RELIEF AND DEVELOPMENT**

The Rev. Dahn Gandell

**UNITED THANK OFFERING**

Susan Woodhouse, Representative

## THE DISTRICTS OF THE DIOCESE

### **Monroe District** – Monroe County except the City of Rochester including Caledonia

Dean: The Very Rev. Chris Streeter

St. Luke's Church, Brockport

St. Andrew's Church, Caledonia

St. Luke's Church, Fairport

Church of the Epiphany, Gates

Trinity Church, Greece

St. Peter's Church, Henrietta

St. George's Church, Hilton

St. John's Church, Honeoye Falls

Church of the Incarnation, Penfield

Christ Church, Pittsford

Grace Church, Scottsville

Church of the Good Shepherd, Webster

### **Northeast District** – Ontario and Wayne Counties

Dean: The Very Rev. Andrew VanBuren

St. Peter's Church, Bloomfield

St. John's Church, Canandaigua

St. John's Church, Clifton Springs/Phelps

St. John's Chapel, Hobart College

St. Peter's Church, Geneva

Trinity Church, Geneva

Grace Church, Lyons

St. Mark's Church, Newark

Zion Church, Palmyra

St. John's Church, Sodus

### **Rochester District** – The City of Rochester

Dean: The Very Rev. Dahn Gandell

Christ Church

Church of the Ascension

Church of St. Luke & St. Simon Cyrene

Church of St. Mark's & St. John's

St. Paul's Church

St. Stephen's Church

St. Thomas' Church

### **Southeast District** – Schuyler, Steuben and Yates Counties, except for Hornell

Dean: The Very Rev. Lynne Sharp

Church of the Redeemer, Addison

St. Thomas' Church, Bath

St. Luke's Church, Branchport

St. John's Church, Catharine

Christ Church, Corning

St. James' Church, Hammondport

St. Paul's Church, Montour Falls

St. Mark's Church, Penn Yan

Church of the Good Shepherd, Savona

St. James' Church, Watkins Glen

### **Southwest District** – Allegany and Livingston Counties, plus Hornell

Dean: The Very Rev. Eric Thompson

St. Paul's Church, Angelica

Zion Church, Avon

Trinity Church, Canaseraga

Christ Church, Cuba

St. Peter's Church, Dansville

St. Michael's Church, Geneseo

Christ Church, Hornell

St. John's Church, Wellsville

**LIST OF CLERGY IN ORDER OF CANONICAL RESIDENCE 2016**

<u>Year</u>	<u>Month</u>	<u>Full Name</u>
<b><u>BISHOPS</u></b>		
1984	Apr. 26	William George Burrill (Retired)
1999 (Retired)	Dec. 4	Jack Marston McKelvey
2008	May 31	Prince Grenville Singh
<b><u>PRIESTS AND DEACONS</u></b>		
1963	June 11	George Richard Richards
1964	Aug. 4	Philip Eugene Wheaton
1968	Apr. 30	John Terry Burr
1968	June 22	John Charles Karl, Jr.
1969	Feb. 1	Phillip David Schaefer
1969	May 1	Douglas James Carroll
1969	June 21	William Homer English
1970	Jan. 19	Richard Aurel Henshaw
1970	June 20	John Richter Van Eenwyk
1972	Apr. 11	Donald Hedges Smith
1973	Feb. 24	Richard Rees Wyland
1974	Feb. 8	Roger Kent Steinhauer
1975	June 29	Stephen Ernest Rorke
1978	Mar. 1	Byron Willard Roy
1979	June 30	Gloria Hoyer Fish
1980	Mar. 15	Clarence Elliot Butler
1980	Sept. 29	Loretta Anne Dennis
1980	Oct. 18	Miriam Elizabeth Owens
1981	Jan. 9	Richard Joseph Eckart, Jr.
1981	Mar. 16	Gary Donald Sawtelle
1981	Mar. 22	Robert Sewell Culp, Jr.
1981	June 29	James Harold Adams
1981	Sept. 20	Lawrence LaVere Mothersell
1982	Sept. 2	Linwood Wilson Garrenton
1982	Sept. 4	Dennis Leslie Wienk
1983	June 20	William Herbert Petersen
1984	Sept. 22	Mary Ann Catherine Mroczka
1985	June 8	Catherine Blanc Lewis
1986	June 28	Lynne Herrick McNulty
1987	June 13	Sharon Leith Karl

1988	Jan. 6	Robert Lloyd Shannon, II
1988	June 22	Winifred Nohmer Collin
1988	July 15	Lesley Margaret Adams
1988	Dec. 28	Elizabeth May Groskoph
1988	Dec. 28	Ralph Gordon Groskoph
1989	Jan. 28	Thomas Seymour Gramley
1989	May 10	Daniel Stuart Pope, III
1989	Dec. 12	William Joseph Johnson
1991	Aug. 10	David Richard Cripps
1991	Aug. 10	Sandra King Curtis
1991	Aug. 19	Lance David Robbins
1991	Sept. 6	Jorge Martin Gutierrez
1992	Apr. 30	Lucille Parsons Delles Alonzo
1992	July 24	Peter William Peters
1993	Mar. 13	Susan Collins Kohlmeier
1993	June 26	Diana Purcell-Chapman
1994	Jan. 18	Albert John Keeney
1994	Jan. 29	Sandra C. Arrington
1994	July 7	Charles L. Grover
1995	Sept. 1	Marilyle Sweet Page
1995	Sept. 28	Frederic W. Reynolds
1996	Oct. 23	Christopher S. Luedde
1996	Nov. 26	Virginia T. Mazzarella
1998	Mar. 4	Dahn Dean Gandell
1999	Aug. 4	Kenneth E. Bordner
1999	June 5	Julie Anne Cicora
1999	June 5	Mary Darling
1999	June 5	Louise M. Johnson-Toth
1999	Nov. 1	Nancy Dunbar Stevens
2000	Mar. 24	Carolyn D. Lumbard
2000	Nov. 8	Daniel M. Linnenberg
2001	Jan. 26	Donald B. Hill
2001	Dec. 8	Peter F. Bryant
2001	Dec. 8	Marian H. Schneider
2001	Dec. 8	Charles H. Tyo, Jr.
2002	Jan. 11	Vicki L. Prescott
2002	Feb 1	Lynn D. Sinnott
2002	May 9	Krista A. Cameron
2002	Jun 1	J. Brad Benson
2002	Jun 1	Mark A. Stiegler
2002	Sept. 25	Thomas K. McCart
2003	Nov. 25	C. Denise Yarbrough



2004	June 5	Mary Ann Brody
2004	Oct. 18	Michael W. Hopkins
2004	Oct. 26	Deven Hubert
2005	Feb. 8	Carmen R. Seufert
2006	Feb. 1	Michael E. Hartney
2007	June 30	Bryan Bedell
2007	June 30	Ralph Peter Harter
2007	June 30	Cynthia Rasmussen
2007	June 30	David G. Smith
2007	Nov. 27	Denise H. Bennett
2008	Mar. 29	Barbara H. Fornalik
2008	Mar. 29	Richard Krapf
2008	Mar. 29	Stephen G. Meister
2008	Mar. 29	Kenneth Perry
2008	Mar. 29	Terrell Price
2008	Apr. 20	Florence Tobin
2009	Feb. 14	Carol Stewart
2009	May 2	Michael Finn
2009	May 2	Andrew Johnson
2009	May 2	Suzanne Johnston
2009	May 2	Andrea Stridiron
2009	June 2	Christopher Streeter
2010	June 1	Ruth E. Ferguson
2010	Aug. 12	David Hefling
2010	Sept. 21	Craig Uffman
2011	Jan. 27	Kelly Ayer
2011	Sept. 8	John Eric Thompson
2012	Feb. 12	Paul Frolick
2012	Feb. 21	Kenneth R. Pepin
2012	Sept. 11	Joshua D. Walters
2012	Oct. 21	Sara D'Angio White
2012	Nov. 9	Catherine Tatem
2013	Feb. 7	Linda D. Leibhart
2013	June 5	Andrew D'Angio White
2013	Sept. 16	Saundra Cordingley
2014	Jan. 10	George Carney
2014	July 16	Lynne Sharp
2014	Aug. 27	Robert Picken
2014	Oct. 13	A. Reed VanDeventer

2014	Dec. 17	Christa Levesque
2014	Dec. 17	Virginia Tyler Smith
2014	Dec. 17	Andrew VanBuren
2015	April 22	Troy Preston
2015	April 27	Dan Eugene Burner
2015	April 27	William O. Daniel, Jr.
2015	July 14	Ronald Young
2015	Sept. 24	D. Maurice Charles
2015	Oct. 20	Jay Burkardt
2015	Nov. 2	Richard Hamlin
2016	Jan. 21	Jimmie Sue Deppe
2016	Jan. 27	Leslie Burkardt
2016	Feb. 22	Deborah Duguid-May
2016	March 8	Cameron Miller
2016	Sept. 15	Johnnie Ross
2016	Nov. 22	Keith Patterson

## **2016 CANONICALLY RESIDENT CLERGY**

### **PAROCHIAL CURE**

The Rev. James Adams	The Rev. David Hefling
The Rev. Lucille Alonzo	The Rev. Deven Hubert
The Rev. Kelly Ayer	The Rev. Andrew Johnson
The Rev. J. Brad Benson	The Rev. Suzanne Johnston
The Rev. Mary Ann Brody	The Rev. Susan Kohlmeier
The Rev. Jay Burkardt	The Rev. Richard Krapf
The Rev. Leslie Burkardt	The Rev. Lynne McNulty
The Rev. Dan Burner	The Rev. Stephen Meister
The Rev. John Burr	The Rev. R. Cameron Miller
The Rev. Krista Cameron	The Rev. Kenneth Perry
The Rev. Georgia Carney	The Rev. Kenneth Pepin
The Rev. D. Maurice Charles	The Rev. Robert Picken
The Rev. Julie Cicora	The Rev. Troy Preston
The Rev. William O. Daniel, PhD.	The Rev. Terrell Price
The Rev. Jimmie Sue Deppe	The Rev. Cynthia Rasmussen
The Rev. Deborah Duguid-May	The Rev. Lance Robbins
The Rev. Ruth Ferguson	The Rev. Johnnie Ross
The Rev. Michael Finn	The Rev. Lynne Sharp
The Rev. Barbara Fornalik	The Rev. Prince Singh
The Rev. Paul Frolick	The Rev. Carol Stewart
The Rev. Dahn Gandell	The Rev. Christopher Streeter

The Rev. Andrea Stridiron  
The Rev. Catherine Tatem  
The Rev. J. Eric Thompson  
The Rev. Andrew VanBuren  
The Rev. Joshua Walters  
The Rev. Andrew D'Angio White  
The Rev. Sara D'Angio White  
The Rev. Denise Yarbrough  
The Rev. Ronald Young

## **CANONICALLY RESIDENT CLERGY**

### **NON-PAROCHIAL**

The Rev. Lesley Adams	The Rev. William Johnson
The Rev. Sandra Arrington	The Rev. Louise Johnson-Toth
The Rev. Bryan Bedell	The Rev. John Karl, Jr.
The Rev. Denise Bennett	The Rev. Sharon Karl
The Rev. Kenneth Bordner	The Rev. Albert Keeney
The Rev. Peter Bryant	The Rev. Linda Leibhart
The Rev. Clarence Butler	The Rev. Catherine Lewis
The Rev. Douglas Carroll	The Rev. Rosemary Lillis
The Rev. Winifred Collin	The Rev. Daniel Linnenberg
The Rev. Sandra Cordingley	The Rev. Christopher Luedde
The Rev. David Cripps	The Rev. Carolyn Lumbard
The Rev. Robert Culp, Jr.	The Rev. Virginia Mazzarella
The Rev. Sandra Curtis	The Rev. Thomas McCart
The Rev. Molly Darling	The Rev. Lawrence Mothersell
The Rev. Loretta Dennis	The Rev. Mary Mroczka
The Rev. Richard Eckart, Jr.	The Rev. Miriam Owens
The Rev. William English	The Rev. Marilyle Sweet Page
The Rev. Gloria Fish	The Rev. Peter Peters
The Rev. Linwood Garrenton	The Rev. William Petersen
The Rev. Thomas Gramley	The Rev. Daniel Pope, III
The Rev. Elizabeth Groskoph	The Rev. Vicki Prescott
The Rev. Ralph Groskoph	The Rev. Diana Purcell-Chapman
The Rev. Charles Grover	The Rev. Frederic Reynolds
The Rev. Jorge Gutierrez	The Rev. George Richards
The Rev. Richard Hamlin	The Rev. Stephen Rorke
The Rev. Peter Harter	The Rev. Byron Roy
The Rev. Michael Hartney	The Rev. Gary Sawtelle
The Rev. Richard Henshaw	The Rev. Philip Schaefer
The Rev. Donald Hill	The Rev. Marian Schneider
The Rev. Michael Hopkins	The Rev. Carmen Seufert

**CR Non-Parochial Continued**

The Rev. Robert Shannon

The Rev. Lynn Sinnott

The Rev. David Smith

The Rev. Donald Smith

The Rev. Nancy Stevens

The Rev. Roger Steinhauer

The Rev. Mark Stiegler

The Rev. Florence Tobin

The Rev. Charles Tyo

The Rev. Craig Uffman

The Rev. John Van Eenwyk

The Rev. Philip Wheaton

The Rev. Sara D'Angio White

The Rev. Dennis Wienk

The Rev. Richard Wyland

**2016 CLERGY MINISTERING****BY LICENSE IN CHARGE OF PARISHES  
OR OTHER CURES**

The Rev. Amy Walter-Petersen

The Rev. Dwight Wascom

The Rev. H. Jeffrey Haines

The Rev. Michael Dudley

The Rev. Gary Edmister

The Rev. Bruce Griffith

The Rev. Philip Kasey

The Rev. John Kevern

The Rev. William Lutz

The Rev. Richard Witt

The Rev. Matthew Nickoloff

The Rev. Steven Metcalfe

**PARISHES AND MISSIONS OF THE DIOCESE OF ROCHESTER**

In respect to their Organization and Relation to the Diocesan Convention

**MISSIONS IN UNION WITH THE CONVENTION**

<u>Place</u>	<u>Name of Church</u>	<u>Organized</u>	<u>Admitted</u>
Belvidere	Christ	1859 & 1897	1859
Bolivar ^	Our Savior	1905	1916
Caledonia	St. Andrew's	1876 & 1893	1893
Geneva	St. John's Chapel, Hobart College		1938
Montour Falls	St. Paul's	1856	2004
Rochester	Ephphatha Church of the Deaf	1959	1972
Savona	Good Shepherd	1903	1903

**SUMMER CHAPELS**

Nine Mile Point	St. Andrew's-by-the-Lake
Keuka Lake	Garrett Memorial Chapel (Little Chapel on the Mount) (Bluff Point)
Sodus Point	Christ Church

**INSTITUTIONAL CHAPELS**

Rochester	Memorial Chapel, Diocesan House
Rochester	Chapel of the Good Shepherd, Episcopal Church Home

**PARISHES IN UNION WITH THE CONVENTION**

<u>Place</u>	<u>Name of Church</u>	<u>Organized</u>	<u>Admitted</u>
Addison	Redeemer	1854	1854
Angelica	St. Paul's	1827	1827
Avon	Zion	1792 & 1817	No Record
Bath	St. Thomas'	1826	1826
Belmont^^	St. Philip's	1853 & 1858	1859
Branchport	St. Luke's	1859 & 1866	No Record
Brockport	St. Luke's	1838	1838
Canandaigua	St. John's	1815 & 1816	1819
Canaseraga	Trinity	1857	1857
Catharine	St. John's	1809 & 1890	1810
Clifton Springs/Phelps*	St. John's	1809 & 1874	1874
Corning	Christ	1841	1841
Cuba	Christ	1852	1854
Dansville	St. Peter's	1831	1832
East Rochester###	St. Matthias'	1900	1923 & 1987
Fairport	St. Luke's	1887	1953

Friendship^	St. Andrew's	1860 & 1896	1997
Geneseo	St. Michael's	1819 & 1823	1819
Geneva	St. Peter's	1867	1867
Geneva	Trinity	1806	1807
Hammondsport	St. James'	1820 & 1829	1830
Henrietta	St. Peter's	1963	1964 & 1985
Hilton***	St. George's		
Holcomb#	St. Peter's	1840	1840
Honeoye Falls	St. John's	1840 & 1842	1840
Hornell	Christ	1854	1854
Lyons	Grace	1825 & 1838	No Record
Mt. Morris^	St. John's	1832 & 1833	1833
Newark	St. Mark's	1851	1851
Palmyra	Zion	1804	No Record
Penn Yan	St. Mark's	1826 & 1837	1826
Penfield	Incarnation	1957	1963
Pittsford	Christ	1846 & 1847	1847
Rochester##	All Saints	1925	1947
Rochester	Ascension	1888 & 1892	1888 & 1908
Rochester	Christ	1855	1855
Rochester	Epiphany	1876	1876
Rochester	St. George's	1886	1955
Rochester**	St. Luke's	1817	No Record
Rochester	St. Mark's & St. John's	1885 & 1923	1890
Rochester	St. Paul's	1828 & 1833	1834
Rochester**	St. Simon of Cyrene	1921	1923 & 1958
Rochester	St. Stephen's	1910	1911
Rochester	St. Thomas'	1909	1909
Rochester	Trinity	1955	1956 & 1967
Scottsville	Grace	1885	1885
Sodus	St. John's	1825	1826
Watkins Glen	St. James'	1830	1830
Webster	Good Shepherd	1949	1963
Wellsville	St. John's	1859	1859

\*Merged to form St. John's, Clifton Springs/Phelps 1967

\*\*Merged to form The Church of St. Luke & St. Simon Cyrene 1987

\*\*\*Formerly St. George's, Rochester. Hilton Church consecrated 1992

#Now St. Peter's, Bloomfield

##Extinct, by action of 2005 Convention

###Extinct, by action of 2011 Convention

^Extinct, by action of 2012 Convention

^^Extinct, by action of 2014 Convention

# Section Two

## Annual Diocesan Convention

Bishop's Address.....	2-1
Official Acts of the Bishop.....	2-6
Journal of Convention.....	2-9
Diocesan Budget.....	2-30
Clergy and Lay Salary Scale.....	2-34



## **Bishop's Address to the 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester**

I would like to begin this address with a few words of thanks and welcome. What a treat to be with all of you here at Hobart and William Smith Colleges; thank you, President Gearen, students and staff for your warm welcome! We are so blessed to have Presiding Bishop Curry with us for a good long visit with his alma mater, the Diocese and the greater Rochester community. We thank God for his restored health and thank him for his leadership during this time of great challenge within and outside the Church. We also thank his Canon Michael Hunn and his Assistant Sharon Jones for accompanying and taking good care of him.

I thank God for the privilege of serving as your Bishop. Since last Convention I have had the joy of confirming, receiving and reaffirming nearly 80 individuals who have stood before God and their families of faith, and promised to renounce evil and follow Jesus. They said YES to the journey of following Jesus faithfully by being the hands and feet and heart of God in this troubled world. In all that we do there is nothing more important than to help form and accompany individuals as they follow Jesus. This is the purpose for which we strive to thrive and grow congregations in spiritual, missional and numerical ways. I want to thank our amazing staff members who work very hard with great versatility, dedication and humor. Without such a reliable staff we could not accomplish half of what we do by the grace of God. I invite them to stand as they are able and please hold your applause until I finish calling them by name: Carolyn McConnell, Todd Rubiano, Johnnie Ross, Kristy Estey, Matt Townsend, Cathy Shoemaker, Kristin Woodward, Winifred Collin, the Deans: David Hefling (on sabbatical), Debs Duguid-May, Dahn Gandell, Carol Stewart and Phil Kasey. **Thank you for your joyful and loyal amazings! Please show them some love!**

On a personal level, I am grateful for Eklan, Ned and Roja who are significant to my ministry among you. I continue to give thanks for Roja who is a great blessing to me and to our world. We celebrated our twenty-fifth anniversary in October this year; thanks be to God! Her companionship has made this journey possible, especially during times when it has been challenging. She is offering a TedX Talk right now on an intervention model of delivering education to children who are dehumanized by their circumstances.

This had been a significant year for some big decisions and I will highlight them throughout my address. I will acknowledge a major decision by the Trustees and Standing Committee to sell Diocesan House, not out of necessity, but as an expression of good fiscal and spiritual stewardship. I also express my appreciation to members of Standing Committee for working diligently to help move us toward rebuilding relationships with the help of a behavioral covenant, which I commend to the rest of the diocese.

Commission on Ministry has had a busy year with ongoing local and diocesan discernments. They have helped us Ordain four amazing Priests. With their advice we were able to begin a Pastoral Leader model to help enable transitions in more relevant and congregation-friendly ways. We have adopted a Circle of Support mentoring model to accompany clergy in new cures. Typically Circles of Support involve one clergy on speed dial, one or two other clergy and two or three lay persons. They covenant to meet monthly for a year and are a sounding board to the new clergy. We greatly appreciate this collegial model.

Speaking of new clergy, we have a few! I ask you to please stand as you hear your name and let us wait until all of them stand before acclaiming and applauding them. Rev. Troy Preston, Christ Church Corning; Rev. Christa Levesque, St. Thomas' Rochester, Rev. Andrew VanBuren, St. John's Clifton Springs; Rev. Virginia Tyler, St. John's Honeoye Falls; Rev. Jimmie Sue Deppe, Epiphany Gates; Leslie Burkardt, St. Thomas' Rochester; Rev. Cameron Miller, Trinity Geneva; Rev. Eric Thompson, St. Peter's Dansville and Trinity, Canasarega; In August we welcomed Rev. Canon Johnnie Ross as Canon to the Ordinary. Along with Jimmie Sue, Leslie, Cameron, and Johnnie, we were grateful to have Dean Debs Duguid-May transfer canonical residence from Michigan, ...Texas, Buffalo, Lexington, and Natal, South Africa respectively. Our newest priest is Rev. Keith Patterson; Two Saints Rochester. He comes to us from New Hampshire. **We welcome each of them and their loved ones to our Diocese!**



We also have a few transitions by way of retirements and discerned moves. Rev. Michael Hartney retired in ... after ... years of service as Rector from the Episcopal Parishes of Schuylers County. Rev. Charlie Tyo Jr., retired in ... after ... years of service as Rector from Christ Church in Corning. Earlier this year we were sorry to say goodbye to Rev. Canon Julie Cicora who discerned to move out of the role she had as Canon for mission and ministry after seven years to pursue new frontiers. We are sorry to see Revs. Andrew and Sara D'Angio White leave. Andrew is preparing to take a new cure at St. David's in Kennebunk, Maine in December this year. We also have a few transitions among the Deans. After this Convention, Dean Phil Kasey will pass the baton to Rev. Lynne Sharp, Dean Debs Duguid-May to Rev. Lance Robbins and Dean Carol Stewart to Rev. Eric Thompson. We thank you all for your ministry in service of Christ among us. We will miss each of you very much and you will always have a place in our hearts. Roja and I will especially miss Maggie and Charlie. We wish you all of God's blessings. We love you! Diocesan Council has consistently done a stellar job of working diligently to engage congregational and missional development partnerships along with ensuring a thoughtfully constructed budget with enough time since June of this year to explain and engage its details over several District level meetings.

The year-long pilgrimage of *Seeing the Face of God in Each Other* has included several engagements at the local and Diocesan levels. Across the Diocese faithful people have gathered around this theme engaging books, movies and conversation with a desire to understand complexities, build reconciliation and expand community. Listening to truth, history and analysis is hard and there is always nervous energy to overcome, but we have stayed at it, engaged each other and are beginning to understand that as followers of Christ we have the capacity to engage, repent, and embrace. We have had four Diocesan-wide events on New Americans, Generous Welcome, Migrant Workers, and Native Americans. This Sunday at 3 PM we will have a public forum with our Presiding Bishop and a panel on *Nightmare to Dream: overcoming the unholy trinity of poverty, racism, and violence.*

A bishop is called to see. I have been observing our Diocese and our life together over the past eight years and have come to see several examples of discipleship that embrace Jesus. In each of these instances I see that we have enough resources available to do everything we need to do in response to Jesus' call to feed his sheep in spiritual and missional ways. I see two commonalities in these examples. 1. They are examples of faithful people discerning and moving purposefully outside themselves and into their neighborhoods. 2. The proof of every movement into the neighborhood is in the doing. So that's a sample of what I see.

- The Storybook Project keeps families connected even when a parent is in prison.
- Community Gardens keep communities growing produce and hope.
- Migrant families remind us that we are all immigrants. They also know that they have friends who care for them as dignified children of God and are looking out for them.
- Neighbors Night Out is a mentoring place where children are treated with their God-given dignity and showered with loads of love.
- The Church-wide All Our Children or its local diocesan manifestation Rachel Rejoices is a coalition to enhance our children's education.
- Our interfaith and ecumenical partners stand united for peace and against hate of every kind.
- Missional connection with Episcopal Relief and Development, and other international partners keeps us faithfully Anglican by engaging vulnerable communities in a postcolonial world.

These initiatives/interventions come out of a commitment from small groups of leaders who discern and take on these areas as their own proving again the truth in Margaret Mead's words, "*never doubt that a small group of thoughtful committed citizens can change the world; indeed, it is the only thing that ever has.*"

The Episcopal Diocese of Rochester was officially inaugurated at its first Convention in December of 1931. Forty churches sent their delegates to this primary convention held at Trinity Church in Geneva. It was out of the crucible of the Great Depression that the Episcopal Diocese was re-constituted out of the Diocese of Western New York. Here we are at the 85<sup>th</sup> Convention with a desire to see the face of God in each other. As a Diocese, we are currently forty five congregations; five congregations more than we were in 1931. God willing and the people consenting we will bless a new church plant this afternoon. We will do this in collaboration with our full

communion partners in Christ's mission and ministry, the Evangelical Lutheran Church. I pray that this is the first of many new and innovative church plants to come in the years ahead of us.

I also see some things that are not of God even though they are made to appear as though they are from God. Another word for bishop is Ordinary. One who sees and appoints arranges or orders, in other words, ordains. Part of arranging is rearranging, relearning and repenting. As one who sees, one is also responsible to call upon our Church and this nation to a deep repentance for the tolerating and acquiescing to the original sin of racism. Within this sin is contained one of the most significant lies. It is this: some humans are superior to others. This is the same chip off the old block of millennia-old casteism, which civilizations like India systematized. Casteism and racism have a similar premise that some are innately more pure, more superior, and more exceptional than others. This lie was furthered by a flaw in theology that blessed one of the foundational assumptions in the Doctrine of Discovery that heathens could be dominated in the name of God and the emperor. This assumption logically leads to manifest destiny, which is the original sin of America, Racism. It is this pitting people one against the other that is still bearing fruits of bitterness in our country. The sin of racism is so virulent that it is not just a white and black thing. It is a doctrine that sustains itself because every human being is capable of accommodating to the notion that some other human being is less than him or her. I have met some of the most discriminatory people who are Dalits, formerly referred to as "untouchables," discriminating against other Dalits. The same is becoming true in the US. Look at what we have done with the way we have polarized police and those killed by police violence. Every single life is important to God and to us.

Two years ago (September 3, 2014), Rochester police officer, Daryl Pierson was shot and killed during a traffic stop. I remember changing the blue light bulb outside our home last Christmas after nearly two years because we all mourned his loss. According to National Law Enforcement Officers Memorial Fund, between January 1 and November 1, 100 officers were killed in 2015 and 111 officers in 2016. This is a tragedy that cannot be normalized in a democracy. It is even more tragic that, according to the Guardian and Washington Post, over 1000 men, women and children of all races were shot and killed by police in 2015. This year the count is around 850. Houston, Rochester, Iowa, America, we have a problem! It goes back to the original sin of America, Racism. As long as one person can justify that someone else is less than them that someone else can be disposed literally or figuratively. Martin Luther King Jr., in his last book, "Where do we go from here?" named this reality as the triple evil nexus of racism, poverty and militarism/war/violence. All three contexts share one thing in common. They all deal with someone who has become some "thing."

Continuing to see, I look at the diocese after eight years of serving and reflecting from this perch. I can unequivocally say that the single most significant practice that enhances our ability to grow spiritually, numerically and in missional leadership is the practice of discernment. I see faithful people entering conversations of significance at several levels. These conversations are not about preserving a church that does not exist anymore in a culture that started shifting a few decades ago. These conversations, in many instances, are taking place in the midst of real struggles to pay the bills, to take care of old buildings, to contend with a culture that does not provide the tailwind for this ecclesial bird anymore. The church of the twenty first century finds itself straining against all odds to defy gravity, to fly and sing the Lord's song in a strange cultural landscape. In the words of Wendell Berry, "The mind that is not baffled is not employed. It is the impeded stream that sings." Well, impeded we are! Discernment is born out of the labor pains of our current predicament. It is becoming a normal organic and dynamic process.

In many contexts, I see faithful people not only discern but also follow through with decisions of great relevance and sometimes of strategic significance. What this means is that groups of leaders are willing to experiment on new initiatives with the clarity that not everything will succeed in the way we expect them to the very first time. Sometimes they do, and often they don't and help us see things differently having traveled down the path of a particular experiment.

Recently, I was heartened to see the spirit of some of what we are trying to do organically being framed within a conversation template from the evangelism initiatives of Episcopal Church on a one-on-one level. There is much to

be curious about including overcoming some of our fear and learning new approaches and even a new vocabulary/language, which leads us to opening new worldviews. One set of the questions in this template stood out as significant since it had to do with worldview: *When have you seen your church fail at something together? What did you learn?* I am sure we can practice and learn from these significant and beautiful questions on one-on-one relational questions. (<http://www.episcopalchurch.org/posts/evangelisminitiatives/one-one-relational-meetings>)

In this 85<sup>th</sup> Diocesan Convention of the Episcopal Church in 2016, we are acknowledging and supporting a new church plant as an unorganized mission in partnership with the Evangelical Lutheran Church. The South Wedge Mission is the first Church plant mission we have successfully witnessed in over half a century in our Diocese. The significance of building planting a church with an ecumenical partner around the 499<sup>th</sup> anniversary of Martin Luther hammering the 95 thesis to the door a church on October 31, 1517 in Wittenberg Germany is quite profound! God is good!

In Grace Church, Lyons, we are witnessing movement and a discerned transition from a traditional congregation to a new mission with a youth group of over a dozen young people from migrant families who become the new leaven to raise the dough in this new mission. In Montour Falls, we are making our governance simpler by closing a mission structure while the faithful will continue to do mission. Good Shepherd in Savona has discerned that it is time to take their place as a parish in this diocese. Finally, we are starting a College for Congregational Development to substantially undergird the formation of leadership in our region. In each of these contexts a small group of leaders have taken their agency seriously in that having seen the need for thoughtful action they have not kicked the can down the road. In each of these situations we have paid attention to relationality and sustainability accompanied by a determination to follow Jesus beyond our comfort zone.

These and several other plans and actions are filled with hope and promise as we look ahead. We must also remember that we have discerned to redirect resources. These decisions have been made after honest conversations that have involved several groups of faithful people.

We have revised our diocesan staff size and reduced silos within by operating in a networking paradigm that builds on a culture of relationship and trust.

We have a Health Reimbursement Account plan for retired clergy and lay employees expanding the tent of equity.

We have redirected resources to the Christian formation of leaders by starting a College for Congregational Development that we hope will bless our Diocese and this entire region.

We have increased congregational and missional Development Partnership Grants while transforming the partnership grant mechanism with annual monitoring and evaluation processes.

We have invested in congregations and empowered search committees to discern and call full or close to full-time priests by attracting and bringing new clergy leadership to the Diocese.

We have set in place term-defined appointment of Deans to enhance and spread leadership development.

In our governance, we have encouraged a spirit of working committees that work collaboratively with staff in the discernment of decisions.

We have transferred most of our communications to electronic media.

We have made a disciplined effort to successfully reduce our percentage of draw from investments, put a cap on loans, streamlined congregational investments through direct administration, and more.

We have engaged with the help of an external consultant in a nearly two-year process to listen deeply and sit with individuals in their places of hurt to move towards reconciliation and transformation of relationships.

We have proactively discerned and decided to move out of Diocesan House in alignment with our mission as an act of stewardship and hope.

We have corrected our response to the Domestic and Foreign Missionary Society's assessment and will catch up in the next two years.

We have witnessed a resurgence of energy and creativity in our ministry among youth with about five intentional opportunities and a proposed annual Confirmation retreat.

In each of these instances a small group of local or diocesan governance group with the help of Diocesan staff stopped long enough to figure out a path forward and then acted on it. The diocese is in a healthier place because of such thoughtful discernment. In answer to our prayers from the past, we have been feeding on the Spirit and taking it to the streets because we are the ones we've been waiting for.

What do I see in the future? I see young people securing green jobs and staying back and moving back in our rural, suburban and urban areas. I see us overcoming poverty and violence in our city, and with the symbolic filling of the inner loop I see more intentional investments and exchange of mutual resources from our city and suburbs increasing. I see our Church playing a more active role in facilitating these estranged connections. I see more and more culturally diverse liturgies, Christian formation opportunities and direct services of respite for single and working parents in our suburbs and cities fostering greater unity and a sense of belonging in our communities.

I see the police and people of all hues being more connected with communities of color and less alienated from each other. I see a debunking of the myth of white superiority by power structures and people in power to overcome the indifference and hatred that infect our common psyche with deeper engagements building on recent responses to White Rochester propaganda. I see our ecumenical and interfaith bonds being strengthened progressively with a strategic commitment to overcome poverty and violence in our communities.

We have a savior who redeems us and the Holy Spirit who companions us. We have trustworthy servant leaders to guide us. We have friends of all faiths and persuasions who journey with us. We have bread and wine to sustain us. Gifts of music and sacred spaces to spur us.... God's word to inspire us..... Good friends to comfort us..... Good humor to delight us.... We have a wounded world to heal before and around us. We are sinners and saints.... the body of Christ.... We are God's beloved agents of change and transformation. Together we are the face of God in our world today....

We are forging ahead, not with the arrogance of Christendom, but with the confidence in a Christ-like grace; not with the clarity that we know everything we need to know but with the clarity that we can depend on God by our side and trust that all will be well; not with the attitude of being saviors who can fix other people or systems, but with the loving curiosity about neighbor and neighborhoods to make things better than they are; not with the bitterness of fighting on the platform of us versus them, but with the compassion that others are struggling just like we are. Whether it was Plato, Philo or Ian Maclaren, the wisdom is eternal: *Be kind, for everyone you meet is fighting a hard battle.*

Let us make special efforts to gather around nonpartisan tables at home, at work, at park and at church. Beyond the elections we have each other, not the campaigns that have consumed us. It is time to regroup so we can build on being a country with a great heart and the salt-of-the-earth people that we really are. My friends, we have a good country that works best when we all pull together. So let us vote, walk and pray our way out of this divisive election season and become the beloved community that Jesus calls us to be.

## OFFICIAL ACTS

November 14, 2015 – November 5, 2016

### Admitted as Postulants for Holy Orders to the Priesthood

### Admitted as Candidates for Holy Orders to the Priesthood

March	23	16	Padraic Collins-Bohrer
March	23	16	Michael Laver

### Ordination to the Transitional Diaconate

April	2	16	Troy Preston
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### Ordination to the Priesthood

November	20	15	Virginia Tyler Smith
November	21	15	Christa Levesque
November	22	15	Andrew VanBuren
October	2	16	Troy Preston

### Admitted as Postulants for Holy Orders to the Diaconate

September	24	16	Stephen Robb
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### Admitted as Candidates for Holy Orders to the Diaconate

September	24	16	Patricia Blaine
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### Ordination to the Order of Deacons

### Received by Letter Dimissory

January	21	16	The Rev. Jimmie Sue Deppe Diocese of Vermont
January	27	16	The Rev. Leslie Burkardt, Diocese of West Texas
February	22	16	The Rev. Deborah Duguid-May, Diocese of Natal, Province of Southern Africa
March	8	16	The Rev. R. Cameron Miller, Diocese of Vermont
September	15	16	The Rev. Canon Johnnie E. Ross, Diocese of Lexington
November	22	16	The Rev. Keith Patterson, Diocese of Vermont

### Transferred by Letter Dimissory

None

### Institution of New Ministry

April	24	16	The Rev. Andrew VanBuren as Rector, St. John's, Clifton Springs
April	30	16	The Rev. Deborah Duguid-May as Rector, Trinity, Rochester
July	10	16	The Rev. Jimmie Sue Deppe as Rector, Epiphany, Rochester
October	2	16	The Rev. Troy Preston as Rector, Christ Church, Corning
November	5	16	The Rev. Canon Johnnie Ross, Episcopal Diocese of Rochester

Notice of Inhibition

No one

Notice of Deposition

No one

Notice of Removal

No one

Notice of Renunciation

No one

License to Officiate

January	21	16	The Rev. John Kevern, Diocese of Virginia
September	1	16	Rev. Amy Walter-Peterson, ELCA
September	1	16	Rev. Dwight Wascom, ELCA

Retirements

February	20	16	The Rev. Charles Tyo, Christ Church, Corning
May	1	16	The Rev. Michael Hartney, St. James' Watkins Glen, St. John's Catharine, St. Paul's Montour Falls, NY (EPSC)

Deaths

None

Elections & Appointments

December	7	15	The Rev. Virginia Tyler Smith, elected as rector, St. John's, Honeoye Falls
February	2	16	The Rev. Ronald Young appointed, member, COM
February	20	16	Troy Preston, appointed, Pastoral Leader, Christ Church, Corning
February	20	16	The Rev. Charles Tyo, appointed, Sacramental Leader, Christ Church, Corning
February	25	16	Marino Fernandez elected, member, Standing Committee
April	19	16	Barbara Deming, appointed, Co-Chair, Nominations Committee
April	19	16	Mary Lou Hunt-Quintal, appointed, member, Nominations Committee
April	19	16	Nina Johnson, appointed, member, Nominations Committee
April	19	16	Stacy Taylor, appointed, member, Nominations Committee
April	19	16	Carol Topping, appointed Co-Chair, Nominations Committee
April	19	16	District Deans, appointed members, Nominations Committee
August	1	16	The Rev. Dahn Gandell, appointed as Dean, Rochester District
August	1	16	The Rev. J. Eric Thompson, appointed as Interim Priest-in-Charge, St. Peter's Church, Dansville
October	2	16	
November	1	16	The Rev. Keith Patterson, elected as rector, St. Luke & St. Simon Cyrene, Rochester
November	1	16	The Rev. J. Eric Thompson, appointed, Dean, SW District

Transitions

November	18	15	Neil Houghton, resigned as member of Standing Committee
March	31	16	The Rev. Julie Cicora as Canon for Mission & Ministry, EDOR
July	31	16	The Rev. Cynthia Rasmussen resigned as Dean, Rochester District
August	1	16	The Rev. Dahn Gandell, appointed as Dean, Rochester District
August	1	16	The Rev. J. Eric Thompson, appointed as Interim Priest-in-Charge, St. Peter's Church, Dansville
August	21	16	The Rev. Mary Ann Brody, resigned as rector, St. Stephen's Rochester
October	31	16	The Very Rev. Carol Stewart, resigned as Dean, Southwest District

Closing or Secularization of a Church or Chapel

None

CONFIRMATIONS                      61

RECEPTIONS                         14

## **JOURNAL OF THE 85th DIOCESAN CONVENTION**

The 85th Convention of the Diocese of Rochester was held November 5, 2016 at Hobart & William Smith Colleges in Geneva, NY.

### **OPENING OF CONVENTION/ESTABLISHMENT OF A QUORUM**

The Rt. Rev. Prince G. Singh opened the Convention at 8:15 a.m. with a Gathering Liturgy and prayer.

#### **Welcome**

The Bishop extended a warm welcome to guests, convention delegates, and clergy to the 85<sup>th</sup> convention. The Bishop introduced Mr. Mark Gearan, President of Hobart and William Smith Colleges and welcomed special guest, the Most Reverend Michael B. Curry, Presiding Bishop. He presented each of them with a traditional Indian gift of a shawl.

President Gearan then welcomed delegates and guests to the colleges and expressed gratitude to Bishop Singh for his service to the Colleges and to the Episcopal churches in Geneva which provide a variety of services to the Colleges. He then welcomed back “a son of Hobart” – Presiding Bishop Curry and noted that the Colleges honored the Presiding Bishop with the Alumni Association’s Medal of Honor the previous evening.

The Bishop thanked those from the college and all the volunteers for their hospitality and recognized additional honored guests: Canon Michael Hunn, Presiding Bishop’s office; Ms. Sharon Jones, Executive Coordinator to the Presiding Bishop and Primate; Bishop John Macholz, ELCA; Amy Williams Fowler, Presbytery Leader of Genesee Valley, Father Bill Laird, Dean of the East Deanery, Roman Catholic Diocese of Rochester; the Rev. Albert Sam, Diocese of WNY; the Rev. Donald Smith, retired clergy EDOR; Roja, Julie Ross and others. The Bishop also announced the recognition of Savona as a Parish.

#### **Quorum**

The Bishop called upon the Secretary who established a quorum was present.

### **FIRST BUSINESS SESSION**

The Bishop called the meeting to order and noted that all ordained Episcopal clergy functioning in charge of congregations by canonical residence or license with this Diocese shall have seat, voice and vote. According to ARTICLE III (c), the Chancellor, Secretary and Treasurer of the Diocese and Lay Canons also have seat, voice and vote except in the case of a vote by Orders.

#### **Majority Vote**

The Secretary established the numbers needed for a majority vote.

#### **Introduction of the Secretary and Election of a New Secretary**

The Bishop introduced the Secretary, Ms. Susan Woodhouse and presented her with the gift of a cross in thanks for her service. He indicated that she would serve through this meeting. He then explained the process of calling a new secretary in accordance with the Canons and announced that he and the Standing Committee have nominated the Rev. Andrea Stridiron to be Secretary of the Diocese. He asked for a motion from the floor to confirm the nomination. **MSP**

#### **Introduction of the Chancellor and the Assistant Chancellors**

The Bishop introduced the Chancellor, Philip Fileri, Esq. who will also serve as the Parliamentarian, and the Assistant Chancellors, Thomas Wright, Esq. and Paul Green, Esq.



### **Introduction of Treasurer**

The Bishop introduced the Treasurer, Mr. Terry Butwid and the Assistant Treasurer, Ms. Bliss Owen.

### **Appointment of a Chaplain**

The Bishop appointed the Rev. Maurice Charles as Chaplain of this convention noting that he will be available for private conversation any time during the Convention. He also invited the Convention to keep Rev. Charles in their prayers due to the recent loss of his father.

### **Reading of the Minutes of the 84th Diocesan Convention**

The Bishop announced that the Committee on the Reading of the Minutes had reviewed the minutes of the 84th Diocesan Convention as posted on the website and made available in print at all Pre-Convention District Meetings. He called for a motion to waive the reading of those minutes and to accept the minutes of the 84th Diocesan Convention. **MSP**

### **Appointment of Registrar and Assistant Registrar**

The Bishop appointed Ms. Kristy Estey to serve as Registrar and Ms. Carolyn McConnell as Assistant Registrar. He reminded the Convention that during the course of the meeting, alternates who wish to be seated in place of a delegate should report to the registration desk, provide the paperwork for the substitution, signed by the parish Rector or Priest in Charge and the Secretary of Convention and also that amendments to resolutions should be presented in writing to the Secretary.

### **Committee on Elections**

The Bishop appointed the Committee on Elections: The Rev. Andrew Van Buren, Chair; Patti Blaine, John Bouwens, Barbara Drake, Nathan Kohlmeier, Michael Laver, staff and declared the polls open.

### **Committee on Credentials**

The Bishop appointed the Committee on Credentials: (1 clergy, 2 lay) The Rev. Jay Burkardt, Chair; Kristy Estey, Registrar; Susan Woodhouse, Secretary to Convention.

### **Seat and Voice as Reported by the Committee on Credentials**

The Bishop called upon the Chair of the Committee on Credentials, the Rev. Jay Burkardt to make the report of the Committee on Credentials:

The Chair of the Committee on Credentials, the Rev. Jay Burkardt, reported the credentials of the delegates were in order. He cited Article III, Section 2(c) of the Constitution and moved that the courtesy of seat and voice be granted to the guests of convention. Included were:

- All members of elected or appointed bodies and committees of this Diocese
- All committees and organizations funded through programs of this Diocese
- Officers of the Diocese
- All Diocesan staff
- Young people of the Diocese present at this Convention
- All spouses, partners and guests present at this Convention, including SPICE
- All asked to speak on the behalf of Resolutions coming before this convention.

### **Committee on the Dispatch of Business**

The Bishop appointed the Committee on the Dispatch of Business: (1 clerical, 1 lay delegate) The Rev. Ken Pepin and Elizabeth Marlowe from Grace Scottsville/St. Andrew's Caledonia.

### **Dispatch of Business**

The Bishop called upon the Rev. Ken Pepin, Chair of the Committee on Dispatch of Business, to move the agenda for the Convention. **MSP**

### **Rules of Debate**

The Bishop called upon the Rev. Ken Pepin, Chair of the Committee on Dispatch of Business, to move the Convention Rules of Debate as follows:

- that all speakers must identify themselves by name, congregation and organization
- that no more than 15 minutes be devoted to each question, including amendments and substitutions
- that the sponsor and first opponent limit themselves to three minutes and all speakers thereafter are limited to two minutes

The rules of debate may be amended or extended during debate by a simple majority vote, if desired. Delegates were reminded that motions, amendments and substitutions should be presented to the Secretary in writing with the name and congregation of the mover, using the form found in the packets. **MSP**

### **Appointment of a Timekeeper**

The Bishop appointed the Rev. Jimmie Sue Deppe, as Timekeeper.

### **Correspondence to Be Read at Convention**

The Secretary reported that correspondence was received in September 2016 in a DFMS "Mailing to all Dioceses" - from the Rev. Canon Dr. Michael Barlowe, Secretary of the House of Deputies and Secretary of the General Convention of the Episcopal Church - To the Bishops and Secretaries of Diocesan Conventions - concerning Deputy Selection for General Convention 2018 – The entire document has been posted on the website and filed with the Secretary of Convention. The required information regarding election of Deputies to the 79<sup>th</sup> General Convention will be filed following the elections at this Convention. The additional requests cited in the correspondence need no further action of this Convention at this time.

### **Acceptance of Reports**

The Bishop asked for acceptance of the reports of the Commission on Ministry, the Trustees, the Diocesan Council, the Standing Committee and other official reports as posted on the website prior to Convention. **MSP**

### **Standing Committees for the 85th Convention**

The Bishop announced the appointments to the Standing Committees for the 85th Convention and expressed thanks for their service.

**On Arrangements:** The Rev. Maurice Charles, the Rev. Robert Picken, Ms. Marlene Allen, members of the Anti-racism Committee, the Rev. R. Cameron Miller, Ms. Susan Woodhouse, and the Bishop's staff. (The Rev. Canon Johnnie Ross, Ms. Kristy Estey, Ms. Carolyn McConnell, Mr. Matthew Townsend, the Very Rev'ds Debs Duguid-May and Phil Kasey)

**On Constitution and Canons:** Philip Fileri, Esq., Chair, Dyson Gay, Esq., F. Paul Greene, Esq., Leslie Kernan, Esq., Susan Scanlon, Esq., C. Thomas Wright, Esq., the Rev. Canon Dr. C. Denise Yarbrough, Esq

**On Nominations:** Ms. Barbara Deming, Chair, Ms. Stacey Taylor, Co-Chair, Ms. Mary Lou Hunt-Quintal, Ms. Nina Johnston, Ms. Carol Topping, Ms. Susan Woodhouse, Deans

**On Resolutions:** The Rev. Dr. Peter Peters, the Rev. Dr. Billy Daniels, the Rev. Andrew D'Angio White, the Rev. Virginia Tyler Smith

**To Read and Correct the Minutes:** The Bishop and the Secretary.

### **Resolution C: Resolution for 2016 Amendments to Constitution and Canons**

The Bishop called upon the Rev. Dr. Peter Peters, Chair of the Committee on Resolutions to present a resolution for change in the Constitution and Canons. Peter noted he would ask the Chancellor, Philip Fileri, Chair of Constitution & Canons, to present Resolution C and explained that procedurally, in order for the canonical changes to become immediately effective, and not to require the approval by majority vote of two successive Diocesan Conventions, such changes must be adopted by a two-thirds vote in each Order at this Diocesan Convention.

The Chancellor presented Resolution C as follows:



**RESOLUTION: 2016 Amendments to Constitution and Canons**

**RESOLVED**, that the Constitution and Canons of the Episcopal Diocese of Rochester (“Canons”) be amended as set forth in the attached compared version of the Canons, dated August 19, 2016.

**EXPLANATION:**

The proposed changes are summarized in the attached Memorandum from the Constitution and Canons Committee, dated August 18, 2016 (the “Memo”).

With the exception of two subsequently approved changes, the changes were approved and recommended by the Committee at its May 16, 2016 meeting.

The Committee was tasked to review the timelines and notice requirements in the Canons with a view toward shortening them in light of the rise of electronic communication and delivery. Input was received from clergy and diocesan staff regarding timing, time requirements to accomplish necessary tasks, and what would be reasonable schedules for parishes and staff to carry on the work of the Diocese. Thus, changes are intended to be procedural and are not intended to affect the rights and responsibilities of parties.

The two subsequently approved matters are adding a provision to require the Diocese to have a Human Resources Committee and permitting the Secretary of the Diocese to delegate certain tasks.

Under the Bishop’s authority to run the Diocese, the Diocese has had an HR Committee for a long time. This now provides canonical authority for it.

The duties of the Secretary of the Diocese are substantial. With Susan Woodhouse ending her tenure as Secretary (and we heartily thank her for that!), thought is being given to restructuring the Secretary position to provide for two individuals, one serving as the Secretary of the Diocese, and another being delegated and performing the responsibilities of secretary to Diocesan Council. The amendment provides the authority for this delegation and makes clear that it is permissible.

## MEMORANDUM

TO: Episcopal Diocese of Rochester

FROM: Constitution and Canons Committee

DATE: August 18, 2016

RE: Revision to Episcopal Diocese of Rochester Constitution and Canons - 2016 Proposed Amendments

This memo summarizes the proposed changes to the Episcopal Diocese of Rochester Constitution and Canons, as recommended and approved by the Constitution and Canons Committee at its May 16, 2016 meeting.

1. **Constitution, Art. V, Section 3.** The requirement that the Registrar be a “communicant in good standing” is deleted. Since the Secretary and Treasurer are not required to be “communicant in good standing”, it seems this requirement should not be imposed on the Registrar, which is substantially a recordkeeping position. The Bishop may appoint the Registrar at any time and advise the Convention of the appointment at the next following Convention.
2. **Article VIII, Section 1(a).** This section has been deleted. It required that if a vacancy in the Episcopate occurs within 30 to 90 days before the Diocesan Convention, that the Convention elect a Bishop. It also required that if that does not occur, within 30 days of the vacancy a date for a special Convention for that purpose be announced. Neither of these of the timeframes are workable given the current processes for discerning and electing a Bishop.
3. **Article IX.** The requirement that amendments to the Constitution be submitted to the Committee on Constitution and Canons 90 days in advance of Diocesan Convention has been reduced to 60 days.
4. **Canon 3, Convention Elections.**

A new Section 4(a) is added and the balance of the subsections are re-lettered. The new subsection sets forth a procedure for the Nominating Committee to recommend to Diocesan Council for its approval a timetable for the nominating process. This will permit the “Spring” schedule, which has been tried this year, to be established and for its time submission dates to be binding, provided they are not shorter than the Canonical time limits.

August 18, 2016  
Page 2

New Section 4(c), old 4(b), requires nominations to be in at least 45 days before Diocesan Convention. If the Spring nominating process is not used, this reduces the nomination submission requirement from 60 days to 45 days. This shorter process recognizes the shorter amount of time needed to communicate electronically rather than by mail. So under this shorter process, notice of vacancies go out at least 90 days in advance of convention as before, nominations are required at least 45 days in advance of Convention giving parishes added time, and the nominations information must be disseminated at least 30 days in advance of Convention as before and as needed for District meetings. In other words, the 90/60/30 day timeframes are changed to 90/45/30 days. Also, by way of example, with a Convention on November 5, under the existing canonical provision nominations are due September 5. Under the new canonical provision, nominations would be due September 20, which would give parishes time to return from the summer season and essentially have two weeks to focus on the nominations task. The Committee believes this is a significant difference for parishes.

The language in New Section 4(e), old 4(d), is revised slightly to remove a reference to a brochure and instead indicate nominee profiles “will be made available”, presumably electronically by an email and on the Diocesan website rather than through a printed paper brochure.

New Section 4(g), old 4(f), is revised to reflect that costs may pertain to mailing and/or distribution by other means, such as electronic communication. The terms “profiles” and “Convention materials” are used in place of “brochure”, which implies a paper booklet.

Section 5 is modified to delete references to mailing, since notification may be given electronically. The time periods are still calculated from the date of sending of the notification.

**5. Canon 6, Section 2, Diocesan Council**

The errant language in the first line of “the Bishop of” is deleted.

In Canon 6.2(b)(1) the time by which to notify the Secretary of District representatives is reduced from 90 days prior to Convention to 30 days.

**6. Canon 6, Section 4, secretary for Diocesan Council.**

An additional sentence is added to permit an individual other than the Secretary to serve as the “secretary” of Diocesan Council. Susan Woodhouse will be stepping down at the end of her term this year. Because of the magnitude of the duties, consideration is being given to electing a Secretary of the Diocese to perform the

August 18, 2016  
Page 3

traditional Canon 2.1 functions and then selecting another individual to serve as the recording Secretary of Council. There is nothing in the current Canons that would prevent this, but this language makes it clear that this approach may be used.

**7. Canon 9, Section 1(g), Business Methods.**

After the departure of a rector or priest-in-charge, an audit of the parish's accounts is performed. Depending upon the departure date of the rector or priest-in-charge, such as in the fall, a parish will often request that the audit be deferred for month or two and be performed on the calendar fiscal year. The Diocese often will agree to this if there are no concerns regarding the circumstances at the time of the rector's departure. The language is revised to permit this practice. In addition, this audit requirement has been made applicable to the departure of a priest-in-charge, not just a rector, since many parishes now have a priest-in-charge serving for a reasonable period of time.

**8. Canon 9 Section 1(j), Business Methods, Human Resources Committee.**

A new subsection 9.1(j) is added as authority for the Diocese's Human Resources Committee. The Diocese has an HR committee for a long time. Although the Bishop has the authority to establish positions and committees as necessary to run the Diocese, it is thought that a canonical basis for the HR Committee should be added

**9. Canon 17.3(i)(1), The Parish Organization.**

The reference to "Title 1, Canon 7, Section 1(b)" is amended to delete "Section 1(b)" since the relevant language is now in Section 3.

**10. Canon 17.3(i)(9).**

The time for submitting a proposed parish bylaw, bylaw amendment, or amendment of the Certificate of Incorporation to the Chancellor is reduced from 60 days to 30 days, prior to its publication at a meeting. Technical changes are made to this Section's references to bylaws and amendments thereto. Also, amendments to a parish's Certificate of Incorporation are added as documents that must be reviewed by the Chancellor.

**11. Canon 20, Section 4, Diocesan Societies and Institutions.**

The time for submitting a certificate of Incorporation and new By-Laws to the Chancellor is reduced from 90 to 60 days prior to the Convention in which approval is sought. Throughout sections 3 and 4, and the Canons as a whole, clerical changes are made such that references to Articles of Incorporation are

August 18, 2016  
Page 4

changed to Certificate of Incorporation, the correct term in New York State. Also, “By-Laws”, “By-laws”, “Bylaws” and “bylaws” are now consistently styled “By-Laws”.

### **12. Canon 21, Ecclesiastical Discipline.**

By its terms, Section 2(b)(2), the introductory initial staggered term procedure provision is to be deleted from the canons effective December 31, 2014. Accordingly, this Section is now deleted, and former Section 2(a)(3) is renumbered 2(a)(2).

### **13. Canon 28, Interpretation of Canons**

A new section is added to deal with electronic communication. While the New York Not-for-Profit Corporation Law permits such electronic communication, the Committee thought it would be helpful to state in the Canons that meetings may be held, in whole or in part, by telephone conference call, and that notices, consents, signatures, etc. may be given by e-mail.

The Bishop called upon the Chancellor to present an amendment to the Constitution and Canon Committee recommendation. Phil suggested that Canon 6 Section 4 (page 19) be revised to read, “with the approval of the Secretary and Bishop” and spoke to the resolution.

The Bishop called for a vote on the amendment. **MSP**

The Bishop called for a vote on the resolution by orders reminding delegates that the Canons require that 5 members of the Convention must request a vote by orders. The Bishop then asked for a show of hands to request a vote by orders. Seeing the required number of hands, he called the vote. Resolution C, as amended, was approved by a vote of 2/3 in each order. **MSP**

#### **Close of the First Business Session:**

The first business session closed at 8:50 a.m. for a procession to Trinity Church for the celebration of the Eucharist to be followed by lunch at HWS.

#### **SECOND BUSINESS SESSION**

The second business session opened at 1:15 p.m. with the UTO Ingathering followed by the UTO Prayer.

### **Nominating Committee Report - Districts**

The Bishop called upon a member of the Nominating Committee, Ms. Carol Topping, to report on the election of clerical representatives from the districts to Diocesan Council:

**Monroe District:** The Rev. Chris Streeter

**Northeast District:** The Rev. Stephen Meister

**Rochester District:** the Rev. Leslie Burkhart

**Southeast District:** The Rev. Troy Preston

**Southwest District:** TBD

The Bishop congratulated those elected.

### **Nominating Committee Report – Elected Officials**

On behalf of the Committee on Nominations, Carol moved the nomination of elective offices by title and guided delegates through the process to be used for electronic voting. As the slate for each office was presented, the Bishop called for additional nominations from the floor. Nominations were closed at the end of each slate. The Bishop explained that it will be necessary to vote for all offices on the electronic ballot. A motion to close nominations as follows was approved. **MSP**

#### **Standing Committee Elect (1) Clergy**

The Rev. Robert Picken, St. Paul's Church, Rochester

#### **Standing Committee Elect (1) Lay**

Mrs. Susan Woodhouse, St. Peter's Church, Henrietta

#### **Trustee Elect (3) Clerical or Lay**

The Rev. Peter Harter, serving in the Diocese of Central New York

Mr. Leslie W. Kernan, Jr., St. Paul's Church, Rochester

Mr. Douglass C. Lyon, St. Thomas' Church, Rochester

The Rev. Ron Young, Christ Church, Pittsford

#### **Diocesan Council, Clergy-at-Large Elect (3) Lay-at-Large**

Ms. Margaret Ashley, St. John's, Canandaigua

Mr. Floyd Bayley, St. Paul's, Rochester

Ms. Nina Johnson, Grace, Scottsville

Ms. Nancy Latour, St. Thomas, Bath

Ms. Julie Syracuse, St. John's, Sodus



**Commission on Ministry Elect (2) Clergy**

The Rev. Jimmie Sue Deppe, Epiphany, Gates

The Very Rev. Dahn Gandell, Ascension, Rochester

**Commission on Ministry, Lay Elect (1) Lay**

Robin Yergeau, Trinity Church, Greece

**Disciplinary Board Elect (1) Clergy**

The Rev. Daniel Linnenberg, University of Rochester, Supply Priest

Disciplinary Board (Canon 21): Elect (1) Lay

Ms. Kate Cerulli, St. Thomas', Rochester

**Deputies to General Convention Elect (4) Clerical**

The Rev. Billy Daniel, St. Michael's, Geneseo

The Rev. Paul Frolick, St. George's, Hilton

The Rev. Dahn Gandell, Ascension, Rochester

The Rev. Robert Picken, St. Paul's, Rochester

The Rev. Lance Robbins, Good Shepherd, Webster

The Rev. Virginia Tyler Smith, St. John's Honeoye Falls

The Rev. Chris Streeter, Incarnation, Penfield

The Rev. Canon Dr. Denise Yarbrough, St. Peter's, Bloomfield

**Deputies to General Convention Elect (4) Lay**

Mr. Joshua Barrett, St. James, Brockport

Ms. Nancy Gear, St. Paul's, Rochester

Mrs. Sarah Peters, St. George's, Hilton

Ms. Keisha Stokes, Church of the Good Shepherd, Webster

Ms. Paula Valeri, St. Thomas, Rochester

**Taking of the First Ballot**

The Bishop declared the nominations closed and comprehensive instruction via a PowerPoint presentation was provided to assist delegates with the electronic voting process. Following that instruction, delegates were led through the process of voting for each office assisted by the Tellers and others. At the conclusion of the voting, the Bishop declared the First Ballot closed.

## **BISHOP'S ADDRESS**

The Bishop began by offering prayer for the Presiding Bishop's long visit, restored health and great leadership in this time of challenge. He offered thanks to his staff, those in leadership and his family. His address focused on his role as "See" and many of the major decisions of this past year, the work accomplished around the topic of race and reconciliation, the discernment concerning Savona becoming a parish, Grace Church Lyons and RMM, Montour Falls and the College for Leadership noting that we are doing many things that embody following Jesus beyond our comfort zone. **The text of the Bishop's address is included in a separate section of the Journal and available on the diocesan website.**

The Bishop called upon the Chaplain for prayer followed by the singing of *We Shall Gather at the River*.

### **Results of the First Ballot**

The Bishop called upon the Rev. Andrew Van Buren, Chief Teller, to report the results of the first ballot. They were announced as follows:

**Standing Committee: Clergy** – The Rev. Robert Picken

**Standing Committee: Lay** – Mrs. Susan Woodhouse

**Trustee:** Mr. Leslie Kernan, Esq., Mr. Douglass Lyon, the Rev. Ron Young

**Diocesan Council: Lay-at-Large** – Ms. Margy Ashley, Mr. Floyd Bayley, Ms. Julie Syracuse

**Commission on Ministry** – The Rev. Jimmie Sue Deppe, the Very Rev. Dahn Gandell

**Disciplinary Board: Clergy** – The Rev. Dan Linnenburg

**Disciplinary Board: Lay** – Ms. Kate Cerulli

**Deputies to General Convention: Clerical** – Rev. Paul Frolick, the very Rev. Dahn Gandell, the Rev. Canon Dr. Denise Yarbrough The fourth deputy will require a second ballot.

**Deputies to General Convention: Lay** – Mr. Josh Barrett, Mrs. Sarah Peters, Ms. Keisha Stokes, Ms. Paula Valeri

### **Second Ballot**

The Bishop called upon the Rev. Andrew Van Buren, Chief Teller, for the taking of the Second Ballot.

## **Reports to Convention**

### **Youth Activities**

The Bishop recognized Ms. Keisha Stokes, Interim Youth Minister, to provide an update on youth activities. Keisha reviewed the four major events held during the year with a brief description of each. Each activity was around the theme of "Seeing the Face of God in Each Other". She also shared the calendar of events planned for 2017.

### **The 2015 Diocesan Audit Report**

The Bishop recognized Ms. Bliss Owen, Assistant Treasurer of the Diocese, to present and move the audit report. Bliss thanked the audit committee of the Trustees and the audit firm, Mengel, Metzger & Barr LLC, for their oversight of the process. She provided an overview of the report and the resolution to accept the audit was approved as follows. **The entire Audit Report is included in a separate section of the Journal and available on the diocesan website.**

**Resolved:** That the 85th Convention of the Episcopal Diocese of Rochester accepts the 2015 audit, as prepared by Mengel, Metzger & Barr and presented by the Trustees. **MSP**

**Resolution B: Dissolution of St. Paul’s Montour Falls as a Mission**

The Bishop called upon Gwen Van Laeken, Vice-chair of Diocesan Council, to move **Resolution B: Dissolution of St. Paul’s Montour Falls as a Mission**. The Rev. Michael Hartney and others spoke in support of the resolution and thanked the Diocese for the creative solution. The Bishop called for a vote and the resolution was approved as follows. **MSP**



**Dissolution of St. Paul’s, Montour Falls as a Mission**  
**Proposer: Diocesan Council (Rule of Order 21 (a))**

**Resolved**, that this 85<sup>th</sup> convention of the Episcopal Diocese of Rochester, meeting in Geneva, New York, on November 5, 2016, upon the receipt of the recommendation of a majority of the members of the Diocesan Council, meeting in regular session on October 18, 2016, and in accordance with the Canons of the Diocese of Rochester, declares that the Mission known as **St. Paul’s, Montour Falls** is dissolved, that its executive committee is dissolved and that its assets be dedicated in accordance with the Constitution and Canons of the Episcopal Church.

**Explanation:**

In 2004 St. Paul’s request to move from parish to mission status was approved by Convention. In 2007 the church building was sold, and the congregation continued to meet in the Parish Hall. The congregation has since declined and for some time now the few remaining members of St. Paul’s worship at St. James, Watkins Glen. Though there is no longer a worshipping congregation at St. Paul’s, the Parish Hall continues to operate as community meeting place and Episcopal presence in the Village of Montour Falls. However, St. Paul’s is still paying assessments & apportionments, maintaining an Executive Committee, with regular meetings and providing annual parochial reports & audits. By dissolving St. Paul’s as a canonical entity (“Mission of the Diocese”) and having the Vestry of St. James, Watkins Glen provide oversight of the day-to-day maintenance of the Parish Hall, the service to the community can continue without undue administrative and operational burdens. The Diocese continues to be legal owners of all the property of St. Paul’s and will work with the Trustees and the Vestry of St. James to provide:

- Annual funding to cover utilities and maintenance of the Parish Hall at Montour Falls
- Adequate property & liability insurance coverage
- Appropriate funding for major capital improvements or repairs

**Second Ballot**

The Bishop called upon the Chaplain for prayer and then upon the Rev, Andrew Van Buren for the result of the second ballot for the fourth Clerical Deputy to General Convention. Since there was no majority, there was no election. The Chancellor advised the delegates that there would be a third ballot and the person with the most votes would be elected. The Chief Teller led the delegates through the electronic voting process and the Bishop declared the polls closed.

**Resolution A: Grace Church Lyons**

The Bishop called upon Gwen Van Laeken, Vice-chair of Diocesan Council, to move **Resolution A: Grace Church Lyons**. The Rev. Canon Julie Cicora and Mrs. Barbara Deming spoke about the history and work of RMM (Rural Migrant Ministry) and several persons spoke in support of the resolution. The Bishop called for a vote and the resolution was approved as follows. **MSP**

**A****Grace Church - Lyons- Diocesan Convention Resolution 11-5-16**

**Whereas**, Grace Episcopal Church is a long-standing incorporated Episcopal parish located at 9 Phelps St, Lyons, NY 14489 (“Grace Church”);

**Whereas**, Grace Church holds significant assets consisting of a church building, rectory and parish hall, all on the historical register, certain bank and investment accounts, beneficiary status to certain trusts, dedicated parishioners, and a tradition of religious, missional and community service (“Church Resources”).

**Whereas**, for approximately a five-year period Grace Church has made available certain of its Church Resources working with Rural & Migrant Ministry (“RMM”) to support RMM’s activities bringing the word and blessings of God to the rural, migrant, farmworker, and Hispanic communities in the region.

**Whereas**, in early 2016 the congregation of Grace Church, under the leadership of The Rev. Andrew D'Angio White, determined that the demographics of the region no longer supported the traditional parish model for Grace Church and that Grace church should look to transition its activities by the end of 2016.

**Whereas**, since that time Grace Church, including its Priest, Wardens and Vestry, have had discussions with the Diocese, including Bishop Singh, Chief Financial Officer Rubiano and Chancellor Fileri, and RMM, including RMM Board Chair the Rev. Julie Cicora and RMM Executive Director the Rev. Richard Witt, about charting a new course. These discussions resulted in a proposal from RMM to Grace Church presented to Grace Church in August, 2016, supported by the Diocese, to transition Grace Church to incorporated mission status, and as a Diocesan mission, to engage in joint activities with RMM, pursuant to a proposal, the current status of which is attached hereto (“Proposal”), using certain of the Grace Church Resources and gifts to continue and grow RMM’s activities in the Lyons region.

**Whereas**, the Wardens and Vestry of Grace Church have approved the Proposal and the matters in these resolutions set forth below.

**NOW, THEREFORE**, this Convention hereby adopts the following resolutions:

**RESOLVED**, that as of the Transition Date (defined below) Grace Church ecclesiastically shall transition from “parish” status to “mission” status in the Episcopal Diocese of Rochester. The Wardens and Vestry of Grace Church shall no longer have their duties and responsibilities for Grace Church effective on the Transition Date. As a mission, the Diocese shall be responsible for the Grace Church Resources and assets as governed by the applicable Constitution & Canons provisions. Grace Church shall be an incorporated mission and continue its religious tax-exempt status. Its assets, while subject to Diocesan ownership, control and direction shall remain assets of the Grace Church incorporated entity, unless determined otherwise by the Diocese.

**RESOLVED**, that the Convention hereby:

(a) applauds Grace Church for its many, many years of successful parish ministry, outstanding stewardship of its resources and gifts, and vision to continue a legacy of helping those who need help and extending its gifts beyond itself both geographically and in time into the future.

(b) approves and supports the Diocese engaging with RMM for rural and migrant ministry arising out of Grace Church, as may be reasonably modified from time to time with the approval of the Bishop,

(c) thanks all involved for their diligent and inspired work in developing the vision for this important work and melding the Grace Church Resources with an implementation plan for this growing ministry, and

**RESOLVED**, that the Transition Date be such date as agreed to by the Diocese and Grace Church, but not later than December 31, 2016.

**RESOLVED**, that the Bishop and the Officers of the Diocese are hereby authorized to take such actions as may be necessary, appropriate and/or advisable to implement the resolutions set forth above, including but not limited to establishing, modifying and/or terminating an arrangement with RMM and taking such steps as may be needed to operate the Grace Church mission, including but not limited to establishing an Executive Committee and delegating responsibilities to an administrative board or otherwise.

### **Explanation**

The background and reasons for the actions are detailed in the “Whereas” clauses above.

### **Diocesan Council**

The Bishop called upon Gwen Van Laeken, Vice-chair of Diocesan Council, who acknowledged the work of the Council over the past year, recognized its working committees (Congregational Development Partnership committee (CDPC), Mission Partnership Grant Committee (MPGC), Budget) and introduced the members – thanking them for their contributions.

### **Diocesan Council: Congregational Development Partnership Committee**

Deb Vanderbilt and the Rev. Chris Streeter, Co-chairs of the committee, gave an overview of the work of the CDPC. Their overview and the history of the work of CDPC led to investigation of a College for Congregational Development as a relevant and necessary component to the work around congregational development. They introduced the Rev. Paul Frolick who provided an overview of the proposed College.

### **College for Congregational Development**

Paul provided some background to the proposed College. Paul, the Rev. Chris Streeter, the Rev. Winifred Collin and Mrs. Sarah Peters each attended a session of the current college offered by Diocese of Olympia Washington. Each of those participants spoke to the quality and relevance of the program noting “the value it has already been helpful to parish”; “the most well run, well organized, content filled and valuable on/to many levels/groups” and “spectacular - offering organizational models to help identify new ways forward - tools that give hope for the future”. Paul reviewed a PowerPoint presentation that provided detail regarding the offering proposed for the Diocese of Rochester beginning in July 2017.

### **Diocesan Council: Mission Partnership Grant Committee**

Margy Ashley, Co-chair of the committee, provided an overview of the work of the committee over the past year. She offered special thanks to Kristy Estey for her support and also to Scott Seabridge, the other Co-chair for his contributions.

### **Diocesan Council: Budget**

Gwen introduced Scott Seabridge, Chair of the Budget Committee who provided a short report on the process used by the committee used to create the budget, the work of the committee highlighting the review of the apportionment formula, discernment on Province II and creation of the 2017 budget. He then introduced Todd Rubiano, CFO, to present the budget.

### **Presentation of the 2017 Diocesan Budget**

Todd presented a series of PowerPoint slides to provide a thorough review of the proposed 2017 budget. The Bishop then recognized Gwen Van Laeken to make a motion on behalf of the Diocesan Council for the approval of the 2017 budget. Discussion followed and the Rev. Michael Hartney introduced an amendment to increase the Retiree Health Reimbursement Account (HRA) line item by \$19,200 to \$60,200, raising the HRA funding to \$900 per eligible retiree this year. Michael and several others spoke in support of the amendment. Following extensive conversation, the Bishop called for a voice vote on the amendment which was inconclusive. He then asked for a vote by show of hands. The amendment carried. **MSP**

Conversation continued regarding passing a balanced budget and raised the question of where the \$19K would be taken from. Chancellor, Phil Fileri, responded to a question of whether the Canons require the passing of a balanced budget noting that they do not, and that Council would then have the responsibility of making that decision. Gwen Van Laeken proposed an amendment to balance the proposed budget by taking \$19K from the Mission Grant funds account – some from funds which are currently unallocated and the remainder from grants funds. The motion was seconded, spoken to, a vote was called, and the motion was defeated. The original budget as amended was restated with the reminder that the budget amendment creates a \$19,200 budget deficit for 2017, which will be addressed by Diocesan Council. The amended 2017 budget was approved as follows.

**The Proposed 2017 Budget and the approved 2017 Budget as amended are included in a separate section of the Journal and available on the diocesan website.**

**Resolved**, that the 85th Convention of the Episcopal Diocese of Rochester approves the 2017 Diocesan Budget of \$2,072,851, as amended to increase the Retiree Health Reimbursement Account (HRA) line item by \$19,200 to \$60,200, raising the HRA funding to \$900 per eligible retiree for 2017. The resulting \$19,200 budget deficit for 2017 will be addressed by Diocesan Council." **MSP**

The Bishop called upon the Chaplain for prayer.

### **Third Ballot**

The Bishop called upon the Chief Teller, the Rev. Andrew Van Buren, to provide the result of the third ballot. Andrew announced that the Rev. Chris Streeter was elected as the fourth Clerical Deputy to General Convention.

### **Acknowledgements**

The Bishop thanked those persons whose terms end with this Convention noting that some stood for re-election.

### **Diocesan Council**

The Rev. Lucy Alonzo  
Ms. Margy Ashley  
The Rev. Kelly Ayer  
Ms. Carolyn Mok  
The Rev. Lynne Sharp  
The Rev. Christopher Streeter  
Ms. Deborah Vanderbilt

**Commission on Ministry**

The Very Rev. Dahn Gandell  
The Rev. Suzanne Johnston  
Ms. Nancy Newton

**Standing Committee**

The Rev. Lesley Adams  
Mr. Marino Fernandez

**Trustees**

Mr. Leslie Kernan  
The Rev. Peter Harter  
Mr. Douglass Lyon

**Disciplinary Board**

The Rev. Daniel Linnenberg  
Ms. Nadene Hunter

**Appointment of Committees for the 86<sup>th</sup> Diocesan Convention:**

The Bishop appointed committees for the 2017 Convention.

**On Constitution and Canons:** Philip Fileri, Esq., Chair, Dyson Gay, Esq., F. Paul Greene, Esq., Leslie Kernan, Esq., Susan Scanlon, Esq., Thomas Wright, Esq., the Rev. Canon Dr. C. Denise Yarbrough, Esq.,

**To Read and Correct the Minutes:** The Bishop and the Secretary

**Closing Prayer**

The Bishop called upon the Chaplain, the Rev. Richard Eckhart, for a closing prayer.

**Resolutions of Courtesy**

The Bishop recognized Rev. Dr. Peter Peters to present the Resolutions of Courtesy.

## **Resolutions of Courtesy**

### **The 85th Convention of the Episcopal Diocese of Rochester**

#### **Worship at Convention and Music During the Celebration**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank the Rev. Maurice Charles for serving as Chaplain.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester thank all who helped with arrangements and logistics for this convention.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester thank Presiding Bishop Michael Curry for his presence among us and for his willingness to be our preacher and we ask God's continued blessing on his ministry

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thanks Canon Michael Hunn and Ms. Sharon Jones for their presence among us and we ask for God's continued blessing on their ministry in the Presiding Bishop's office.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank Bishop Prince Singh and the Rev. Rob Picken; and all those who participated in the music, the reading, the preparation of slides, the set up and the writing of the Liturgy.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank the Rev. Cameron Miller and the saints of Trinity for hosting Convention Worship.

#### **Secretary of Convention**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express gratitude and appreciation for the commitment and skill of Ms. Susan Woodhouse, Secretary to Convention, for her years of volunteer ministry.

**Treasurer Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express gratitude and appreciation of Mr. Terry Butwid, Treasurer of the Diocese for his volunteer service.

#### **Assistant Treasurer of the Diocese**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester expresses appreciation for Ms. Bliss Owen, Assistant Treasurer, for her years of volunteer service.

#### **Chancellor of the Diocese**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express gratitude and appreciation for the support in terms of time and commitment of Mr. Philip Fileri Esq., Chancellor of the Diocese during the past year.

#### **Assistant Chancellors of the Diocese**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express gratitude and appreciation to Mr. Thomas Wright, Esq. and Mr. Paul Greene, Esq. Assistant Chancellor of the Diocese for their volunteer service.

#### **Chapel Service**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express gratitude and appreciation for the Ministry of the Rev. Dick Eckart for leading weekly chapel services at the Diocesan House chapel.



**Senior Most Canonically Resident Clergy (female)**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings to the Rev. Gloria Fish and express appreciation and gratitude for over 37 years of priestly ministry.

**Senior Most Canonically Resident Clergy (male)**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings to the Rev. Philip Wheaton and express appreciation and gratitude for over 52 years of priestly ministry.

**Senior Most Clergy (female)**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send birthday greetings to the Rev. Diana Purcell Chapman and express appreciation and gratitude for over 22 years of priestly ministry.

**Senior Most Clergy (male)**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send birthday greetings on his 95<sup>th</sup> birthday to The Rev. Richard Henshaw and express appreciation and gratitude for over 60 years of priestly ministry.

**Leadership**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank Mark Gearan, President of Hobart William Smith Colleges for his leadership and hospitality.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thanks the Rev. Winfred Vergara for his commitment to the Episcopal Diocese of Rochester and his work as missioner of Asia American ministries.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank Ms. Barbara Deming, Ms. Stacey Taylor and the nomination committee for their work.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank the Rev. Dr. Peter Peters and the resolution committee for their work.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank the Rev. Andrew VanBuren and the elections committee for their work.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Ms. Gwen Van Laeken as Vice Chair of Diocesan Council, the Rev. Chris Streeter and Ms. Deborah Vanderbilt as co-chairs of the Congregational Development Partnership Committee, Ms. Margy Ashley and Scott Seabridge as co-chairs of the Mission Grant Partnership Committee, Scott Seabridge as chair of the Budget Committee and members of the respective sub committees.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of the Rev. Ken Pepin as Chair of the Commission on Ministry.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Susan Scanlon as Vice Chair of the Trustees, Douglass Lyon, chair of the Investment Review Committee, Charlie Zettek, chair of the Audit Committee and the Rev. John Burr, chair of Building and Property Committee.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the prompt action and guidance of the Anti-Racism Steering committee for developing a plan of study and action for the Diocese of Rochester to raise the level of awareness about issues of racism.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Ms. Marlene Allen, the Rev. Kit Tobin and members of their committee for their work and continued commitment to repentance, healing and reconciliation. The Convention is grateful for the leadership of Marlene Allen, Laura Arney, Yvonne Arnold, Tom Bennett, Michael Laver, Richard Reid, the Rev. Ginny Mazarella, Susan Pickhardt, Liz Porter, the Rev. Lance Robbins, Geneva Robinson, the Rev. Andrea Stridiron, the Rev. Kit Tobin and Kathy Walczak.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Ms. Libby Bakken as chair of the Human Resource Committee and members of the committee.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Ms. Gwen Van Laeken on the budget committee and members of the committee.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the Clergy Assessment Service for providing professional assessment of psychological evaluation for those in the Diocese discerning Holy Orders.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude for the leadership of Christopher Moore as President of Standing Committee.

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express appreciation and gratitude to all the volunteers and parishes that have hosted Diocesan Gatherings.

#### **Supply Priests**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express its appreciation and gratitude for the ministry of all priests who preach and celebrate as they are able.

#### **Newly Retired Clergy**

**Resolved**, that this 85th Convention of the Episcopal Diocese of Rochester express its appreciation and gratitude for the ministry of the Rev. Michael Hartney at St. James' in Watkins Glen, St. John's in Catherine, and St. Paul's in Montour Falls, (Episcopal Parishes of Schuyler County); and the Rev. Charles Tyo at Christ Church in Corning.

#### **Newly Ordained Priests**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester extend appreciation and gratitude for the Rev. Virginia Tyler-Smith; the Rev. Christa Levesque; the Rev. Andrew VanBuren; and the Rev. Troy Preston as they begin their ministry of the church. (Note: names are listed in order of Ordination date.)

#### **Circles of Support**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester extend appreciation and gratitude for the members of the four Circles of Support for the Rev. Virginia Tyler-Smith; the Rev. Christa Levesque; the Rev. Andrew VanBuren; and the Rev. Troy Preston as they begin their ministry of the church. (Note: names are listed in order of Ordination date.)

### **District Deans**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester extend appreciation and gratitude for the leadership of our District Deans, the Very Rev. David Hefling (NE), the Very Rev. Phil Kasey (SE), the Very Rev. Carol Stewart (SW), the Very Rev. Dahn Gandell (Roc), and the Very Rev. Debs Duguid-May (Mon). May God bless you and be with you as you lead our districts into the future ministry of the church.

### **Diocesan Staff and Bishop**

**Resolved**, that his 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester extend appreciation and thanks for the dedication and work of the staff at the Diocesan House.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express our appreciation and thanks to The Rt. Rev. Prince G. Singh as he continues in his eighth year as Bishop of this Diocese and sends greetings and love to his family, Dr. Roja Singh, Ned Singh and Eklan Singh.

### **Greetings**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings good wishes and prayers to Mrs. Bettina Barrett.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings, good wishes and prayers to the Rt. Rev. William Burrill and Mrs. Marilyn Usher Burrill.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings, good wishes and prayers to The Rt. Rev. Jack M. McKelvey and Mrs. Linda B. McKelvey.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings, prayers and good wishes to the clergy and their families from our diocese who have been ordained and consecrated as bishops in The Episcopal Church: The Rt. Rev. Gayle Harris, The Rt. Rev. Stephen Lane, and The Rt. Rev. Mark Lattime.

### **The Rt. Rev. Katharine Jefferts Schori and The Rt. Rev. Frank T. Griswold**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send greetings, prayers, and gratitude to the Rt. Rev. Katharine Jefferts Schori and the Rev. Frank T. Griswold for their past leadership of the Episcopal Church and blessings on all their future ministries.

### **Neighboring Dioceses**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester extend greetings to the dioceses on our borders: Central New York, Northwestern Pennsylvania, and Western New York. We pray for these dioceses and resolve to seek greater collaboration in mission and ministry with these neighbors on our borders.

### **Our Ecumenical Partners**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send support and prayers to Bishop John Macholz as he continues his term as Bishop of the Upstate New York Synod of the ELCA.

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send our thanks our Ecumenical and Interfaith Leaders for their unity and mutual support in our worship and service to God.

### **Our Governing Authorities**

**Resolved**, that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send prayers and good wishes to all governing authorities in the counties, towns and villages of our Diocese.

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester sends its prayers and good wishes to the Mayor of Rochester, Lovely Warren.

**Volunteers And All Who Served Us**

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express appreciation and gratitude to Annette Harris for 57 years of dedication and service as organist at Grace Church Lyons.

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester remember with thanksgiving the life and ministry of Dr. Nadene Hunter, who entered the nearer embrace of God at age 98.

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester express appreciation to all veterans and their families for their selfless service and especially to those who have paid the ultimate price in the line of duty.

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester send prayers and gratitude to all First Responders and their families for their selfless service and especially to those who have paid the ultimate price in the line of duty.

**Resolved,** that this 85<sup>th</sup> Convention of the Episcopal Diocese of Rochester thank all volunteers and employees of the companies who provided the Diocese with service of food, arrangements, communications, and care.

Convention approved the Resolutions of Courtesy.

**MSP**

**Announcements**

The Bishop thanked those who ran for office and those who helped with hospitality.

**Evening Prayer**

The Bishop called on the Rev. Canon Johnnie Ross to lead Evening Prayer.

**Convention Adjournment**

Convention closed with a benediction and was adjourned at 5:09 p.m. sine die.

Respectfully submitted,

The Rev. Andrea Stridiron,

Secretary of Diocesan Convention

**PROPOSED 2017 DIOCESAN BUDGET**

Exhibit #	Line #	Diocesan Budget: 2017 Proposed Budget	2016 Budget	% of Budget	2017 Proposed	% of Budget	Change vs. 2016	(% )
		<i>Apportionment</i>	\$974,666	47%	\$973,151	48%	(\$1,515)	0%
		<i>Investment</i>	\$1,097,000	53%	\$1,048,000	52%	(\$49,000)	-4%
		<b>Total Operating Income</b>	<b>\$2,071,666</b>	<b>100%</b>	<b>\$2,021,151</b>	<b>100%</b>	<b>(\$50,515)</b>	<b>-2%</b>
5	1	<b>Unallocated CDP Grants</b>	\$67,000		\$122,000		\$55,000	82%
5	2	St. John's Honeoye Falls - CDG	\$38,000		\$35,000		(\$3,000)	-8%
5	3	Clifton Springs, CDG	\$36,000		\$32,000		(\$4,000)	-11%
5	4	Ascension Redevelopment	\$34,000		\$25,000		(\$9,000)	-26%
5	5	St. Peter's, Henrietta 2012 CDG	\$25,000		\$20,000		(\$5,000)	-20%
5	6	St. Luke's, Brockport CDG			\$20,000		\$20,000	#DIV/0!
5	7	St. George's, Hilton 2012 CDG	\$19,000		\$16,000		(\$3,000)	-16%
5	8	St. Stephen's Leadership for Ministry	\$50,000				(\$50,000)	-100%
5	9	Scottsville/Caledonia 2012 CDG	\$18,000				(\$18,000)	-100%
5	10	Penfield, CDG	\$10,000				(\$10,000)	-100%
		<b>Congregational Development</b>	<b>\$297,000</b>	<b>14%</b>	<b>\$270,000</b>	<b>13%</b>	<b>(\$27,000)</b>	<b>-9%</b>
5	11	<i>Parish Youth Grants</i>	\$17,000		\$17,000		\$0	0%
5	12	Global Mission - Sustainable Dev. Grants	\$15,000		\$15,000		\$0	0%
5	13	Monroe District Grants	\$4,000		\$4,000		\$0	0%
5	14	Northeast District Grants	\$4,000		\$4,000		\$0	0%
5	15	Rochester District Grants	\$4,000		\$4,000		\$0	0%
5	16	Southeast District Grants	\$4,000		\$4,000		\$0	0%
5	17	Southwest District Grants	\$4,000		\$4,000		\$0	0%
6	1	RMM - Justice for Farmworkers	\$12,000		\$16,600		\$4,600	38%
6	2	Bishop Sheen Ecumenical Housing	\$13,000		\$11,400		(\$1,600)	-12%
6	3	RAIHN	\$10,000		\$10,500		\$500	5%
6	4	SW Mission - CHURCH PLANT	\$8,000		\$10,500		\$2,500	31%
6	5	Sew Green			\$8,800		\$8,800	#DIV/0!
6	6	Meal and More	\$8,500		\$7,800		(\$700)	-8%
6	7	Genesee Area Campus Ministry - CHAPLAINCY	\$5,000		\$4,600		(\$400)	-8%
6	8	Lutheran/Episcopal RIT - CHAPLAINCY	\$5,000		\$4,600		(\$400)	-8%
6	9	Catholic Charities, Bath (formerly Turning Point)	\$6,000		\$4,400		(\$1,600)	-27%
6	10	St. John's, Canandaigua-Gleaner's Kitchen			\$4,400		\$4,400	#DIV/0!
6	11	RESOLVE of Rochester			\$4,200		\$4,200	#DIV/0!
6	12	Nazareth Elementary School Scholarships	\$8,000		\$3,700		(\$4,300)	-54%
6	13	Hands of Hope			\$2,900		\$2,900	#DIV/0!
6	14	Cameron Community Ministries -	\$2,500		\$2,200		(\$300)	-12%
6	15	SWEM Community Services	\$2,000		\$1,800		(\$200)	-10%
6	16	Greater Rochester Comm. of Churches	\$1,000		\$1,600		\$600	60%
6	17	Right on School	\$8,000				(\$8,000)	-100%
6	18	Episcopal Senior Life Communities - Program	\$6,500				(\$6,500)	-100%
6	19	LVOY, Canandaigua - Tutoring program	\$2,000				(\$2,000)	-100%
7	1	<b>Parish Grants - Unallocated</b>			\$10,710		\$10,710	#DIV/0!
7	2	Avon- Zion House	\$15,000				(\$15,000)	-100%
7	3	Creation camp	\$8,000		\$9,500		\$1,500	19%
7	4	St. Peter's-Geneva Neighbor's Night	\$7,500		\$7,200		(\$300)	-4%
7	5	Campus Ministry St. Michael's, Geneseo			\$6,750		\$6,750	#DIV/0!
7	6	Trinity, Geneva - Academic Achievement	\$4,000		\$6,630		\$2,630	66%
7	7	St. Mark's & St. John's - Farm Stand	\$6,700		\$6,555		(\$145)	-2%
7	8	St. Peter's, Geneva Arts Academy	\$5,000		\$5,000		\$0	0%
7	9	St. Mark's and St. John's Kids Club	\$5,000		\$4,930		(\$70)	-1%
7	10	Canterbury Club - SUNY Geneseo			\$4,250		\$4,250	#DIV/0!
7	11	Ascension, Tent Revival			\$4,250		\$4,250	#DIV/0!
7	12	St. Paul's, Roch. - Adopt a Classroom			\$3,150		\$3,150	#DIV/0!
7	13	Savona - The Shepherd's Cupboard	\$5,000		\$3,150		(\$1,850)	-37%
7	14	Canandaigua - Literacy Project	\$2,000		\$2,550		\$550	28%
7	15	Zion, Palmyra - Community Dinners	\$4,000		\$1,875		(\$2,125)	-53%
7	16	Henrietta - Storybook Project			\$1,000		\$1,000	#DIV/0!
7	17	Bloomfield - Movie Matinee	\$1,100		\$1,000		(\$100)	-9%
7	18	Clifton Springs - Coat Giveaway	\$500		\$750		\$250	50%
7	19	Scottsville - Tutoring Services			\$500		\$500	#DIV/0!



Diocesan Budget:			2016	% of	2017	% of	Change vs.	
Exhibit #	Line #	2017 Proposed Budget	Budget	Budget	Proposed	Budget	2016	(%)
7	20	Clifton Springs - Party in Bag	\$500		\$250		(\$250)	-50%
7	21	Trinity, Greece - Playground	\$5,000				(\$5,000)	-100%
7	22	Bloomfield - Community Feeding Program	\$3,500				(\$3,500)	-100%
7	23	Epiphany, Gates - Video display equipment	\$3,000				(\$3,000)	-100%
7	24	Christ Church Rochester music program	\$2,000				(\$2,000)	-100%
7	25	St. Stephen's, Rochester - Turning Points Center	\$1,500				(\$1,500)	-100%
7	26	Grace, Lyons Grace's Gifts	\$1,000				(\$1,000)	-100%
7	27	Savona - Summer Fun in the Park	\$1,000				(\$1,000)	-100%
7	28	St. Stephen's, Roch. - Sunday Supper	\$750				(\$750)	-100%
7	29	Ascension, Rochester - Art of Change Ringing	\$500				(\$500)	-100%
7	30	St. Stephen's, Rochester - Gather at the Garden	\$500				(\$500)	-100%
		<b>Mission Partnerships</b>	<b>\$232,550</b>	<b>11%</b>	<b>\$232,000</b>	<b>11%</b>	<b>(\$550)</b>	<b>0%</b>
8	1	D&FMS Asking	\$227,750		\$238,000		\$10,250	5%
		<b>D&amp;FMS Asking</b>	<b>\$227,750</b>	<b>11%</b>	<b>\$238,000</b>	<b>12%</b>	<b>\$10,250</b>	<b>5%</b>
8	2	Retiree Health Reimbursement Account (HRA)	\$60,000		\$41,000		(\$19,000)	-32%
8	3	Retiree Medical Insurance Premiums	\$6,000		\$3,000		(\$3,000)	-50%
8	4	Diocesan Dental Program	\$11,000		\$0		(\$11,000)	-100%
8	5	Flexible Spending Account (FSA) Program						
		<b>Health Benefits</b>	<b>\$77,000</b>	<b>4%</b>	<b>\$44,000</b>	<b>2%</b>	<b>(\$33,000)</b>	<b>-43%</b>
8	6	College for Cong. Devel. (CCD) - Scholarships			\$30,000		\$30,000	#DIV/0!
8	7	CCD - Trainers/Coord. / Christian Formation	\$12,000		\$22,000		\$10,000	83%
8	8	CCD - Program / Christian Formation	\$20,000		\$13,000		(\$7,000)	-35%
8	9	Leadership Development, Coordinator - Stipend	\$19,000		\$18,000		(\$1,000)	-5%
8	10	Youth Leadership Development Coord.- Stipend	\$24,960		\$11,000		(\$13,960)	-56%
8	11	Youth Leadership Development Coord.- Benefits	\$5,000		\$0		(\$5,000)	-100%
8	12	Workshops, Programs & Events	\$9,500		\$13,000		\$3,500	37%
8	13	Colgate Rochester Crozer Divinity School	\$7,500		\$7,500		\$0	0%
8	14	COM: Continuing Education Grants	\$5,000		\$5,000		\$0	0%
8	15	COM: Operating expenses	\$4,000		\$4,000		\$0	0%
8	16	C.P.E. Program at Strong Hospital	\$3,000		\$3,000		\$0	0%
8	17	Youth Programs & Events	\$3,000		\$3,000		\$0	0%
8	18	Educational Grants	\$3,000		\$3,000		\$0	0%
8	19	Stewardship Training/Programs	\$3,000		\$3,000		\$0	0%
8	20	Interfaith & Ecumenical Programs	\$3,000		\$3,000		\$0	0%
8	21	Interfaith & Ecumenical Relations: Stipend	\$2,950		\$2,950		\$0	0%
8	22	St. Paul's/Diocesan Education Series	\$2,500		\$2,500		\$0	0%
8		<b>Leadership Development</b>	<b>\$127,410</b>	<b>6%</b>	<b>\$143,950</b>	<b>7%</b>	<b>\$16,540</b>	<b>13%</b>
9	1	District Deans Stipends	\$25,000		\$25,000		\$0	0%
9	2	Legal & Professional Fees	\$15,000		\$15,000		\$0	0%
9	3	Diocesan Convention	\$13,000		\$12,000		(\$1,000)	-8%
9	4	Diocesan Audit and Fiscal Manual	\$14,000		\$12,000		(\$2,000)	-14%
9	5	Prison Ministry Committee	\$1,500		\$1,500		\$0	0%
9	6	Trustees & HR	\$1,500		\$1,500		\$0	0%
9	7	New York State Community of Churches	\$1,250		\$1,250		\$0	0%
9	8	SPICE	\$1,000		\$1,000		\$0	0%
9	9	Committee on Anti-Racism	\$1,000		\$1,000		\$0	0%
9	10	Committee for Gay and Lesbian Ministry	\$1,000		\$1,000		\$0	0%
9	11	Public Policy Committee	\$2,500		\$1,000		(\$1,500)	-60%
9	12	Diocesan Council	\$1,000		\$1,000		\$0	0%
9	13	Standing Committee	\$1,000		\$1,000		\$0	0%
9	14	Misc.: Gifts & Memberships	\$1,000		\$1,000		\$0	0%
9	15	Province II Assessment/Synod	\$6,000		\$877		(\$5,123)	-85%
9	16	Deputies to General Convention	\$10,000		\$0		(\$10,000)	-100%
9		<b>Governance</b>	<b>\$95,750</b>	<b>5%</b>	<b>\$76,127</b>	<b>4%</b>	<b>(\$19,623)</b>	<b>-20%</b>

Exhibit #		Diocesan Budget: 2017 Proposed Budget		2016 Budget	% of Budget	2017 Proposed	% of Budget	Change vs. 2016	(%)
9	17	Diocesan Staff - Salaries		\$611,185		\$604,244		(\$6,941)	-2%
9	18	Diocesan Staff - Benefits		\$229,900		\$244,100		\$14,200	8%
9	19	Diocesan Staff - Expense		\$35,250		\$31,000		(\$4,250)	-18%
9		<b>Diocesan Staff</b>		<b>\$876,335</b>	<b>42%</b>	<b>\$879,344</b>	<b>44%</b>	<b>\$3,009</b>	<b>0%</b>
9	20	Diocesan House Maintenance		\$37,000		\$34,000		(\$3,000)	-8%
9	21	Electronic Maintenance & Lease		\$33,000		\$38,000		\$5,000	15%
9	22	Diocesan Insurance		\$23,000		\$20,000		(\$3,000)	-13%
9	23	Utilities and Taxes		\$22,000		\$20,000		(\$2,000)	-9%
9	24	Office Expense		\$16,450		\$18,000		\$1,550	9%
9	25	Telecommunications		\$6,421		\$5,730		(\$691)	-11%
9	26	Communications /Public Relations		\$0		\$2,000		\$2,000	#DIV/0!
9	27	Web Site Support		\$0		\$0		\$0	#DIV/0!
9		<b>Office Expense</b>		<b>\$137,871</b>	<b>7%</b>	<b>\$137,730</b>	<b>7%</b>	<b>(\$141)</b>	<b>0%</b>
<b>Total Operating Expense</b>				<b>\$2,071,666</b>	<b>100%</b>	<b>\$2,021,151</b>	<b>100%</b>	<b>(\$50,515)</b>	<b>-2.4%</b>
Operating Surplus/Deficit				\$0		\$0			
<b>Non-operating Draw &amp; Expense</b>									
<i>Capital Budget:</i>									
13	1	Diocesan Vehicle		\$0		\$0		\$0	#DIV/0!
13	2	D- House - Building		\$30,000		\$30,000		\$0	0%
13	3	IT equipment/systems		\$2,500		\$2,500		\$0	0%
13		<b>Non-operating Draw &amp; Expense</b>		<b>\$32,500</b>		<b>\$32,500</b>		<b>\$0</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>				<b>\$2,104,166</b>		<b>\$2,053,651</b>		<b>(\$50,515)</b>	<b>-2.4%</b>



**Parish Apportionments:**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Change vs. 2016</b>	
	Operating	Operating	Final	Budget		
	Income	Income	Budget	Cap & Floor (+/-)	(\$)	(%)
Addison, Redeemer	35,357	35,878	3,182	3,229	47	1.5%
Angelica, St. Paul's	7,905	13,383	830	872	42	5.0%
Avon, Zion	107,807	127,133	13,089	13,743	654	5.0%
Bath, St. Thomas	197,811	188,140	24,768	24,458	(309)	-1.2%
Bloomfield, St. Peter's	33,506	37,496	3,016	3,166	151	5.0%
Branchport, St. Luke's	42,075	39,385	4,290	4,076	(215)	-5.0%
Brockport, St. Luke's	155,804	133,323	17,270	16,406	(863)	-5.0%
Caledonia, St. Andrew's	30,412	26,119	2,334	2,351	17	0.7%
Canandaigua, St. John's	269,107	278,211	37,675	38,950	1,275	3.4%
Canaseraga, Trinity	8,362	7,822	878	821	(57)	-6.5%
Catharine, St. John's	31,430	32,174	2,777	2,896	119	4.3%
Clifton Spr/Ph, St. John's	92,295	58,600	9,748	7,325	(2,423)	-24.9%
Corning, Christ Church	319,863	352,192	44,781	47,020	2,239	5.0%
Cuba, Christ Church	14,803	20,250	1,329	1,396	66	5.0%
Dansville, St. Peter's	141,016	164,513	17,719	18,605	886	5.0%
Fairport, St. Luke's	204,142	196,382	26,034	25,530	(504)	-1.9%
Gates, Epiphany	194,749	188,181	27,114	25,758	(1,356)	-5.0%
Geneseo, St. Michael's	193,049	182,864	23,221	23,772	552	2.4%
Geneva, St. Peter's	255,688	282,611	34,076	35,780	1,704	5.0%
Geneva, Trinity	181,654	178,268	21,057	22,110	1,053	5.0%
Greece, Trinity	146,321	145,522	16,919	17,463	544	3.2%
Hammondsport, St. James'	71,214	71,470	7,834	7,862	28	0.4%
Henrietta, St. Peter's	109,692	119,622	12,862	13,505	643	5.0%
Hilton, St. George's	79,108	91,709	7,735	8,122	387	5.0%
Honeoye Falls, St. John's	66,579	65,751	8,322	7,906	(416)	-5.0%
Hornell, Christ Church	102,074	99,193	10,963	10,911	(52)	-0.5%
Montour Falls, St. Paul's	9,925	9,320	893	849	(45)	-5.0%
Newark, St. Mark's	138,982	144,058	11,721	12,307	586	5.0%
Palmyra, Zion Church	152,608	153,196	14,197	14,907	710	5.0%
Penfield, Incarnation	172,281	185,420	22,670	23,804	1,134	5.0%
Penn Yan, St. Mark's	111,569	118,396	13,540	14,208	667	4.9%
Pittsford, Christ Church	769,346	854,351	115,402	121,172	5,770	5.0%
Rochester, Ascension	143,987	171,563	17,278	18,142	864	5.0%
Rochester, Christ Church	257,291	281,338	36,021	37,822	1,801	5.0%
Rochester, St. Luke & St. Simon Cyrene	239,710	198,158	31,162	28,733	(2,429)	-7.8%
Rochester, St. Mark's & St. John's	109,757	136,131	8,885	9,329	444	5.0%
Rochester, St. Paul's	1,044,205	1,036,860	162,527	155,529	(6,998)	-4.3%
Rochester, St. Stephen's	92,325	84,993	10,245	9,733	(512)	-5.0%
Rochester, St. Thomas'	466,024	506,566	65,243	68,506	3,262	5.0%
Savona, Good Shepherd	30,611	30,018	2,835	2,702	(134)	-4.7%
Scottsville, Grace Church	94,888	107,958	10,298	10,813	515	5.0%
Sodus, St. John's	91,778	81,588	6,612	6,943	331	5.0%
Watkins Glen, St. James'	62,954	66,159	6,925	7,271	346	5.0%
Webster, Good Shepherd	309,461	292,762	41,141	40,987	(154)	-0.4%
Wellsville, St. John's	48,655	54,192	5,109	5,364	255	5.0%
<b>TOTAL DIOCESE</b>	<b>7,542,388</b>	<b>7,750,062</b>	<b>\$973,288</b>	<b>\$973,151</b>	<b>(\$137)</b>	<b>0.0%</b>



## 2017 COMPENSATION POLICY & BUDGETING GUIDELINES

September 14, 2016

TO: Parochial Clergy, Wardens, Administrators, Treasurers and Finance Leaders CC:  
Diocesan Council, Human Resource Committee & Diocesan Staff

FROM: Todd Rubiano & Kristy Estey

**RE: 2017 Compensation Policy & Budgeting Guidelines:**

*As you review these compensation policies, we encourage you to review the **Diocesan Employee Handbook** ([available on our Diocesan web site](#)). The handbook was designed to help our churches provide consistent and appropriate HR policies and practices.*

### **STAFF SALARY RANGES:**

Enclosed are salary ranges for clergy and lay staff positions in 2017. Please carefully review job descriptions for all *lay staff* positions to insure full **compliance with Federal & State requirements under the [Fair Labor Standards Act \(FLSA\)](#)**. These regulations provide minimum wage, over-time compensation requirements and the criteria for defining positions as either “Exempt” or “Non-exempt”. Remember that all employees, no matter how part-time, should be on a payroll service and must receive a W-2.

Each year, Vestries should review staff performance (relative to expectations and salary range) and make appropriate salary adjustments. Annual salary reviews are critical to retaining & recruiting the best staff. Vestries should continue to move compensation for experienced, well performing staff towards the upper half of the appropriate salary range. The most recent local wage surveys indicate that increases of about 3% are appropriate for staff in 2017.

### **HEALTH INSURANCE BENEFITS:**

For 2017 the Diocese will offer the same seven CPG Medical Plans offered in 2016. Please note that our High Deductible Health Plans, have been renamed Consumer Directed Health Plans (CDHP).

Our **minimum employer medical insurance subsidies** for 2017 will increase by about 3.5 % and cover an average of 92% of the premiums of our four lower cost plans. This is an opportune time for staff to carefully consider which plan provides the best balance between coverage and cost.

**For 2017 the same three CPG/CIGNA Dental Plans introduced in 2016 will be available. All eligible employees (clergy & lay): scheduled to work at least 1,500 hours annually, must be offered dental coverage, with a *minimum employer subsidy* equal to 50% of the lowest cost plan for single, two person or family coverage. The proposed Diocesan Budget moves the responsibility for funding these minimum employer subsidies to churches for 2017.**

### **2017 PARISH APPORTIONMENT:**

Enclosed is a chart of 2017 apportionments included in our proposed operating budget. Additional details regarding apportionment rates, income ranges and “caps and floors” may be found under the Convention section of the Diocesan web site. Please feel free to contact us with any questions or concerns on any of these items.

Best regards,  
Todd & Kristy

**CLERGY SALARY RANGES:**

The Diocesan Clergy Salary Ranges below reflect an increase of 2-3% for most church size categories (church “size” is based on Average Sunday Attendance - ASA). These changes are based on the most recent clergy compensation survey provided by the Church Pension Group (CPG) and analysis of peer diocese completed by the HR Committee, Bishop & Staff. These are the first increases to clergy salary ranges since we moved to the CPG church size structure three years ago.

2017 Clergy Salary Ranges		Family	Pastoral	Transitional	Program	Resource
by CPG Church Size	ASA:	0-75	75-140	140-225	225-399	400+
<i>Diocese of Rochester Churches:</i>		<b>33</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>0</b>

**SALARY RANGE:**

<i>Maximum</i>	\$	66,000	\$	84,000	\$	102,000	\$	120,000	\$	138,000
<i>Midpoint</i>	\$	55,000	\$	70,000	\$	85,000	\$	100,000	\$	115,000
<i>Minimum</i>	\$	44,000	\$	56,000	\$	68,000	\$	80,000	\$	92,000

- All ¼, ½, ¾ time positions are calculated as a % of the relative full-time position shown above.
- For clergy serving multiple congregations, aggregate parish ASA to determine church “size”.
- Salaries for Lay Pastoral Leaders, Associates & Assistants are dependent on a number of unique factors and should be determined in consultation with the Bishop’s Staff.
- Salary ranges include housing allowance but DO NOT include: Allowances for SECA taxes, pension contributions, health benefits or reimbursement for expenses (see example below):

**Example:**

Total Salary:		<b>\$ 60,000</b>	<i>includes: housing allowance/rectory FMV</i>
SECA @	15.3%	\$ 9,180	
Total Assessable Comp. (TAC)		<b>\$ 69,180</b>	
Pension, Life & Dis. Ins. (CPF)	18.0%	\$ 12,452	
<b>Other Benefits:</b>			
Contribution to Medical Ins.		\$ 6,480	<i>Minimum Employer Subsidy/single</i>
Contribution to Dental Ins.		\$ 156	<i>50% Employer Subsidy/single</i>
<b>Reimbursable Expenses:</b>			
Business Expenses		\$ 1,000	<i>Estimate</i>
Professional Development		\$ 500	<i>Estimate</i>
<b>TOTAL BUDGET:</b>		<b>\$ 89,768</b>	

- If a rectory is provided, the parish must obtain an estimate of the fair market value (FMV) for rental of the property and may then reduce cash salary by that amount. Please note that the calculation for clergy pension changes when a rectory is provided.

**SUPPLY CLERGY RATES:** Rates for Supply Clergy will remain at the same levels for 2017.

- One Saturday or Sunday main Eucharist \$150
- Two Saturday or Sunday main Eucharist \$175
- Three main Eucharist services \$200
- Mid-week other than main Eucharist \$ 85

In addition, supply clergy should be reimbursed for mileage from home to the church and back at the IRS standard mileage rate.

**IRS MILEAGE RATES:**

The current IRS standard mileage rate is 54 cents per mile. We will communicate any changes as soon as they are announced.

**RECOMMENDED WAGES FOR LAY PARISH EMPLOYEES:**

Wage ranges for lay staff positions are difficult to standardize due to the wide range of job descriptions, education, skills and experience in these positions. In addition, there are geographic differences in the local job markets across the Diocese. Hourly wage rates below are structured to accommodate for these variances. Rectors and supervisors should clarify job descriptions/expectations and then use local data sources to align compensation for each specific role with that of the local community.

The chart below provides pay ranges that are appropriate for our Diocese. Depending on the job expectations (Level I – III) education, skills, experience, geographic differences in the cost of living and level of benefits provided - individual compensation may vary.

- The wage rates below DO NOT include payroll taxes or required health & pension benefits.

<i>Hourly Wage Range:</i>		<b>Low</b>	<b>Mid-point</b>	<b>High</b>
<b>Administrative Staff</b>	L-I	\$ 11.00	\$ 15.00	\$ 19.00
	L-II	\$ 13.00	\$ 17.50	\$ 22.00
	L-III	\$ 15.00	\$ 20.00	\$ 25.00
<b>Maintenance Staff (Sextons)</b>	L-I	\$ 10.00	\$ 13.50	\$ 17.00
	L-II	\$ 12.00	\$ 16.00	\$ 20.00
	L-III	\$ 14.00	\$ 18.50	\$ 23.00
<b>Musician</b>		\$ 12.00	\$ 23.00	\$ 34.00
<b>Substitute Organists:</b>	\$95.00 - \$125.00 per Sunday			

**LAY PENSION BENEFITS:**

Resolution A138 of the 2009 General Convention requires that all lay employees scheduled to work 1,000 hours or more annually be provided with a lay pension plan administered and designed by The Church Pension Fund (CPF). For defined contribution plans, employers must contribute not less than 5% of the employee’s compensation AND also match (on a dollar-for-dollar basis) not less than 4% of compensation. Therefore, an employee that contributes 4% of their own pay would receive another 9% from the employer, for a total contribution of 13%. **This resolution forms the minimum requirement that applies to all employers within the Diocese of Rochester.**

Effective 01/01/15, the Diocese recommended that all employers contribute 8% of the employee’s salary as the *employer base contribution* and up to an additional 4% *employer matching contribution*. This policy results in a 12% maximum employer contribution for employees that contribute 4 % or more to their own plan. Employers may elect to “migrate” to this higher level of benefit by changing the base contribution by 1% point, per year until they reach 8% *employer base contribution* – while still maintaining the 4% *employer matching contribution*.

**MEDICAL INSURANCE – EMPLOYER SUBSIDY:**

The 77th General Convention reaffirmed that **all parishes and missions are to be enrolled in the Episcopal Church Medical Trust** and that **parity in cost-sharing shall be achieved between clergy and lay employees by December 31st, 2015**. All lay and clergy employees scheduled to work 1,500 hours or more annually must be offered these medical insurance benefits.

The *minimum employer medical insurance subsidies* for full-time employees in 2017 are:

	<b>Single</b>	<b>Plus Spouse</b>	<b>Plus Child</b>	<b>Family</b>
<b>Monthly</b>	\$540	\$1,080	\$970	\$1,535
<b>Annual</b>	\$6,480	\$12,960	\$11,640	\$18,420

- Employees are responsible to pay the difference in cost between the plan they select and the employer subsidy.
- The employer subsidy may be pro-rated for part-time employees, based on the full time subsidies shown above.
- Increasing benefits above the pro-rated amount is at the discretion of the Parish.
- Cost sharing for medical insurance must be the same for all eligible lay and clergy employees.

**In addition, Federal regulations require that employers offer the same medical insurance plans to all employees (even those over age 65) who are scheduled to work a minimum of 1,000 hours annually, OR who are paid more than \$455 per week.** The employee may decline coverage if, for example, they are covered under a spouse’s employer. But, the parish may not provide any incentives for the employee to refuse coverage (i.e. paying for alternative medical coverage). Any such payments may violate IRS regulations. If an employee has a legitimate basis for declining coverage, they should sign the attached waiver.

**DENTAL INSURANCE:**

For 2017, it is expected that church employers will provide the “employer dental subsidy” detailed below for all eligible employees (clergy & lay) scheduled to work at least 1,500 hours annually. The minimum employer dental subsidy is equal to 50% of the lowest cost plan for single, two person or family coverage.

	Premium: Lowest cost plan		50% Employer Subsidy	
	Monthly	Annual	Monthly	Annual
single				
Plus Spouse	\$26.00	\$312.00	\$13.00	<b>\$156.00</b>
Plus Child	\$52.00	\$624.00	\$26.00	<b>\$312.00</b>
Family	\$47.00	\$564.00	\$23.50	<b>\$282.00</b>
	\$78.00	\$936.00	\$39.00	<b>\$468.00</b>

The remaining premium is paid by participants through payroll deduction.

**GROUP LIFE INSURANCE:**

Clergy who currently participate in the Church Pension Fund receive life insurance coverage of up to \$100,000, as long as pension assessments are paid. If a priest is not canonically resident in a diocese of the Episcopal Church and cannot participate in the Church Pension Fund, the congregation is required to purchase the same level of coverage as that provided by the Church Pension Fund.

Group Life Insurance up to \$50,000 is available to lay parish staff through the Diocesan group policy with Church Life Insurance. Please contact Kristy Estey for coverage and cost information.

**DISABILITY INSURANCE:**

Clergy who currently participate in the Church Pension Fund receive short term disability coverage (up to 12 months) as long as pension assessments are paid. If a priest is not canonically resident in a diocese of the Episcopal Church and cannot participate in the Church Pension Fund, the congregation is required to purchase the same of coverage as that provided by the Church Pension Fund.

Clergy are also exempt from mandatory New York State Disability Insurance (NYSDI). Therefore, there is no need for parishes to pay for NYSDI on behalf of clergy that are already covered through their Church Pension Fund assessments. All other parish staff must be covered by NYSDI.

In addition, ALL clergy and lay staff should consider their individual need for additional short and long term disability coverage as part of their personal financial planning.

# Section Three

## Reports & 2015 Diocesan Audit

Diocesan Committees.....	3-1
• Commission On Ministry	
• Diocesan Council Summary of Minutes	
• Standing Committee and Official Acts	
• Trustees	
Districts of the Diocese.....	3-13
Other Committees and Organizations.....	3-17
Diocesan Audit.....	3-33



## OFFICIAL REPORTS Convention 2016

Episcopal Diocese of Rochester

*Published in the following order:*

### **Reports from Elected Offices:**

- Commission on Ministry
- Diocesan Council Summary of Minutes
- Standing Committee and Official Acts
- Trustees

### **Reports from Districts:**

- Northeast District
- Rochester and Monroe Districts
- Southeast District
- Southwest District

### **All other Official Reports of the Diocese:**

- Anglican Studies at Colgate Rochester Crozer Divinity School
- Ecumenical and Inter-Religious Officer
- Episcopal SeniorLife Communities
- Oasis
- Prison Ministry Advisory Board
- Public Policy Committee
- United Thank Offering

## **85th Convention of the Episcopal Diocese of Rochester Commission on Ministry Official Report**

Name of Organization: Commission on Ministry

Officer(s): Chair – Rev. Kenneth Pepin , Co- Chair (Elect) Dr. Rob Ferris Secretary/Grants Coordinator – Ms. Keisha Stokes / Rev. Barb Fornalik

Additional Committee Members: Mr. David Galleher, Ms. Heather Yanda, , Mr. Allison Bourne, Rev. Suzanne Johnston, Ms. Claire Crump, Rev. Dahn Gandell, Ms. Marlene Allen, Rev. Krista Cameron, Rev. Kelly Ayer, Rev. Andrew D.White, Ms. Nancy Newton, Mr. James Garner.

Ex officio: The Rt. Rev. Prince Singh and Canon Johnnie Ross

### **Report:**

It is both my joy and privilege to share with you the great work of the Commission on Ministry this past year. The work of the Commission is one of shepherding, assessing, listening, providing honest feedback and opportunities for those in the discernment process for leadership ministry in the diocese . We serve those seeking ordination as well as professional lay ministry. Our work is not done in isolation but rather in concert with the Bishop’s office, Standing Committee, Seminary and our parishes.

This past year has been a blessing in that we have recommended to our bishop the following:

**Ordination to the transitional diaconate and later to the priesthood to Mr. Troy Preston who is serving at Christ Church Corning NY**

**Candidacy to the priesthood to Mr. Michael Laver, and Mr. Padriac Collins Bohrer Candidacy to the diaconate to Ms. Patty Blaine**

**Postulant to the deacon order Dr. Stephen Robb**

**Postulant to the priest order Mr. Dale Van Wormer Jr.**

In addition, this past year we have worked with twelve parishes who are working with aspirants in one level of discernment or another. We truly have much to be excited about as a diocese!

Recently, the Rev Johnnie Ross has joined our team as the bishop’s representative to the Commission on Ministry as we look forward to his adding great insights and experience in our work together.

For the Commission,  
The Rev. Kenneth R. Pepin



## 85th Convention of the Episcopal Diocese of Rochester Diocesan Council Official Report

Name of Organization: Diocesan Council

Members:

Clergy: The Revs. Lucy Alonzo, Kelly Ayer, Dan Burner, Sara D'Angio-White, Billy Daniel, Lynne Sharp, Chris Streeter, Josh Walters

Lay: Margy Ashley, Carolyn Mok, Liz Porter, Linda Raide, Scott Seabridge, Deborah VanderBilt, Gwen Van Laeken, Vice-Chair; Dawn Wilkins

Ex Officio: Prince Singh, Bishop; Susan Woodhouse, Secretary; Terry Butwid, Diocesan Treasurer; Phil Fileri, Chancellor; Bliss Owen, Assistant Diocesan Treasurer; Julie Cicora, Canon for Mission and Ministry (through 3/16); Todd Rubiano, Chief Financial Missioner; Matthew Townsend, Communications Missioner

### Summary of Diocesan Council Minutes: November 2015–October 2016

The agenda for each Diocesan Council meeting is prepared by the Steering Committee of Council and adopted at each Council meeting. In addition to the monthly summaries listed in this report, regular business at Council meetings includes:

- Meditation and prayer
- Approval of the Agenda/Consent Agenda (as prepared and presented by the Council Steering Committee)
- Approval of Minutes
- Highlights from the Bishop's Activities
- Budget and Finance Reports, including the year-to-date status of parish apportionments for approval subject to audit
- Reports to Diocesan Council from diocesan committees, staff and Council members
- Reports by working sub-committees of Council: Congregational Development Partnership Committee

(CDPC), Mission Partnership Grants Committee (MPGC) and Budget Committee

**November 2015:** Due to the closeness of the meeting date to Convention, the first regular meeting of Council was planned for December.

A **Special Meeting** was held on November 10, 2015 to address a concern related to the HRA allocation in the proposed 2016 budget (proposed *Resolution A: Diocesan Health Benefits*). Following discussion, Council passed a motion to withdraw Resolution A. **MSP**

Following passage of that motion, the Budget Committee presented a proposal for the amendment of the 2016 budget to fund an increase to the HRA budget for one year. Discussion followed and the following resolution was adopted by council:

**Resolution:** To increase HRA funding to \$900 per person for 2016 only (\$19K) by decreasing unallocated mission grant funds (\$11,450) and office expenses (\$7,550). **MSP**

**December 15, 2015:**

The Bishop and Council welcomed new members and members met briefly with committees. Gwen Van Laeken was elected as Vice-chair of Council. **MSP**

Committee chairs gave an overview of their committee's work and introduced members. The Council Norms and Expectations were introduced and reviewed.

Committee Updates:

Congregational Development Partnership Committee -CDPC: A resolution for funding for St. Marks & St. Johns was introduced. Following discussion, there solution was approved as follows:

**RESOLVED:** Diocesan Council approves a Congregational Development Partnership Grant for St. Mark's and St. John's Episcopal Church, Rochester of \$15,000 total for the year 2016. Disbursement will be monthly beginning in January 2016. **MSP**

**January 19, 2016:**

The Canon for Mission and Ministry, Julie Cicora, shared news of her upcoming change in careers. She will become the Interim President of Rural Migrant Ministry's Board of Directors and will pursue a part-time clerical position focusing on evangelism.

Committee Updates:

Congregational Development Partnership Committee –CDPC, Mission Partnership Grant Committee –MPGC and Budget Committees provided updates on the work and processes of their committees.

**February 24, 2016**

The February meeting was cancelled due to inclement weather.

**March 15, 2016**

Diocesan House Update:

Todd discussed the study on the future of D House noting that the Trustees have been studying the issue for the past year.

Committee Updates:

Congregational Development Partnership Committee -CDPC: Chris/Deb presented two resolutions for approval- St. Luke's Brockport and Christ Church Rochester. Following discussion, each resolution was approved as follows:

St. Luke's Brockport

**RESOLVED:** Diocesan Council approves a Congregational Development Partnership Grant for St. Luke's

Episcopal Church, Brockport of \$18,000 for the year 2016. Disbursement will be monthly and retroactive to January 2016. **MSP**

Christ Church Rochester

**RESOLVED:** Diocesan Council approves a Congregational Development Partnership Grant for Christ Church, Rochester of \$5,000 for the year 2016. Disbursement will be quarterly in March, June September & December. **MSP 1 abstention**

Mission Partnership Grant Committee –MPGC: Margy reported that application for Mission Grants will go live on the web in April. The group will meet in July to review the 2016 applications.

Budget Committee: Scott led an apportionment rate discussion. Council consensus was to stay with the current apportionment formula at this time.

Financial Updates:

YE 2015 Budget Performance

Todd reported that total operating expense for 2015 will be ~\$120K below budget noting that YE figures will not be final until the 2015 audit is complete.

Budget and Draw Year End Estimates:

Todd indicated that the draw on the investments has reduced dramatically over last 5 years and noted an accounting change moving forward. Since the budget should reflect actual expense for the year, there will be no more accrual over several budget years as in the past.

2017-19 Preliminary Draw and Budget Projections

Todd reported that the Trustees have approved a preliminary draw of \$1.1M for 2017 and reviewed a slide that detailed projections through 2020.

## **April 19, 2016**

The Bishop noted that the parochial reports have been received and, using some of the data, he offered a “state of the diocese” update relating to the mission statement and referencing some of the numerical data. Using a power point presentation, he shared some visual data, cited trends and observations that can be considered and noted that re-visioning seems to be having an effect.

Nominating Committee Resolution:

Since Council is charged with creating the Diocesan Nominating Committee, Gwen presented a resolution to fulfill that task. Following review, the resolution was approved as follows:

### **RESOLVED:**

Whereas having a strong and diverse pool of candidates is essential to enabling good democratic and representative governance in our Diocese and in our Episcopal Faith, and

Whereas the Bishop and his team have identified strong members of the Diocese who have accepted the call to serve on the 2016 Nominating Committee and these members are eager to work on behalf of the Diocese to find strong and capable leaders, willing to be nominated for elected positions on Diocesan committees

Be it Resolved that Diocesan Council hereby affirms the appointment of the 2016 Nominating Committee for Convention. The appointed members include:

1. Barbara Deming - Rochester, Lay Co-Chair
2. Stacy Taylor - North East District - Lay Co-Chair
3. Carol Topping - South West - Lay
4. Mary Lou Hunt-Quintal - South East - Lay
5. Nina Johnson - Monroe - Lay
6. Philip Kasey - Dean
7. Deborah Duguid-May - Dean
8. David Hefling - Dean
9. Cynthia Rasmussen - Dean
10. Carol Stewart - Dean
11. Susan Woodhouse - Secretary
12. Kristy Estey - Staff Representative

Diocesan Council gives thanks for the service and commitment of the Nominating Committee and wishes them well

in their diligent work. **MSP**

**Financial Updates:**

2017 Proposed Apportionment:

Todd and Scott reviewed apportionment data including the cap and floor and trend over last few years and noted the potential impact on several parishes for the 2017 budget year. Following discussion, Council approved the following resolution:

**RESOLVED:** Diocesan Council proposes 2017 Parish Apportionment of \$973,151, using the same income ranges, rates, caps and floors as applied in 2016, and as detailed in the accompanying charts (included in council packet). **MSP**

Todd presented a preliminary first draft budget proposal for FY 2017 noting there are many options. Discussion followed and the first draft will be presented to council in May.

**May 17, 2016**

The Bishop spoke to the sudden death of Lisa Bodensadt, former Interim Director of The Good Book Store. He also updated Council on the discernment of Trustees regarding D House suggesting that the study has been about asking stewardship questions, what God is doing in our midst and more about networking and less about centralizing. There will be dialogue as things move ahead.

### **South Wedge Mission Update:**

The Rev. Matthew Nickoloff was welcomed and shared information about the mission. He suggested that the intention has been to form the neighborhood into a parish with emphasis on living into mission. They are now at the three-year point and are working with the Diocese and the LCA toward a church plant as a mission.

### **Financial Updates:**

First Draft Budget Proposal – FY 2017:

Todd reviewed a 1st draft budget for 2017 showing a \$38K deficit and reviewed the issues related to the deficit: D&FMS Asking, Province II Assessment and Parish Dental Subsidy. He reminded Council that the idea of a first draft is to flush out the input/questions and that the budget for 2017 will not reflect any potential changes related to the possible selling of property. Once Council approves the draft, it can be circulated across the diocese for feedback.

Following discussion, Council approved the following resolution to adopt the first draft budget to be circulated with a letter of explanation of the process and year-to-year comparisons to emphasize transparency.

**Resolved:** Diocese Council approves distribution of the 1st draft 2017 Diocesan Operating Budget, with total Operating expenses of \$2,058,763 and an Operating deficit of \$37,611, for feedback from the Convention Delegates, Parish & Diocesan Leaders. **MSP**

### **June 21, 2016**

#### **Committee Updates:**

Mission Partnership Grant Committee–MPGC: Margy reported that there were 37 applications to the committee requesting approximately \$242,500. Sustainable grants are still open. Grant applications will be reviewed next week.

Congregational Development Partnership Committee -CDPC: Chris/Deb reported that parishes are almost all requesting more than was in their plans, which would be significantly over budget (about 70K) and there will be difficult decisions to be made.

Budget/Province II Discussion: Scott reported on Province II assessment discernment process noting that the budget for Province II went up 75% over 3 years, and there was very little explanation. Provincial executive position pay increased significantly. Networks & Other Programs increased by 414%.

Discussion followed and Council identified three options:

- 1) Continue with requested assessment payment
- 2) Pay this year but go down to previous assessment amount for next 2 years
- 3) Pay the previous assessment amount (\$3355 an amount assumed to have been passed in previous triennial budget) this year by taking it out of 2017 payment. **Option 3 adopted. MSP**

**Executive Session:**

Council voted to enter executive session to discuss an audit report from Zion-Avon. Following executive session, a previous resolution related to Zion Avon was amended to say “which has been approved by their Vestry” after the words “letter” In the bullet list under August 15, 2016. **MSP**

**September 20, 2016:**

Minutes to be approved at October 18, 2016 meeting of Diocesan Council.

Respectfully submitted,

Susan Woodhouse, Secretary for Diocesan Council

**85th Convention of the Episcopal Diocese of Rochester Standing Committee Official Report**

Name of Organization: The Standing Committee

Officer(s):

Committee Members: Lay:

Clergy: Christopher A. Moore, President Michael Hartney, Secretary

Lois Geiss, Sarah Peters, Marino Fernandez, Neil Houghton (resigned) Rick Hamlin, Lesley Adams, Virginia Mazzarella

Report: The Committee met 13 times between November, 2015 and September, 2016. The Committee met at the end of September and is scheduled to meet in late October, 2016. The minutes for those meetings have not yet been approved.

The Committee consented to following Diocesan elections:

1. Diocese of Los Angeles: Bishop Coadjutor, to be elected 12/2/16
2. Diocese of Eastern Oregon: Bishop Diocesan, Patrick W. Bell
3. Diocese of West Texas: Bishop Suffragan, to be elected 2/25/17
4. Diocese of Northern Indiana: Bishop Diocesan, Douglas E. Sparks
5. Diocese of Pennsylvania: Bishop Diocesan, Daniel G. P. Gutierrez
6. Diocese of Western North Carolina: Bishop Diocesan, Jose A. McLoughlin
7. Diocese of Central New York: Bishop Diocesan, DeDe Duncan-Probe
8. Diocese of Easton: Bishop Diocesan, Santosh K. Murray

The Committee certified to the:

1. Ordination of Virginia Tyler-Smith to the Priesthood
2. Ordination of Andrew Van Buren to the Priesthood
3. Ordination of Christa Levesque to the Priesthood
4. Ordination of Troy Preston to the Diaconate and then to the Priesthood
5. Postulancy of Padraic Collins-Bohrer and Michael Laker
6. Candidacy of Patricia Blaine to the Diaconate

The Committee consented to the:

1. Nomination of Terry Butwid as Treasurer to the Diocese
2. Sale of Diocesan House
3. Transition of Good Shepherd, Savona from Mission to Parish status
4. Sale of property adjacent to Epiphany, Gates

The Committee worked closely with Bishop Singh and with the assistance of Bishop Burnett in developing Behavioral Covenants that will govern the Committee's relationship with Bishop Singh and vice versa.

More details can be found on the Diocesan website as minutes of meetings are published each month as they are approved.

## **85th Convention of the Episcopal Diocese of Rochester Trustees Official Report**

**Name of Organization:** **The Diocesan Trustees**, including the Sub-Committees of Investment Review, Audit, Human Resources, Building & Property, and Prichard Scholarship Committee

### **Officer(s)**

**Name of Organization:** The Diocesan Trustees, including the Sub-Committees of Audit, Building & Property, Investment Review and Prichard Scholarship. In addition, the Human Resources Committee is a shared resource for the Bishop, Staff and all of the standing committees of the Diocese.

**Officers:** **Chairperson:** Bishop Singh, **Vice Chair:** Susan Scanlon, **Chief Investment Officer & Chief Financial Officer:** Todd Rubiano, **Treasurer:** Terry Butwid, **Assistant Treasurer:** Bliss Owen, **Clerk:** Lyn Omphroy

**Members:** John Burr, Peter Corrigan, Gil Ferris, Peter Harter, Les Kernan, Beverly Smith, Doug Lyon, Charles Zettek.

**Committee Members:** A number of outside members served on sub-committees, strengthening the committees and bringing more representation from a broad group of congregations. Included were: *Human Resources Committee outside members:* Elizabeth Bakken, Sherry Ralston, John Karl, and Amy Moyer. *Investment Review Committee outside members:* William McKee, Greg VanLaeken, Peter Greaves-Tunnell and John Johnson. *Audit and Finance Committee outside member:* Aaron Kane. *Building and Property:* Jay Benesh, Richard Krapf and Tom Judson, *Prichard Scholarship outside members:* Marti St. George and Madeline Carpenter-Burke.

**Structure:** The Diocesan Trustees are supported by a number of standing Sub-Committees, including the Investment Review Committee, the Audit Committee, the Building & Property Committee, the Prichard Scholarship Committee and the Human Resources Committee. In addition to the four scheduled Trustee meetings, the Trustees continue to look for opportunities to collaborate with the Standing Committee, Diocesan Council and the Commission on Ministry. Actions of the Trustees and all Sub-committees are found in the minutes of the Trustees located in the office of the Diocese. Committee meetings took place several times during the year.

### **Audit Committee:**

A significant portion of the work of the Trustees is to complete canonical requirements including the Diocesan Audit and assisting with parish audits.

In the fall of 2015, the Audit committee requested RFP's for a new three year contract to conduct the audit for the Diocese. The Bonadio Group provided valuable counsel and support for many years as our Diocesan audit firm, and they were invited to participate in the RFP process. The committee received four proposals, including one from The Bonadio Group, who was our auditor for the past five years. Mengel Metzger Barr & Co., LLP (MMB) submitted the most cost effective proposal, and was highly qualified. Accordingly, the committee recommended and the Trustees approved engaging MMB for the new contract. MMB conducted the audit of the finances and assets of the Diocese for 2015. At its meeting of September 7, the Trustees unanimously passed a resolution to accept the 2015 Diocesan



Audit and move the audit to Convention for review and approval. The audit is available for review on the Diocesan web-site.

### **Building and Property Committee:**

The Building and Property Committee met several times over the course of the year. The committee worked on the following properties and assessed the requirements of each:

- Ardent Solutions partnership, enhancing the ministry in Belmont, NY
- Plans for Church Insurance inspections of 12 parish properties in 2016
- Future disposition of properties in Bolivar and Belvidere, NY
- Discernment on the future use of D-House

### **Investment Review Committee:**

The current Investment Policy Statement (IPS *adopted February 3rd, 2014*) for funds invested in the Combined Endowment was reviewed and approved for its continued use by the Trustees. The Cutler Trusts were legally dissolved and the assets incorporated into the Combined Endowment, primarily as a restricted fund, providing more efficient management of the investments.

The portfolio performance since management was moved to Genesee Valley Trust (GVT) on 12/01/11 was an average annual return of 8.2% through July 2016. This performance is somewhat behind our benchmark; however, returns are ahead of our IPS goal of 6.5%. GVT rectified the issues with their sub accounting reporting and have gone with a much simplified unitized method. Continued upgrades to the reporting will be introduced in the 4<sup>th</sup> Quarter of 2016.

The Trustees continued efforts to ensure that the loan balances are in line with the current endowment level. The total balance of outstanding loans was just over \$2.4 M. as of 12/31/15, with loan capacity going into 4<sup>th</sup> Quarter of 2016 is over \$550,000.

Trustees discussed resolution C039 from General Convention regarding fossil fuel divestment & clean energy reinvestment and determined that it was neither practical or prudent to alter the current investment policies or practices of the Diocesan Combined Endowment.

### **Resolutions:**

- 2016 Housing Allowances
- Signatory Approvals
- Approve continued use of the current Investment Policy Statement (IPS)
- Endowment draw for the 2017 Diocesan Budget
- Trustees accept the 2015 Diocesan Audit
- Epiphany Gates one (1) acre sale to Episcopal Senior Life Center
- Approve project plan for the sale of 935 East Ave., Rochester (Diocesan House)
- Broker Selection to market 935 East Ave.

- Provide Not to Exceed funding for the Professional Appraisal of 935 East Ave.
- Provide Not to Exceed funding for D-House Environmental Study
- Provide Not to Exceed funding for Property Assessment of three (3) buildings at Grace Church, Lyons

**Prichard Scholarship Committee:**

The Rev. Canon James B. Prichard Memorial Scholarship Fund was created in 1998 in loving memory of James Prichard, who served the Diocese of Rochester so faithfully and effectively for 17 years as Canon to the Ordinary. Its purpose is to assist clergy children of the Diocese with expenses associated with higher education.

The Prichard Scholarship Committee met and awarded 2 scholarships. The following young adults received a scholarship award for their continued education. Each received \$1,250.

**HR Committee:**

Each year, the HR Committee of the Diocese reviews compensation guidelines including clergy salary ranges, salary increases as well as health insurance benefits for active/retired employees. The committee also worked on updating the salary ranges for the Bishop, Canon, CFO and Communications/IT positions.

- Aaron Krapf
- Sarah Kohlmeier

Respectfully submitted,

Lyn A. Omphroy Clerk, Trustees

## **DISTRICT REPORTS**

### **85th Convention of the Episcopal Diocese of Rochester Northeast District Official Report**

Name of Organization: **Northeast District**

Officer(s): The Very Reverend David Hefling, ObJN+, Dean Committee Members: The clergy and people of the Northeast District

Report: The Northeast District clergy and lay members will have met three times since the last Diocesan Convention. Guest presenters have included Todd Rubiano and Matthew Townsend, representing the Diocese of Rochester, and the Rev. Sara D'Angio-White, representing Family Promise of Wayne County. We continue to disperse our district funds (\$4,000) to one ministry in each parish that applies. Presentations are made annually so that we can know the mission and ministry of our parishes more completely. The Northeast District also sponsors the Storybook Project, which is administered through St. John's, Canandaigua.

Clergy of the NE District are invited to gather on the third Thursday of each month along with Bishop Singh to share information, program ideas, challenges, and concerns. This year we have welcomed the Rev. Cam Miller from Trinity, Geneva, and the Rev. Dr. Maurice Charles, Chaplain of the Colleges at Hobart-William Smith into the fold. Regular attendees who add joyfully to our monthly gatherings include Maggie and Charlie D'Angio-White. During the absence of our Dean, the Very Rev. David Hefling, whose sabbatical runs September through November this year, the Rev. Andrew VanBuren is facilitating monthly meetings and the Rev. Andrew D'Angio-White is facilitating the annual fall District Meeting.

## **85th Convention of the Episcopal Diocese of Rochester Rochester/Monroe Districts Official Report**

Name of Organization: **Monroe and Rochester District**

Officer(s): The Very Rev. Deborah Duguid-May, Dean and the Very Rev. Cindy Rasmussen

Report:

The joint meeting of Monroe/Rochester District on February 16, 2016 was cancelled due to a blizzard.

The next meeting was held at St Stephens on April 26, 2016. We began with a potluck supper together. Karen Elam, deputy director of the anti poverty initiative spoke about their plan for addressing poverty in our counties. There was much discussion. Chris Moore, our Rochester warden tendered his resignation and Dick Laidlaw was elected to serve as the new Rochester warden. Gary Gocek presented the spring grant report. Lisa Bodenstedt was elected as the Rochester lay representative to the district grants committee and Suzanne Frisbee elected as the Monroe lay representative to the same committee.

Our third meeting was held on July 26, 2016 at Grace Episcopal Church, Scottsville. A time of silence was observed for the passing of Lisa Bodenstedt. Todd Rubiano and Scott Seabridge presented the diocesan preliminary budget for 2017 and discussion followed. There was also discussion on the sale of the Diocesan House. Peter Barker from St Thomas was elected to the grants board.

As combined Districts, the clergy of Rochester and Monroe district continue to meet with each other and the Bishop for Bible study and discussion. These have been well attended and very helpful to us as clergy,

(The Very) Rev. Deborah Duguid-May Dean, Monroe District

(The Very) Rev. Cindy Rasmussen Dean, Rochester District

## **85th Convention of the Episcopal Diocese of Rochester Southeast District Official Report**

### **South East District Report to Diocesan Convention: September 2016**

The South East District met, for a potluck supper and business meeting, four times: March 7th at St. Mark's, Penn Yan, June 6th at St. Luke's, Branchport, September 12th at St. James', Hammondsport, and on Oct 24th at St. Thomas', Bath. At each of these meetings we enjoyed fellowship with one another, reports on the activities and ministries of our various congregations, and hearing a report from Diocesan Council. Each meeting concluded with the service of Compline.

After wearing out several secretaries after years of service, the District decided to rotate the Secretary position each year, in an alphabetical rotation beginning with the June meeting. Nicole Landers, Branchport served through June when Marion Ivy, Corning was appointed. The other District officers are the Dean, Phil Kasey; Pat Selwood, Lay Warden; Lynn Sharp, Clergy Representative to Diocesan Council, and Linda Raide, Lay Representative to Diocesan Council.

Mission Grants for 2016 were awarded to:  
Creation Week Camp, St. Mark's, Penn Yan- \$2500  
Jail Ministry, Christ Church, Corning - \$500  
Community Garden, St. Thomas, Bath - \$500  
Sunday Supper Ecumenical Evenings, St. Thomas, Bath - \$500

We rejoiced with Church of the Good Shepherd, Savona on now being a Parish!  
The District Mission Project for this year, decided at our first meeting of the year in March, was Episcopal Relief and Development, particularly their Syrian Refugee efforts. Since most of us struggle with our own church budgets, we are very pleased to be able to say that together we have sent \$4550.00 to ER&D.

Respectfully submitted,  
Pat Selwood, Lay Warden SED

## **85th Convention of the Episcopal Diocese of Rochester Southwest District Official Report**

Name of Organization: Officer(s):

Committee Members:

### **SOUTHWEST DISTRICT**

Mr. Bob Walker, Warden

Mrs. Mary Burns, Secretary

The Very Rev. Carol W. Stewart, Dean

Clergy and Delegates from Zion, Avon; St. Michael's, Geneseo; St. Peter's, Dansville; Trinity, Canaseraga; Christ, Hornell; St. Paul's, Angelica; Christ, Cuba; St. John's, Wellsville

The Southwest District meets seven times each year to share supper, fellowship, and the work of the church in our area. District grants are awarded twice each year, in the spring and fall, to serve the needs of varying ministries, ranging from holiday turkey delivery to playground supplies to food pantry and free community meal support. Members take an active role in appraising the Diocesan budget, and share love, concern and support for each other and all our parishes as we meet together.

**85th Convention of the Episcopal Diocese of Rochester  
Bishop Sheen Ecumenical Housing Foundation, Inc. Official Report**

Name of Organization: Bishop Sheen Ecumenical Housing Foundation, Inc. (Sheen Housing)

**Board Members:**

Kevin LoCicero, President; Sherri Catalano, Vice President; John Berry, Secretary; Charles Chapin, Treasurer; Michael Aiello; Joan Belgiorno, Elizabeth Biehler; Michael Connelly; Patrick Cusato; Jaime Frederes; Bruce Marché; Sumner Pearsall; Diane Stofer; Penny Wisneski

**Professional Staff:** Allynn Smith, Executive Director; Deborah Spillane, Housing Counselor; Linda Donohue, Bookkeeper; Rosemary Mackie, SSJ, Rehabilitation Specialist; Susan Camp, Rehabilitation Specialist

**Report:** Sheen Housing provides more than shelter. We are opening doors—providing a step up for vulnerable people in our Diocese.

Our mission at Sheen Housing is to create and sustain healthy, safe, affordable and accessible housing for low - income individuals, families, seniors, veterans and persons living with disabilities. We help people by building hope and a pathway to self-sufficiency. We strengthen households and communities by providing comprehensive assistance through a wide range of housing services and development programs. The end result is financially stable households, sustainable housing, and improved health, job and education opportunities in our 13-county service area.

Stable, safe housing is essential to the health outcomes of all people, of all ages. Its absence is particularly damaging to children, the elderly, low-income families and other vulnerable populations. Sheen Housing addresses the many ways in which housing and health intersect to promote successful, healthy and sustainable outcomes.

The year alone we touched the lives of over 597 individuals, families, seniors, veterans and persons living with disabilities through our home rehabilitation, home ownership and housing development programs. We could not do it without your help. Your support and investment in Sheen housing has repeatedly played a key role in our success. Thank you for your generosity and partnership.

We extend our thanks to Bishop Prince Singh for his fervent support and assistance. We are most grateful for our talented and dedicated Board of Directors. We are fortunate to have a passionate and professional staff.

We give thanks for our parishes, community partners, health and service providers, benefactors, kindred government agencies and to all guests attending and supporting our annual event. This allows us to do so much more, extending our capacity to achieve our goals with compassion and creativity.

We extend an invitation to interested individuals to join our unwavering efforts to secure safe, healthy and affordable housing for all.

Please contact us if you are able to share your expertise, time, concern and financial assistance. We can promise you many challenges and hard work, but also many rewards and successes as we meet the housing need of our Diocese. We look forward to building hope together.

Sheen Housing

935 East Avenue, Suite 300 Rochester, NY 14607 (585) 461-4263 [www.sheenhousing.org](http://www.sheenhousing.org)

Like us on Facebook: [www.facebook.com/bishopsheenecumenicalhousing](http://www.facebook.com/bishopsheenecumenicalhousing)



## **85th Convention of the Episcopal Diocese of Rochester Christian Leadership/CRCDS**

### **Anglican Studies at Colgate Rochester Crozer Divinity School**

Each week during the academic year, the Episcopal students at CRCDS meet for Anglican Formation. We say our prayers, support one another and discuss subjects related to our spiritual lives and vocation. We talk about all aspects of the Episcopal Church. We discuss poetry, practice various kinds of meditation, and reflect on world events. We also welcome a variety of speakers to our class. This year we will host parish priests, our new Canon Johnnie Ross, representatives from the COM, and the Bishop. These guests enrich our program enormously, and we are grateful for their willingness to spend time with us. In addition to gathering together each week, the students lead All School Worship in the Episcopal tradition several times each semester.

You may have heard that CRCDS is moving from its present location on South Goodman Street and intends to be in a new, yet to be determined, location at the beginning of the 2018- 2019 academic year. The move is an outgrowth of the school's strategic planning, which is focused on creating a thriving and sustainable model for 21<sup>st</sup> Century theological education. The school will continue to offer MA, MDiv and DMin degrees, as well as expanded offerings for clergy, lay church leaders and the general public. The school is already investing in new models of theological education, including distance learning and the creation of learning communities.

I would like to take this opportunity to highlight the gift of having CRCDS in our community. The professors are scholarly and compassionate, the students are diverse but united in their desire to serve God, and the classes are lively. If you think you might be interested in starting a degree program, or if you simply want to take or audit a course, please feel free to give me a call. I would be delighted to give you a tour and discuss course options.

Winifred Collin

[winifredcollin@gmail.com](mailto:winifredcollin@gmail.com)

## **85th Convention of the Episcopal Diocese of Rochester Ecumenical and Interreligious Officer: Official Report**

Interfaith and ecumenical activity continues to be very active in Rochester.

I serve as diocesan representative on the Commission on Christian Muslim Relations (CCMR) and also on the Commission on Christian Jewish Relations (CCJR). Both of these commissions meet monthly and prepare a variety of educational and community events serving their various constituencies. The CCMR sponsors a variety of interfaith conversations for the general public. This year the CCMR decided to embark on a program to pair Christian families with Muslim families in order to help break down stereotypes, foster understanding of Islam and build bridges.

The families who volunteered for this program were guests of the CR at their annual Interfaith Iftar in early June.

The CCJR devoted its time during 2015-2016 to continuing the interfaith dialogue that has been on going for many years in that group on a variety of issues and topics of contemporary concern, including the increasing tensions between liberal mainline Protestants and the American Jewish community over issues relating to Israel and Palestine. The CCJR also hosted its 20<sup>th</sup> year of monthly Jewish Christian Bible study, which draws a dedicated crowd of nearly 80 people each month. I was a presenter at one of those sessions along with Rabbi Kelly Levy of the Jewish Community. I was also appointed to serve as a Partner For Peace with a Jewish rabbi, where we commit to regular conversation and study together on the issues around Israel and Palestine, with the hope of creating safe spaces for civil dialogue on that contentious issue.

I also serve as one of two diocesan representatives on the board of the Greater Rochester Community of Churches Faith in Action Network, which meets monthly. The Rev. Dr. Peter Peters also serves on that board. In March, the diocese, in conjunction with FAIN sponsored the eighth annual ecumenical Good Friday Stations of the Cross walk. That event was extremely successful, with over 200 walkers from seven different denominations, including a significant contingent of young people in attendance and garnering television coverage on all our local TV stations.

I also serve on the Advisory Board and the program committee for the Hickey Center for Interfaith Studies and Dialogue at Nazareth College. In the past year, I have done lectures at several CISD educational programs including the Global Citizenship Conference for high school students in March 2016, attended by over 500 high school students from Rochester and upstate New York. I served on the program committee for that conference. The Hickey Center sponsored a major conference in May on environmental sustainability, with scholars from all over the world offering papers on issues involving the environment with a religious or theological analysis. I served as moderator for one of those panels and am serving on the committee that will select the papers that will be published into a book out of the conference.

In October 2015 I attended the Parliament of the World's Religions in Salt Lake City, Utah. At that conference I was on a panel with Dr. Muhammad Shafiq and Dr. Susan Nowak from Nazareth College and a speaker from Union Theological Seminary discussing the Common Word Document, a statement issued in 2007 by 138 Muslim scholars to the Christian world which has spawned many dialogues and interfaith endeavors ever since. I also advised a team of my college students who presented two workshops of relevance to young people at the Parliament. While at the Parliament I networked with

other Episcopal EDEIO representatives who were there. The Parliament is the premier interfaith gathering in the world, bringing together people from 50 religious communities in 80 countries.

This past year Bishop Singh also convened a group of interfaith leaders in Rochester to discuss how faith communities can contribute to the Anti-Poverty initiative in Rochester and how we can, as an interfaith community, respond to racism, violence and poverty in our city. At a large gathering of interfaith leaders in late summer, Bishop Singh was tasked with calling together a committee of interfaith leaders to discuss reframing and restructuring interfaith work in Rochester. I will be one of the members of that committee going forward as we try to streamline the enormous amount of interfaith work that is done in this city.

In all of these activities, I represent the Episcopal Diocese of Rochester and endeavor to see that we are a serious player in the emerging and vibrant interfaith community in Rochester and in the national and international arena. Interfaith dialogue and education are critical in today's world and I serve in these roles to ensure that this diocese is well represented at all the critical interfaith events that happen in this local community and in ECUSA.

Respectfully submitted,  
The Rev. Canon Dr. C. Denise Yarbrough

## **85th Convention of the Episcopal Diocese of Rochester Episcopal Senior Life Communities Official Report**

Name of Organization: Episcopal SeniorLife Communities (ESLC)

Officer(s): Loren J. Ranaletta, President/CEO

Committee Members: Courtney McGinness, VP of Community Outreach, Diocesan Communications

Committee Name of Organization: Episcopal SeniorLife Communities (ESLC) Officer(s): Loren J. Ranaletta, President/CEO

Committee Members: Marino Fernández, ESLC Pastoral Assistant, Diocesan Standing Committee; Courtney McGinness, VP of Community Outreach, Diocesan Communications Committee; Patti Cummings, ESLC Development Assistant, Diocesan and Convention Volunteer

Programs: The Episcopal Church Home, The Center for Rehabilitation, River Edge Manor, Brentland Woods, Rockwood Center, Seabury Woods, Beatrice Place, Valley Manor, Pinehurst

### **Report:**

Episcopal SeniorLife Communities is pleased to partner with many in order to continue our good work – parishes, corporate supporters, donors, volunteers, staff, residents, and family members are the key to our success. Together, we are meeting the needs of seniors in unique and innovative ways as a direct response to consumer expectations, and community engagement remains at the forefront of our efforts. Our vision remains strong as we create relationships and communities that inspire active, purposeful, and fulfilled lives.

### **Neighborhood Program Expansion**

The overall Neighborhood Program goal is to promote wellness through health education, physical activity, socialization and healthy eating as an avenue for seniors to maintain independence and remain active in their communities. Since last year, we have launched our sixth Neighborhood Program in the Honeoye Falls/Mendon area (based out of our Pinehurst campus) to add to our existing Neighborhood Programs in Henrietta, the South Wedge, Northeast Greece, the Westside (Gates, Chili, Ogden, Spencerport) and East Avenue area. Overall data is showing that 95% of members are living healthier lifestyles since being involved in our Neighborhood Programs (i.e. increased fruit/vegetable consumption; increased steps/day; increased health knowledge; etc.).

The ESLC Transportation Service – a volunteer-based initiative – remains an important aspect of our Neighborhood Programs, and provides seniors around our communities an invaluable resource to remain independent. We continually work with Lifespan of Greater Rochester to train volunteers, and are accepting new volunteer drivers.

We have also expanded an intergenerational program – referred to as GAP (Generations Align Project) – which brings seniors and youth together, and is designed to improve the self-esteem and sense of purpose for both generations. We have established numerous community partnerships to support this effort, including: Making a Connection Academy (MAC), part of the Rochester City School District; Rochester City Schools #19 and #20; Greece Central School District; and The City of Rochester Department of Recreation and Youth Services. Through this program, seniors have social opportunities to help maintain independence and youth develop a relationship that encourages learning. Both generations gain knowledge of nutrition and ways to improve their overall health.

Another important aspect of our Neighborhood Programs is community gardens. This was the third year of the gardens at our Northeast Greece location/Neighborhood Program and more than 2,387 lbs. total have been harvested there (700 lbs. in year one; 1,029 lbs. in year two; 685 lbs. to date this year). We have added additional gardens at The Episcopal Church Home and produce is available for residents, family, community members, staff and guests. These gardens were installed with those youth involved in GAP, and under the direction of a master gardener.

Participation numbers for our Neighborhood Programs are growing steadily with 150+ community members throughout Monroe County. In 2015 alone, 1,355 health and wellness classes were offered through this programming. We are pleased to have the support of many community partners, including Church of the Epiphany, who are vital to the success of these programs.

#### Pastoral Care

The mission of the pastoral care program within ESLC is to provide meaningful and consistent pastoral support to residents, family, staff and neighborhood members of all faiths. The Pastoral Care Department has recently added a full-time Pastoral Assistant, Marino Fernández, who has assimilated quickly into the organization and with the guidance of The Rev. Bryon Roy, ESLC Chaplain, continues to navigate his spiritual journey. With the addition of this position, we are able to increase the frequency of worship services and discussion groups, as well as the personal visits, which mean so much to our residents and families.

In addition, funding from last year's annual golf tournament was designated to support the ESLC Spiritual Care Program through the purchase and installation of video equipment, allowing for remote access/viewing of programs being offered in The Chapel of the Good Shepherd at our satellite campuses. Seniors have greatly benefitted from these enhancements as our reach has increased with the addition.

#### Staff Growth

ESLC is building and implementing a work force engagement plan, and is committed to the overall health and well-being of all staff. There are many wellness opportunities throughout the year including employee health and wellness fairs, Blue 4U screenings (blood test health screening – participants receive insurance discount), bi-monthly blood pressure screenings, public market days for employees to purchase fresh fruits and vegetables, monthly lunch and learn sessions, and workshops on financial and emotional health. In the spring, ESLC participated again in the JP Morgan Chase Corporate Challenge at RIT. We continue to partner with Strong EAP, offering a free program to employees who are in need of counseling and therapy. In addition, ESLC has partnered with Summit Federal Credit Union (?) to establish a new employee loan program to assist employees in qualifying for financing – the program has proven to be beneficial resource to many staff. Numerous other funds are available to support staff in a variety of ways. All of these initiatives assist us in supporting the importance of good health and wellness of our workforce, which is currently 611 strong.

#### Gratitude

We are extremely grateful for the overwhelming support shown by those who generously give of their time and resources to ESLC. More than \$115K was raised through our 20th Annual Golf Tournament, and more than 200 golfers took part in the day and even more joined in for dinner. Also, 420 volunteers donated 9,799 hours of volunteer time the past year. Together, we are helping seniors and are truly making a difference! We thank you for your continued support and partnership on the journey of providing the utmost quality of care for seniors in and around our communities.

## Our Future

As we look to the future, we reflect on our heritage playing a key role as we move forward. We are committed to carefully preserving the integrity of our long-time quality services and take further steps towards building our most valuable resource – our workforce. The year has been a period of thoughtful planning, and strengthening of those services and partnerships that have been instrumental in all we do . . . all while maintaining our excellence in programs. As we know, seniors desire options, so we will continue to explore growth opportunities for those with varying backgrounds, means, needs and interests. We will remain committed to our social obligation as a faith- based, not-for-profit organization. Also, we will sharpen our focus on health and wellness programming designed to equip seniors with knowledge and opportunity so they can lead healthy, independent lives. All of these efforts will enhance our reputation as being one of the most trusted resources for seniors and their families.

The ability to broaden our vision and mission into new areas would not be possible without the support of those closest to us. Together with many, we are truly making a difference in the lives of seniors now and for years to come.

## 85th Convention of the Episcopal Diocese of Rochester OASIS Official Report

Name of Organization: OASIS: the Diocesan ministry for and by the LGBTQ members of the Church Officer(s): Chair, Robert E. Crystal
Committee Members: VAR
Report: The last year has been one of regrouping and discernment. With the Supreme Court decision affirming the validity
same-gender marriages nationwide, much of the energy and urgency we once saw has left the LGBT movement as a whole. While we still march as a diocese in the local Pride Parade, there is more that we want to do.
There are still instances of discrimination, and there are still examples of the suffering, even death of gay and lesbian youth and especially the vulnerability of the non-conforming youth, be they transgender, effeminate boys or masculine girls. What can the "Church near us" do to love, support and defend our vulnerable children? How can we let them know that they are our own? Also rising up is the issue of the LGBTQ elderly. The Gay Alliance of the Genesee Valley has hosted a program called "Shoulders to Stand On" which has featured early pioneer Fr. Walter Szymanski among others. The STSO has been accumulating historical items and gathering data. One thing that is obvious is that the LGBTQ community around us is aging. OASIS will be working to identify ways that "the Church near us" can protect and include the elders of the LGBTQ community and let them, too, know that they are our own.
We ask the entire Diocese to help us in our ministry: encourage the LGBTQ members of your parish to join us; seek out and report to us instances of LGBTQ discrimination/bullying; plan on joining the Diocesan party marching in July of 2017.
Robert Crystal Rochester, NY  <i>To suppose that God Almighty has confined his goodness to this world, to the exclusion of all others, is much similar to the idle fancies of some individuals in this world, that they, and those of their communion or faith, are the favorites of heaven exclusively; but these are narrow and bigoted conceptions, which are degrading to a rational nature, and utterly unworthy of God, of whom we should form the most exalted ideas. ~ Ethan Allen</i>

## **85th Convention of the Episcopal Diocese of Rochester Prison Ministry Advisory Board Official Report**

**Name of Organization: Diocesan Prison Ministry Advisory Board**

**Officer(s):** Britton Hopkin -- Chair

**Committee Members:** Precious Bedell, Robert Crystal, Rochelle Curtis, Janet Farnsworth, Barbara Fornalik, Richard Frey, Keturah Gilbert, Wes Harris, Delores Johnson, Clarie Kremer, Richard Laidlaw, Gloria Lundberg, Barbara Sandburg, Elsa Schaefer, Sandra St. Martin, Kathy Walczak, Eleanor Welz, Mary White

**Meetings:** Jan. 16, 2016: Ferris Hills, Canandaigua, NY April 2, 2016: Ferris Hills, Canandaigua, NY June 18, 2016: Ferris Hills, Canandaigua, NY Oct. 22, 2016: Ferris Hills, Canandaigua, NY

**Mission Statement:** Promote within parishes of the dioceses an understanding of the challenges and opportunities faced by the incarcerated and re-entering men and women and their families, and to encourage and support ministries within our parishes to assist this community.

### **Report:**

The Prison Ministry Advisory Board promotes volunteering and involvement of churches within our diocese in helping prisoners and their families. In addition, where the need arises, we occasionally start or manage new ministries. Our website can be accessed at [www.prisonministry-edr.org](http://www.prisonministry-edr.org). We publish an e-newsletter several times each year that can be accessed from our website. Currently, board members / friends of the board are reaching out to over 1000 area prisoners through involvement with many non-profit agencies including: Catholic Family Center, Compeer, Judicial Process Commission, Literacy Volunteers of Rochester, Northeast District Storybook Project, Rochester Storybook Pilot Project, Rochester Interfaith Jail Ministry, Safer Monroe Area Re- entry Taskforce (SMART), Step-by-Step of Rochester, Boy Scout, and Girl Scout Programs. In addition, one of our members (Christ Church, Corning) celebrates the Holy Eucharist and visits with groups of prisoners in the Steuben County Jail.

### **Highlights Since the Last Convention:**

Notable highlights of our board's activities and / or activities of our members and friends who collaborate with us since the last convention, are listed below.

### **Start up of Rochester Storybook Project at Monroe Correctional Facility:**

This is modeled after the very successful Northeast District Storybook Project which serves people housed at the Ontario County Jail. With the Storybook Project, selected prisoners read children's stories into a digital recorder. The recording (in CD format) is sent along with a new book of the same story to the reader's child. The child can then read along with the parent as though the parent were home. St. Peter's is also joined in this project by participants from St. Luke's Episcopal Church, Brockport; Christ Episcopal Church, Rochester; St. Thomas Episcopal Church, Rochester; and St. Luke's and St. Simon Cyrene Episcopal Church, Rochester; Spiritus Christi Church, Rochester; St. Monica's Roman Catholic Church, Rochester; Victor First Presbyterian Church, Victor; and Webster Christian Reformed Church, Webster.



Our project began its “Pilot” phase (small scale operation recording just female participants to demonstrate operational feasibility and work out any “bugs” in the system) prior to obtaining approval for full scale operation utilizing male and female participants, this last February, 2016. As of this writing, we have obtained approval to begin full scale operation with both men and women beginning this October 2016. The “Pilot” phase as well as the beginning of the full production operation has been funded by a grant from the Episcopal Diocese of Rochester.

To date, our project has been well received by our recording participants who are grateful for the opportunity to use these recordings to stay connected with their children during the separation from their families. We have also heard from guardians that the children love hearing their parent’s voice reading them stories and at the same time receiving their very own story book. Staff at the Monroe Correctional Facility (MCF), have been highly enthusiastic and supportive of our project. Our volunteers for this project greatly appreciate the support they have been given by the MCF staff, and have found the “Pilot” phase very helpful in producing a well-organized and efficient operation.

Our Coordinator and Directory, Britt Hopkin, has received much help and advice from the Northeast District Storybook Project, including its director, Claire Kremer (also a member of our Prison Ministry Advisory Board), and visited a recording session they were conducting with female participants in the Ontario County Correctional Facility in Hopewell NY this June. The help and support we have received from the Ontario project has been critical to our operation, and is deeply appreciated.

### **Northeast District Storybook Project at Ontario County Correctional Facility**

The Northeast District Storybook Project continues in very high production as it is concluding its 11<sup>th</sup> year of operation. The new documentary film about Claire’s project, “Turn the Page” was screened at the Little Theater in Rochester this last February, and is now in nearly completed form. As part of the publicity leading to the screening, Claire was interviewed on the Evan Dawson program aired by WXXI in Rochester, and also on the “Need to Know” TV program also produced by WXXI. In addition, the Canandaigua Times interviewed Claire about her project, and then won a national award based on the article. The production of the film, and Claire’s broadcast appearances have been tremendously helpful to helping the Rochester Storybook Project obtain volunteers and other support.

### **Prison Re-entry and Aftercare Ministries (PRAM) / Youth Intervention and Aftercare Ministries (YIAM) – St. Thomas, Rochester**

This June, the Prison Ministry Program at St. Thomas Episcopal Church in Rochester, held a series of three lectures given by members of the University of Rochester School of Medicine and Psychiatry regarding needs and services for prisoners before, and during re-entry back into their community. The first lecture was presented by Dr. Catherine Cerulli and entitled “Pipeline to Prison”, which details the many ways people can get caught up in the criminal justice system. The second lecture was given by Dr. Diane Morse, MD, and dealt with the special needs that women have as they return back to their communities from incarceration. A program specially set up for women was featured, entitled Women’s Initiative Serving Health (WISH). The third and final lecture was given by Dr. Steven Lamberti, which detailed the psychiatric needs of prisoners during incarceration and in aftercare. Summaries of the first two lectures can be obtained by visiting the Prison Ministry Advisory Board’s website [www.prisonministry-edr.org](http://www.prisonministry-edr.org) and click on “Newsletters”. This is an archive of all of our e-newsletters.

**PRAM St. Thomas**, continues to provide programs which focus on relationship building, and responds to letters sent in by inmates.

PRAM also works with volunteers from other service providers such as Volunteers of America / Step-by-Step of Rochester, as well as the University of Rochester Medical Center.

**YIAM St. Thomas** provides Scouts Beyond Bars programming which works closely with both Boy Scouts and Girl Scouts. These programs are aimed at children who have a parent who is (or has been) incarcerated. This work aligns with established scout units and utilizes trauma-informed care for the children to help them create stability and structure in their lives.

YIAM St. Thomas is also working with 16 & 17 year-old youth incarcerated in the Downtown Jail in Rochester, and is aimed at supporting a more successful reentry process for youth offenders. Much of the programing for YIAM is based on a modified version of Cognitive Behavioral Therapy (CBT).

### **Prison Re-entry and Aftercare Ministries – Ascension Church**

PRAM—Ascension through the work of Bob Crystal is leading Rochester Interfaith Jail Ministry and is operating group programs for adults in the Monroe Correctional Facility (MCF) based on the “Houses of Healing” series published by Lion Heart Press in 8 week cycles, and is leading a similar series also from Lion Heart Press, “Power

Source” in the Monroe County Jail (MCF) in Downtown Rochester for incarcerated youth charged with adult crimes.

Ascension Episcopal Church hosts the Cephass support group for Rochester every Tuesday evening for released people and their families. They have been doing this since 2006. Ascension also hosts classes for CASAC and Social Work licenses, and also maintains regular correspondence with inmates in various state and federal facilities. PRAM Ascension is looking to begin a ministry of transportation of family members from downtown Rochester to the three nearby facilities: Livingston / Groveland, Attica / Wyoming, and Albion / Orleans facilities. They need a bus, a driver and funds for insurance and gas as well.

**Belmont and Corning:** Gloria Lundberg is continuing the Step-by-Step programs in the Allegheny County Jail in Belmont, and Jan Farnsworth of Christ Church, Corning is continuing to celebrate Holy Eucharist in the Steuben County Jail in Corning.

### **E-Newsletters Published this Period**

We have redesigned our Newsletter archive on our website: [www.prisonministry-edr](http://www.prisonministry-edr). All past e-newsletters are listed by year and title in the Newsletter Archive accessed by clicking on the “Newsletter” button of our website, and are available for downloading in PDF format. The newsletters published during this current period include:

**Sept. 2015: “Wesley’s Mother’s Group”:** Describes a support group for mothers of incarcerated youth.

**April 2016: “Cognitive Behavioral Therapy for Incarcerated Youth”:** Details a program offered by PRAM St. Thomas (see above) for incarcerated youth at the Monroe County Jail (MCJ).

**June 2016: “The Rochester Storybook Project”:** Describes the formation and operation of the Rochester Storybook Project now operating in the Monroe Correctional Facility (MCF).

**July 2016: “Pipeline to Prison”:** Summary of Lecture given by Dr. Catherine Cerulli at St. Thomas Episcopal Church in June 2016 detailing the many ways (often unfortunate) that people can get caught up in the criminal justice system.

**September 2016: “Women’s Initiative Serving Health”:** Summary of Lecture given by Dr. Diane Morse describing a new program at the University of Rochester Medical Center for serving justice involved women as they re-enter the community.

**Financial Needs for 2016:** Continue funding at \$1,500.

**Visit our website: [www.prisonministry-edr.org](http://www.prisonministry-edr.org).—Sign-upforoure-newsletteronourwebsite.**

**Respectfully submitted,**

Britton Hopkin – Chair

## **85th Convention of the Episcopal Diocese of Rochester Public Policy Official Report**

Name of Organization: Diocesan Public Policy Committee Officer(s): Dorothy Romanet, Chair

Committee Members: Dorothy Barnes, Robert Crystal, Barbara Deming, Christian Haller, Carolyn Mok, Janice Nash.

### **Report:**

The Public Policy Committee presented its annual Workshop & Luncheon on April 9, 2016 at St. Mark's & St. John's. Due to unforeseen circumstances, the topic and presenters had to be suddenly changed. We then received incredible support from Bishop Singh, Matthew Townsend, and Kristy Estey in identifying three new speakers for a revised version of the main topic of poverty. Instead of entering into a Poverty Simulation, we were quickly able to enter into discussions concerning poverty and where it intersects with race. A total of thirty-seven people, including Priests, laity, a probationer, and diocesan Staff attended the Workshop. Three speakers each took time for questions. Our first speaker was Mitch Gruber, Director of Programs & Innovations at Food Link. Our second speaker was Edward Doherty, author of the 2013 Poverty Report. Our afternoon facilitator was Bishop Singh. He asked theologically based questions dealing with personal transformation that leads to seeing the face of God in others.

We continue to focus on discerning new ways to interact with Priests and laity in our 8-county Diocese, on preparing an informative web-site, and seeking new ways to journey with and be supportive of others in advocating for justice. Anyone wishing to call attention to an issue in their District where we might collaborate is welcome to contact the Chair.

**85th Convention of the Episcopal Diocese of Rochester United Thank Offering (UTO) Official Report**

Name of Organization: United Thank Offering (UTO)

**Report:**

The mission of UTO is to expand the circle of thankful people and encourage intentional, daily thankfulness for the abundance of God’s blessings.

UTO is a spiritual and financial partner in the mission work of the Episcopal Church. All UTO funds collected each year are distributed in grants which support a variety of domestic and foreign missions.

Ongoing goals for UTO in the Diocese of Rochester include:

1. Work toward 100% participation in Convention In-gathering
2. Promote successful grant applications from the Diocese of Rochester
3. Contribute updates/reminders for publication on Diocesan website and in Diocesan e-newsletter

Over the past several years, the UTO In-gathering funds from the Diocese of Rochester have averaged between \$11,000 and \$14,000. In the past several years, UTO grants to our Diocese have averaged \$20,000+. We have much to be thankful for!

**In past years \$203,508 in grant monies has returned to the Diocese of Rochester.**

Year	Recipient	Project	Amount
2004	Church of the Epiphany, Gates	Walkway to Senior Center	\$7,500
2004	Diocese of Rochester	Youth Ministry	\$15,000
2005	St. Peter’s, Henrietta	Roof for Parish Hall	\$19,000
2006	St. Luke & St. Simon Cyrene	Right On School Peace Initiative	\$7,500
2008	St. Peter’s Geneva	St. Peter’s Arts Academy	\$19,700
2010	St. Stephen’s Rochester	Parish Kitchen Upgrade	\$39,980

<b>2011</b>	NEAP – Liturgia Rural Workers Education Center	Van to transport clients	\$16,500
-			-
<b>2012</b>	St. Thomas' Bath	Kitchen Renovation	\$53,132
<b>2014</b>	St. Mark's & St. John's Rochester	Building a Safe/Healthy Neighborhood: One Family at a Time	\$25,196

**TOTAL \$203,508**

Faithfully,  
Susan Woodhouse,  
Diocesan Coordinator for UTO

**EPISCOPAL DIOCESE OF ROCHESTER**

**ROCHESTER, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**AND**

**INDEPENDENT AUDITOR'S REPORT**

**DECEMBER 31, 2015**

**(With Comparative Totals for 2014)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

## CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Cash Flows	7
Notes to Financial Statements	8
 <u>OTHER FINANCIAL INFORMATION</u>	
Comparison of Budget to Actual Operating Revenue and Expenses for the year ended December 31, 2015	22



INDEPENDENT AUDITOR'S REPORT

To the Diocesan Trustees of the  
Episcopal Diocese of Rochester

**Report on the Financial Statements**

We have audited the accompanying financial statements of the Episcopal Diocese of Rochester (the "Diocese"), which comprise the statement of financial position as of December 31, 2015, and the related statements of activities and change in net assets and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

**Basis for Qualified Opinion**

The Diocese has not adopted the accounting or disclosure requirements for donor restricted gifts including endowments. In our opinion, all donor restricted gifts should be accounted for as temporarily or permanently restricted to conform with accounting principles generally accepted in the United States of America. The effects of this departure from accounting principles generally accepted in the United States of America on the accompanying financial statements could not be determined.

**Qualified Opinion**

In our opinion, except for the effects on the matters discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of Episcopal Diocese of Rochester as of December 31, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matter**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The other financial information (page 22), for the year ended December 31, 2015, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, except for the effects on the other financial information as explained in the Basis for Qualified Opinion paragraph of this report, the information is fairly stated in all material respects in relation to the financial statements as a whole. The information marked “unaudited” has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

**Report on Summarized Comparative Information**

The financial statements of the Episcopal Diocese of Rochester for the year ended December 31, 2014, were audited by another auditor whose report dated August 18, 2015 expressed a qualified opinion on those statements, for the matters described above. The 2014 summarized comparative information presented herein is derived from those audited financial statements.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
August 2, 2016

EPISCOPAL DIOCESE OF ROCHESTER  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2015  
(With Comparative Totals for 2014)

	Unrestricted				Restricted			December 31,	
	Operating	Special Purpose	Real Estate	Total	Endowment	By		Total All Funds	Total All Funds
						Donors	Total		
<u>ASSETS</u>									
Cash and cash equivalents	\$ 243,793	\$ -	\$ -	\$ 243,793	\$ -	\$ 22,305	\$ 22,305	\$ 266,098	\$ 251,006
Mortgage and loans receivable, net	-	297,486	-	297,486	-	728,124	728,124	1,025,610	1,129,266
Prepays and other assets	53,328	-	-	53,328	-	-	-	53,328	42,409
Investments	-	13,186,491	-	13,186,491	3,475,567	2,213,278	5,688,845	18,875,336	19,934,748
Due from (to) other funds	554,083	283,480	-	837,563	-	(837,563)	(837,563)	-	-
Land, buildings and equipment, net	-	-	565,471	565,471	-	-	-	565,471	615,829
TOTAL ASSETS	<u>\$ 851,204</u>	<u>\$ 13,767,457</u>	<u>\$ 565,471</u>	<u>\$ 15,184,132</u>	<u>\$ 3,475,567</u>	<u>\$ 2,126,144</u>	<u>\$ 5,601,711</u>	<u>\$ 20,785,843</u>	<u>\$ 21,973,258</u>
<u>LIABILITIES AND NET ASSETS</u>									
<u>LIABILITIES</u>									
Accounts payable	\$ 17,453	\$ -	\$ -	\$ 17,453	\$ -	\$ -	\$ -	\$ 17,453	\$ 56,952
Accrued liabilities and other	-	-	-	-	-	834	834	834	39,167
TOTAL LIABILITIES	<u>17,453</u>	<u>-</u>	<u>-</u>	<u>17,453</u>	<u>-</u>	<u>834</u>	<u>834</u>	<u>18,287</u>	<u>96,119</u>
<u>NET ASSETS</u>									
Unrestricted	833,751	13,767,457	565,471	15,166,679	-	-	-	15,166,679	15,829,833
Restricted	-	-	-	-	3,475,567	2,125,310	5,600,877	5,600,877	6,047,306
TOTAL NET ASSETS	<u>833,751</u>	<u>13,767,457</u>	<u>565,471</u>	<u>15,166,679</u>	<u>3,475,567</u>	<u>2,125,310</u>	<u>5,600,877</u>	<u>20,767,556</u>	<u>21,877,139</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 851,204</u>	<u>\$ 13,767,457</u>	<u>\$ 565,471</u>	<u>\$ 15,184,132</u>	<u>\$ 3,475,567</u>	<u>\$ 2,126,144</u>	<u>\$ 5,601,711</u>	<u>\$ 20,785,843</u>	<u>\$ 21,973,258</u>

The accompanying notes are an integral part of the financial statements

EPISCOPAL DIOCESE OF ROCHESTER

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2015

(With Comparative Totals for 2014)

	Unrestricted				Restricted			December 31,	
	Operating	Special Purpose	Real Estate	Total	Endowment	By Donors	Total	2015	2014
								Total All Funds	Total All Funds
<b>REVENUE</b>									
Parish Support	\$ 970,888	\$ -	\$ -	\$ 970,888	\$ -	\$ -	\$ -	\$ 970,888	\$ 991,652
Interest on mortgages and loans	69,598	-	-	69,598	-	-	-	69,598	74,468
Other	3,000	-	-	3,000	-	-	-	3,000	20,937
<b>TOTAL REVENUE</b>	<b>1,043,486</b>	<b>-</b>	<b>-</b>	<b>1,043,486</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,043,486</b>	<b>1,087,057</b>
<b>EXPENSES</b>									
Mission outside the Diocese	240,679	-	-	240,679	-	-	-	240,679	242,371
Mission within the Diocese	212,300	-	-	212,300	-	-	-	212,300	255,425
Congregational development	262,841	-	-	262,841	-	-	-	262,841	295,238
Communications	87,871	-	-	87,871	-	-	-	87,871	96,487
Leadership development	88,063	-	-	88,063	-	-	-	88,063	66,616
Governance, committees and missionaries	109,297	-	-	109,297	-	-	-	109,297	95,994
Executive staff	448,701	-	-	448,701	-	-	-	448,701	463,314
Support staff	328,056	-	-	328,056	-	-	-	328,056	420,596
Office Expense	127,674	-	-	127,674	-	-	-	127,674	141,395
Clergy and lay benefits	121,567	-	-	121,567	-	-	-	121,567	125,814
Distributions to beneficiaries	-	-	-	-	-	79,147	79,147	79,147	52,667
Depreciation	-	-	24,316	24,316	-	-	-	24,316	22,748
	<u>2,027,049</u>	<u>-</u>	<u>24,316</u>	<u>2,051,365</u>	<u>-</u>	<u>79,147</u>	<u>79,147</u>	<u>2,130,512</u>	<u>2,278,665</u>
<b>EXPENSES IN EXCESS OF REVENUE</b>	<b>(983,563)</b>	<b>-</b>	<b>(24,316)</b>	<b>(1,007,879)</b>	<b>-</b>	<b>(79,147)</b>	<b>(79,147)</b>	<b>(1,087,026)</b>	<b>(1,191,608)</b>
Loss on disposal of assets	-	-	(60,614)	(60,614)	-	-	-	(60,614)	(3,718)
Loans written off	-	-	-	-	-	(17,500)	(17,500)	(17,500)	-
Transfer of property	-	-	54,078	54,078	-	-	-	54,078	-
Non-operating income (expense)	36,532	-	-	36,532	-	-	-	36,532	(29,856)
Transfer to non-trusteed funds	-	-	-	-	-	-	-	-	(254,644)
Investment income (loss), net	-	122,251	-	122,251	(116,468)	(40,836)	(157,304)	(35,053)	796,056
<b>CHANGE IN NET ASSETS FROM CONTINUING OPERATIONS</b>	<b>(947,031)</b>	<b>122,251</b>	<b>(30,852)</b>	<b>(855,632)</b>	<b>(116,468)</b>	<b>(137,483)</b>	<b>(253,951)</b>	<b>(1,109,583)</b>	<b>(683,770)</b>
Loss on discontinued operations	-	-	-	-	-	-	-	-	(11,589)
<b>CHANGE IN NET ASSETS</b>	<b>(947,031)</b>	<b>122,251</b>	<b>(30,852)</b>	<b>(855,632)</b>	<b>(116,468)</b>	<b>(137,483)</b>	<b>(253,951)</b>	<b>(1,109,583)</b>	<b>(695,359)</b>
Net assets at beginning of year	783,298	14,430,706	615,829	15,829,833	3,774,133	2,273,173	6,047,306	21,877,139	22,572,498
Spending policy transfer	987,880	(805,500)	-	182,380	(172,000)	(10,380)	(182,380)	-	-
Inter-fund transfers	9,604	20,000	(19,506)	10,098	(10,098)	-	(10,098)	-	-
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 833,751</b>	<b>\$ 13,767,457</b>	<b>\$ 565,471</b>	<b>\$ 15,166,679</b>	<b>\$ 3,475,567</b>	<b>\$ 2,125,310</b>	<b>\$ 5,600,877</b>	<b>\$ 20,767,556</b>	<b>\$ 21,877,139</b>

The accompanying notes are an integral part of the financial statements

EPISCOPAL DIOCESE OF ROCHESTER

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2015

(With Comparative Totals for 2014)

	Unrestricted				Restricted			December 31,	
	Operating	Special Purpose	Real Estate	Total	Endowment	By Donors	Total	2015	2014
								Total All Funds	Total All Funds
<u>CASH FLOWS - OPERATING ACTIVITIES</u>									
Change in net assets	\$ (947,031)	\$ 122,251	\$ (30,852)	\$ (855,632)	\$ (116,468)	\$ (137,483)	\$ (253,951)	\$ (1,109,583)	\$ (695,359)
Adjustments to reconcile change in net assets to net cash used for operating activities:									
Depreciation	-	-	24,316	24,316	-	-	-	24,316	22,748
Realized and unrealized loss (gain) on investments, net	-	(122,251)	-	(122,251)	116,468	40,836	157,304	35,053	(796,056)
Loss on disposal of assets	-	-	60,614	60,614	-	-	-	60,614	3,718
Transfer of property	-	-	(54,078)	(54,078)	-	-	-	(54,078)	-
Changes in certain assets and liabilities affecting operations:									
Inventory	-	-	-	-	-	-	-	-	24,907
Due to (from) other funds	55,347	(99,952)	-	(44,605)	-	44,605	44,605	-	-
Prepays and other assets	(22,003)	11,084	-	(10,919)	-	-	-	(10,919)	1,490
Accounts payable	(25,928)	(12,933)	-	(38,861)	-	(638)	(638)	(39,499)	3,727
Accrued liabilities	(36,399)	-	-	(36,399)	-	(1,934)	(1,934)	(38,333)	(37,573)
NET CASH USED FOR OPERATING ACTIVITIES	(976,014)	(101,801)	-	(1,077,815)	-	(54,614)	(54,614)	(1,132,429)	(1,472,398)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>									
Changes in mortgages and loans receivable, net	-	21,323	-	21,323	-	82,333	82,333	103,656	338,465
Sales (purchases) of investments, net	-	880,408	-	880,408	182,098	(18,147)	163,951	1,044,359	9,870,030
(Purchases) sales of buildings and equipment	-	-	(7,839)	(7,839)	-	-	-	(7,839)	307,707
Proceeds from the sale of buildings and equipment	-	-	7,345	7,345	-	-	-	7,345	-
Spending policy transfer	987,880	(805,500)	-	182,380	(172,000)	(10,380)	(182,380)	-	-
Inter-fund transfer	9,604	-	494	10,098	(10,098)	-	(10,098)	-	-
Change in funds held for others, net	-	-	-	-	-	-	-	-	(9,047,572)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	997,484	96,231	-	1,093,715	-	53,806	53,806	1,147,521	1,468,630
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	21,470	(5,570)	-	15,900	-	(808)	(808)	15,092	(3,768)
Cash and cash equivalents at beginning of year	222,323	5,570	-	227,893	-	23,113	23,113	251,006	254,774
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 243,793	\$ -	\$ -	\$ 243,793	\$ -	\$ 22,305	\$ 22,305	\$ 266,098	\$ 251,006
<u>NON-CASH INVESTING AND FINANCING ACTIVITIES</u>									
Issuance of community development loan receivable associated with sale of buildings and equipment	\$ 20,000	\$ -							

The accompanying notes are an integral part of the financial statements

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE A: THE DIOCESE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Diocese

The Episcopal Diocese of Rochester (the “Diocese”) was formed in December 1931. It stretches from Lake Ontario south to Pennsylvania, its east and west borders are formed by the Diocese of Central New York and the Diocese of Western New York. The Diocese comprises Episcopal congregations throughout eight counties in the State of New York. These are Steuben, Allegany, Schuyler, Yates, Livingston, Ontario, Wayne and Monroe Counties. It includes 46 active congregations and several summer and institutional chapels. The Diocesan House, located on East Avenue in Rochester, New York is the administrative center of the Diocese and houses the office of the Bishop.

The vision and mission of the Diocese are described as follows:

- Vision – “Joy in Christ, as a way of life”
- Mission – “Grow and develop congregations spiritually, numerically and in missional leadership”

The Diocese is rich in material and spiritual resources and in people able and willing to use them.

Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("GAAP"), except for the items noted below:

	<u>Generally Accepted Accounting Principles</u>	<u>Diocese Accounting Principles</u>
Recording of furniture and fixtures	Capitalized and depreciated	Expensed (or charged to special funds) at time of purchase
Other fixed assets	Capitalized and depreciated	Capitalized, but not depreciated – until 2012
Donor restricted contributions	Donor restricted contributions are to be recorded as temporarily or permanently restricted at the time of donation. Net assets are released from restriction when the donor restriction is satisfied.	Use of Fund Accounting
Endowments	The composition of, and activity related to, endowment funds are required to be disclosed, as well as the related spending policy, investment return objectives and other information related to managing the endowment.	Disclosure is omitted

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE A: THE DIOCESE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Diocese has not adopted financial reporting practices to reflect the classification of its net assets and activities as unrestricted, temporarily restricted or permanently restricted in conformity with GAAP. Rather, it uses the principles of fund accounting consistent with its historical practice. In addition, the financial statements do not include a disclosure providing the composition of, and activity related to endowment funds, as well as the related spending policy, investment return objectives and other information related to managing the endowment which are required by GAAP. The effects of these departures from GAAP in the accompanying financial statements could not be determined.

Financial statement presentation

The assets, liabilities, and net assets of the Diocese are classified as follows:

Unrestricted: Represents net assets available for use without any donor-imposed restrictions. The following unrestricted funds are maintained by the Diocese:

Operating: This fund is used to account for all resources which are intended for current operating activities. In addition, a significant portion of the income from investments held in other funds is transferred to the operating fund to support operations.

Special Purpose: This fund includes the General Endowment investments and Housing Loan Fund.

Real Estate: This fund includes the Diocese's net investment in land, buildings and equipment.

Restricted: Represents net assets that have donor-imposed restrictions that require the Diocese to treat the donated asset as specified. The following restricted funds are maintained by the Diocese:

Endowment: This fund consists of permanent endowments contributed to the Diocese, the earnings from which are available to support operating activities.

By Donors: This fund consists of amounts that are restricted by the donor for a specified purpose, as well as amounts belonging to parishes in the Diocese deposited with the Diocese for investment management purposes

Cash and cash equivalents

Cash balances are maintained at various financial institutions located in Upstate New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Diocese has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE A: THE DIOCESE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Mortgages and loans receivable

Mortgages and loans receivable represent amounts due to the Diocese under loan agreements with parishes. Loans are stated at unpaid principal balances, less an allowance for loan losses. The Diocese periodically evaluates the loan for collectability based on inherent collection risks and adverse situations that may affect the borrower's ability to repay. Loans for which no contractual payments have been received for a period of time are considered delinquent. After all collection efforts are exhausted, any amounts deemed uncollectible based upon an assessment of the debtor's financial condition are written off. The Diocese believes that no allowance for loan loss is necessary at December 31, 2015 and 2014.

Loans are placed on nonaccrual status when management believes collection of interest is doubtful. As of December 31, 2015 and 2014, the Diocese did not have any loans on nonaccrual status.

Investments

Investments are stated at fair value. The fair value of all debt and equity securities with readily determinable fair values are based on quotations obtained from national security agencies. The alternative investments, which are not readily marketable, are carried at estimated fair values as provided by the investment managers. The Diocese reviews and evaluates the values provided by the investment managers and agrees with the valuation methods and assumptions used in determining the fair value of the alternative investments. Those estimated fair values may differ significantly from the values that would have been used had a market for these securities existed. The Diocese's investment in Community Development mortgages and loans receivable are carried at historical cost. Due to the risk associated with certain investment securities, it is at least reasonably possible that changes in the fair value of investment securities will occur in the near-term and that such changes could materially affect the amounts reported in the accompanying financial statements.

Land, buildings and equipment

Land, buildings and equipment of the Diocese are stated at cost. However, missions (parish churches, which are not self-supporting) and other properties which were reverted back to the Diocese are recorded at the appraised value or estimated fair value at the time the Diocese obtained possession of the property. The Diocese's policy is to capitalize property and equipment in excess of \$1,000 which have a useful life of greater than three years. Beginning in 2012, depreciation expense is computed using the straight-line method over the estimated useful lives of the related assets, which are as follows:

Buildings and building improvements	40 Years
Equipment	3-10 Years

Tax exempt status

The Diocese is a not-for-profit corporation and is exempt from income taxes as a religious organization. The Diocese has also been classified by the Internal Revenue Service as an entity that is not a private foundation.



EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE A: THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Revenue

The Diocese recognizes revenue when it is realized or realizable and has been earned. Investment gain (loss) includes interest and dividends earned during the period as well as realized and unrealized gains and losses on investment, net of investment expense.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from these estimates.

Comparative totals as of December 31, 2014

The accompanying financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with The Diocese's financial statements that the year ended December 31, 2014, from which the summarized information was derived.

Subsequent events

The Diocese has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through August 2, 2016, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: MORTGAGES AND LOANS RECEIVABLE

Mortgages and loans receivable consisted of the following as of December 31:

	<u>2015</u>	<u>2014</u>
<u>Unrestricted</u>		
Clergy housing loan fund	<u>\$ 297,486</u>	<u>\$ 318,809</u>
 <u>Restricted</u>		
Sibley revolving loan fund	728,124	792,957
Bishop's revolving loan fund	-	17,500
	<u>728,124</u>	<u>810,457</u>
	<u>\$ 1,025,610</u>	<u>\$ 1,129,266</u>

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE B: MORTGAGES AND LOANS RECEIVABLE, Cont'd

Mortgages and loans receivable bear interest at rates ranging from 2.5% to 3.75% and mature at various dates through August 2032. Approximately \$297,000 and \$319,000 of the balance of the receivables outstanding at December 31, 2015 and 2014, respectively, are secured by first and second mortgages. All remaining amounts outstanding are unsecured.

Interest on mortgages and loans is recognized over the term of the mortgage or loan and is calculated using the simple-interest method on principal amounts outstanding.

Principal payments due to be received on mortgages and loans receivable are as follows:

<u>For the year ended December 31,</u>	<u>Amount</u>
2016	\$ 124,754
2017	76,387
2018	77,133
2019	77,455
2020	78,233
Thereafter	<u>591,648</u>
	<u>\$ 1,025,610</u>

NOTE C: INVESTMENTS

Investments in the accompanying statement of financial position consisted of the following:

	<u>December 31,</u>	
	<u>2015</u>	<u>2014</u>
Diocesan Trusteed portion of Combined Endowment at GVT	\$ 17,479,249	\$ 15,303,365
Cutler Trust Investment:		
Money market fund	-	3,189,168
Other Investments, not at fair value:		
Community development loans	<u>1,396,087</u>	<u>1,442,215</u>
	<u>\$ 18,875,336</u>	<u>\$ 19,934,748</u>

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE C: INVESTMENTS, Cont'd

Other investments are carried at cost and represent the Diocese's investment in community development initiatives in the form of interest-bearing loans that have been approved by the Diocesan Trustees. The Diocese is authorized by the Trustees to loan up to 10% of its unrestricted endowment fund in fixed rate loans for community development purposes. These loans are considered investments for purposes of the Diocese's investment spending policy and bear interest at 2.5%.

Prior to January 2014, the Diocese served as the intermediary custodian of funds held for the benefit of certain congregations and other organizations. As intermediary custodian, the Diocese served as a fiscal intermediary for the parishes to administratively transact their funds. These funds are invested with Genesee Valley Trust (GVT), the custodian of the Diocesan Combined Endowment, with investment income allocated to the benefit of each congregation or organization. Prior to January 2014, the Diocesan balance sheet included the entire asset value of the GVT Combined Endowment. Effective January 2014, GVT moved to direct administration of investment deposits, withdrawals and other transactions with the congregations in the Diocesan Combined Endowment, and as such, the Diocese did not serve as intermediary custodian of the funds subsequent to this change. The Diocese removed the investments of these parishes and congregations, and the related Funds Held for Others liability, from their financial statements. In 2014, and there was no effect on net assets. However, these funds continue to be invested together at GVT. The following investment and fair value disclosures pertain to the total fund at GVT.

The composition of the Combined Endowment Fund at GVT is as follows at December 31:

	<u>December 31,</u>	
	<u>2015</u>	<u>2014</u>
Diocesan funds	\$ 15,794,908	\$ 13,599,295
Parishes and other organizations for which the Diocese is Trustee	<u>1,684,341</u>	<u>1,704,070</u>
Total Diocesan Trusteed Combined Endowment at GVT	17,479,249	15,303,365
 Non-Trusteed funds belonging to other parishes in the Diocese	<u>7,278,580</u>	<u>8,026,465</u>
Total Combined Endowment at GVT	<u>\$ 24,757,829</u>	<u>\$ 23,329,830</u>

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE C: INVESTMENTS, Cont'd

The fair value of investments in the Combined Endowment Fund held by the GVT on behalf of the Diocese and Individual parishes in the Diocese consisted of the following:

	<u>December 31,</u>	
	<u>2015</u>	<u>2014</u>
Investments, stated at fair value:		
Money market funds	\$ 734,413	\$ 898,100
U.S. government obligations	1,253,856	1,507,638
Common trust funds	3,951,353	3,903,078
Corporate bonds	1,724,354	1,412,981
Fixed income mutual funds	1,506,269	859,805
Small cap mutual funds	898,792	-
Equity mutual funds	460,589	448,636
Common stock	11,364,888	12,475,078
REITS	187,691	164,113
Alternative institutional fund	915,451	-
Alternative investments	<u>1,760,173</u>	<u>1,660,401</u>
 Total GVT Combined Endowment	 <u>\$ 24,757,829</u>	 <u>\$ 23,329,830</u>

The Diocese owns a 71% and 66% pro-rata share of each individual investment class above as of December 31, 2015 and 2014, respectively.

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE C: INVESTMENTS, Cont'd

Investment income (loss)

The Diocese recorded the following investment income (loss) on both the Diocesan Trusteed GVT Combined Endowment and Cutler Trust for the years ended:

	<u>December 31, 2015</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Interest and dividend income	\$ 205,608	\$ 97,831	\$ 303,439
Gain (loss) on investments	85,438	(202,243)	(116,805)
Investment related expenses	<u>(168,795)</u>	<u>(52,892)</u>	<u>(221,687)</u>
	<u>\$ 122,251</u>	<u>\$ (157,304)</u>	<u>\$ (35,053)</u>

	<u>December 31, 2014</u>		
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Interest and dividend income	\$ 183,587	\$ 99,371	\$ 282,958
Gain on investments	535,822	225,864	761,686
Investment related expenses	<u>(147,150)</u>	<u>(101,438)</u>	<u>(248,588)</u>
	<u>\$ 572,259</u>	<u>\$ 223,797</u>	<u>\$ 796,056</u>

The Trustees of the Diocese intend to reduce the spending rate over the next 5 years to approximately 5% of the trailing, 5-year average of the audited, year-end, market value of endowment assets. The market value of these assets is inclusive of the Cutler Trusts, as well as the year-end balance of the Diocesan loan and mortgage assets.

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE D: FAIR VALUE MEASUREMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets and liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy are as follows:

- Level 1* Financial assets valued using level 1 inputs are based on unadjusted quoted market prices within active markets. Investments included in level 1 may include equity securities, mutual funds, and exchange traded funds.
- Level 2* Inputs to the valuation methodology include:
- Quoted prices for similar assets or liabilities in active markets;
  - Quoted prices for identical or similar assets or liabilities in inactive markets;
  - Inputs other than quoted prices that are observable for the asset or liability;
  - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

- Level 3* Inputs to the valuation methodology that are unobservable and significant to the fair value measurement. The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets and liabilities measured at fair value. There have been no changes in the methodologies used at December 31, 2015 and 2014:

*Money market funds, U.S government obligations, fixed income mutual funds, equity mutual funds, common stock and real estate investment trusts (REITS):* Valued at the closing price reported on the active market on which the individual funds are traded.

*Corporate bonds:* Valued by third party brokers based on terms and conditions using trades, bid price or spread, two sided markets, quotes, benchmark curves, discount rates, financial statements and trustee reports.

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE D: FAIR VALUE MEASUREMENTS, Cont'd

*Common trust funds* (Level two): Valued at net asset value provided by the underlying fund managers. The following is a description of the fund:

Silchester International Investors International Value Equity Trust - The Trust is a Delaware Statutory Trust investing in a diversified portfolio of equity securities of companies ordinarily incorporated in any country other than the United States for an opportunity to obtain long-term capital gains and income. Redemptions are permitted on a monthly basis as of the first business day of each month. As of December 31, 2015 and 2014, the Diocese had no unfunded commitments related to this investment.

*Alternative institutional fund* (Level two): Valued at the Diocese's share of the net asset value of funds the Diocese is invested in. Management has determined to use the net asset value as a practical expedient to determining fair value. The following is a description of the alternative institutional fund:

Pine Grove Alternative Institutional Fund - The Fund is a Delaware statutory trust registered as a non-diversified, closed end management investment company offering shares of beneficial interest at net asset value per share. The investment objective of the Fund is to seek long-term capital appreciation. Redemptions are permitted on a monthly basis based on a restriction period of up to ten months. As of December 31, 2015, the Diocese had no unfunded commitments related to this investment.

*Alternative investments* (Level three): Valued at fair value utilizing valuations provided by the underlying fund managers. The market value of the underlying investments in the funds are valued based on unobservable inputs. The following is a description of the alternative investment:

Broadstone Net Lease, LLC - The Company is a real estate investment trust focused on investing in income-producing, net leased commercial properties. The Company owns commercial properties in the United States and leases the properties to businesses under the terms of long-term lease arrangements. As of December 31, 2015 and 2014, the Diocese had no unfunded commitments to this LLC. The Diocese can redeem shares quarterly; however, the investment is subject to redemption restrictions. If the investment has been held for more than 5 years, then the investor can redeem shares at 100% of the determined share value. If the investment has been held for less than 5 years, but greater than 1 year, there is a 5% penalty, (i.e. the investor receives 95% of the determined share value). Investments held for less than 1 year cannot be redeemed (i.e. 1 year lock up). The max redemption per quarter is 1% of shares outstanding at the start of the year PLUS 50% of reinvested dividends in the previous quarter. Broadstone can decide to redeem up to 5% of shareholder's allocation at any time within each calendar year.

Additionally, investors are prohibited from submitting a request to redeem the result of which if honored, would leave a remaining investment by the shareholder of less than (a) 500 shares if the initial investment was made prior to October 1, 2009; or (b) 5,000 shares if the initial investment by the shareholder was made from October 1, 2009 to January 31, 2011; or (c) \$250,000 of shares (pursuant to the Determined Share Value in effect at the time of the transfer) if the initial investment was made after January 31, 2011.

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE D: FAIR VALUE MEASUREMENTS, Cont'd

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Diocese believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level within the fair value hierarchy, the assets held in the GVT Combined Endowment Fund at fair value at December 31, 2015 and 2014:

	December 31, 2015			Total
	Level 1	Level 2	Level 3	
Money market funds	\$ 734,413	\$ -	\$ -	\$ 734,413
U.S. government obligations	1,253,856	-	-	1,253,856
Common trust funds	-	3,951,353	-	3,951,353
Corporate bonds	-	1,724,354	-	1,724,354
Fixed income mutual funds	1,506,269	-	-	1,506,269
Small cap mutual funds	898,792	-	-	898,792
Equity mutual funds	460,589	-	-	460,589
Common stock	11,364,888	-	-	11,364,888
REITS	187,691	-	-	187,691
Alternative institutional fund	-	915,451	-	915,451
Alternative investments	-	-	1,760,173	1,760,173
	<u>\$ 16,406,498</u>	<u>\$ 6,591,158</u>	<u>\$ 1,760,173</u>	<u>\$ 24,757,829</u>
	December 31, 2014			
	Level 1	Level 2	Level 3	Total
Money market funds	\$ 898,100	\$ -	\$ -	\$ 898,100
U.S. government obligations	1,507,638	-	-	1,507,638
Common trust funds	-	3,903,078	-	3,903,078
Corporate bonds	-	1,412,981	-	1,412,981
Fixed income mutual funds	859,805	-	-	859,805
Equity mutual funds	448,636	-	-	448,636
Common stock	12,475,078	-	-	12,475,078
REITS	164,113	-	-	164,113
Alternative investments	-	-	1,660,401	1,660,401
	<u>\$ 16,353,370</u>	<u>\$ 5,316,059</u>	<u>\$ 1,660,401</u>	<u>\$ 23,329,830</u>



EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE D: FAIR VALUE MEASUREMENTS, Cont'd

The following is a reconciliation of the beginning and ending balances for the Diocese's investments which are measured at fair value using significant unobservable Inputs (Level 3):

<u>Alternative Investments</u>	
	Balance at January 1, 2014
	\$ 1,402,580
Purchases	94,872
Gain on investment	<u>162,949</u>
	Balance at December 31, 2014
	1,660,401
Purchases	111,595
Loss on investment	<u>(11,823)</u>
	Balance at December 31, 2015
	\$ <u>1,760,173</u>

NOTE E: LAND, BUILDINGS AND EQUIPMENT

Land, buildings and equipment consists of the following:

	<u>December 31,</u>	
	<u>2015</u>	<u>2014</u>
Land	\$ 176,216	\$ 169,600
Buildings and improvements	1,743,696	1,971,405
Equipment	<u>180,361</u>	<u>175,194</u>
	2,100,273	2,316,199
Less accumulated depreciation	<u>1,534,802</u>	<u>1,700,370</u>
	\$ <u>565,471</u>	\$ <u>615,829</u>

EPISCOPAL DIOCESE OF ROCHESTER

NOTES TO FINANCIAL STATEMENTS, Cont'd

DECEMBER 31, 2015  
(With Comparative Totals for 2014)

NOTE F: RETIREMENT AND BENEFIT PLANS

*Retirement Plans*

Diocesan clergy participate in the Church Pension Fund of the National Episcopal Church. Under the terms of this plan, the Diocese contributes 18% of each employee's salary to the plan. Employer contributions were approximately \$47,607 and \$48,707 for the years ended December 31, 2015 and 2014, respectively.

The Diocese sponsors a defined contribution plan for full-time lay employees. Under the terms of this plan, the Diocese contributes up to 12% of each employee's salary to the plan. In addition, employees are allowed to make elective tax-deferred contributions. Employer contributions were approximately \$45,571 and \$57,620 for the years ended December 31, 2015 and 2014, respectively.

*Postretirement Health Insurance Benefits*

On an annual basis the Diocese determines what amount, if any, it will make available to pay health insurance benefits on behalf of its retired clergy, partners and Diocesan staff. The Diocese records an expense for these plans as insurance premiums are paid. Expense related to these plans totaled \$95,372 and \$93,290 for the years ended December 31, 2015 and 2014, respectively.

**EPISCOPAL DIOCESE OF ROCHESTER**

**OTHER FINANCIAL INFORMATION**

EPISCOPAL DIOCESE OF ROCHESTER

COMPARISON OF BUDGET TO ACTUAL OPERATING REVENUE AND EXPENSES

FOR THE YEAR ENDED DECEMBER 31, 2015

	Budget Approved by Diocesan Convention as Revised (Unaudited)	Actual	Actual Over/Under Budget
<u>REVENUE</u>			
Parish Support	\$ 971,203	\$ 970,888	\$ (315)
Investment spending policy	1,092,500	987,880	(104,620)
Interest on mortgages and loans	81,000	69,598	(11,402)
Other	3,000	3,000	-
	<u>2,147,703</u>	<u>2,031,366</u>	<u>(116,337)</u>
<u>EXPENSES</u>			
Mission outside the Diocese	240,663	240,679	16
Mission within the Diocese	211,450	212,300	850
Congregational development	260,500	262,841	2,341
Communications	102,470	87,871	(14,599)
Leadership development	110,500	88,063	(22,437)
Governance, committees and missionaries	103,950	109,297	5,347
Executive staff	447,680	448,701	1,021
Support staff	384,490	328,056	(56,434)
Office Expense	145,000	127,674	(17,326)
Clergy and lay benefits	141,000	121,567	(19,433)
Total operating expenses	2,147,703	2,027,049	(120,654)
Non-operating (expense) income	<u>(57,500)</u>	<u>36,532</u>	<u>94,032</u>
(Loss) income from operating fund	<u>\$ (57,500)</u>	<u>\$ 40,849</u>	<u>\$ 98,349</u>

# Section Four

## Parochial Statistics

Vital Statistic of Congregations and Missions.....4-1

Financial Statistics of Congregations and Missions.....4-3



**Diocese of Rochester**

**Vital Statistics of Congregations and Missions**

Year in parentheses is last year of filing if not 2015

— BAPTISMS —

City	Congregation	Active Members	Communicants in Good Standing	Others Active	Average Sunday Attendance	Sunday Eucharists	16 yrs and Older	Under 16 Years	Confirmed or Received
Addison	Church of the Redeemer	63	63	21	30	47	0	0	0
Angelica	St Pauls Church	14	11	0	9	34	0	0	3
Avon	Zion Church	57	57	0	40	0	0	0	0
Bath	St Thomas Church	177	137	0	69	96	0	2	1
Bloomfield	St Peters Episcopal Church	45	45	0	22	39	0	0	0
Bluff Point	Garrett Chapel	0			0				0
Branchport	St Lukes Church	46	46	0	23	50	0	0	0
Brockport	St Lukes Church	185	112	0	55	61	1	0	3
Caledonia	St Andrews Episcopal Church	43	39	2	19	0	0	0	0
Canandaigua	St Johns Church	274	231	5	110	83	0	2	10
Canaseraga	Trinity Church	5	0	0	3	24	0	0	0
Clifton Springs	St Johns Church	81	64	18	30	50	0	1	0
Corning	Christ Episcopal Church	182	182	9	74	92	1	1	0
Cuba	Christ Church	20	20	0	14	33	1	1	2
Dansville	St Peters Memorial	15	15	0	10	25	0	0	0
Fairport	St Lukes Church	178	136	15	66	98	0	1	0
Geneseo	Saint Michael's Episcopal Church	232	168	5	95	105	0	5	0
Geneva	St Johns Chapel (2000)	1	0	0	13	35	0	0	1
Geneva	St Peters Memorial	378	320	0	152	98	1	4	4
Geneva	Trinity Church	74	45	2	40	47	0	0	2
Hammondsport	St James Church	94	94	0	51	52	2	2	4
Henrietta	St Peters	133	125	8	66	104	0	0	0
Hilton	St Georges Church	107	99	0	52	50	0	2	1
Honeoye Falls	St Johns Episcopal Church	103	58	0	33	49	0	0	0
Hornell	Christ Episcopal Church	97	97	0	55	53	0	2	3
Lyons	Grace Episcopal Church	30	23	0	16	40	0	0	1
Newark	St Marks Church	72	58	0	45	46	0	4	8
Odessa	St Johns Church	45	40	0	21	47	0	0	0
Palmyra	Zion Episcopal Church	143	0	0	61	83	2	1	5
Penfield	Church of the Incarnation	241	204	21	110	88	0	3	0
Penn Yan	St Marks Episcopal Church	74	74	13	48	141	0	1	0
Pittsford	Christ Church	1,076	703	111	329	106	1	14	19
Rochester	Chapel of the Good Shepherd	0			0				0
Rochester	Christ Church	287	287	3	119	105	0	0	13

**Diocese of Rochester**

**Vital Statistics of Congregations and Missions**

Year in parentheses is last year of filing if not 2015

— BAPTISMS —

City	Congregation	Active Members	Communicants in Good Standing	Others Active	Average Sunday Attendance	Sunday Eucharists	16 yrs and Older	Under 16 Years	Confirmed or Received
Rochester	Church of the Ascension	150	150	0	76	9	0	4	6
Rochester	St Luke & St Simon Cyrene Episcopal	186	139	15	79	126	0	0	0
Rochester	St Marks & St Johns Church	99	77	0	36	73	5	1	0
Rochester	St Pauls Church	759	546	130	182	110	0	9	0
Rochester	St Stephens Episcopal Church	53	53	2	39	53	0	0	4
Rochester	St Thomas Episcopal Church	581	250	15	169	157	2	5	7
Rochester	The Church of the Epiphany	264	181	26	82	98	0	1	0
Rochester	Trinity Episcopal Church	234	234	0	98	97	0	2	5
Savona	Church of the Good Shepherd	51	51	0	23	52	1	6	2
Scottsville	Grace Episcopal Church	112	89	6	56	48	0	7	0
Sodus	St Johns Episcopal Church	52	39	0	29	38	0	0	0
Sodus Point	Christ Church	0			0				0
Watkins Glen	St James Church	63	46	1	29	46	0	0	0
Webster	Church of the Good Shepherd	445	395	60	155	104	0	12	11
Wellsville	St John Episcopal Church	38	38	0	32	52	1	1	0
<b>Total</b>		<b>7,659</b>	<b>5,841</b>	<b>488</b>	<b>2,965</b>	<b>3,044</b>	<b>18</b>	<b>94</b>	<b>115</b>

**Diocese of Rochester**

**Financial Statistics of Congregations and Missions**

Year in parentheses is last year of filing if not 2015

City	Congregation	REVENUE			EXPENSE			
		Plate & Pledae Income	Operating Revenue	Total Revenue	Operating Expense	To the Diocese	Outreach & Development	Total Expense
Addison	Church of the Redeemer	27,351	35,878	40,578	39,093	3,331	3,764	44,413
Angelica	St Pauls Church	11,883	13,383	13,698	9,230	1,128	350	9,330
Avon	Zion Church	63,370	102,968	328,918	127,626	13,778	225,145	352,681
Bath	St Thomas Church	127,777	188,140	193,711	192,843	23,588	53,945	241,618
Bloomfield	St Peters Episcopal Church	22,372	37,496	40,266	37,662	3,198	1,217	38,879
Bluff Point	Garrett Chapel		0	0	0		0	0
Branchport	St Lukes Church	39,385	39,385	39,385	43,233	4,516	955	43,233
Brockport	St Lukes Church	123,816	133,323	160,798	133,336	16,446	12,301	149,304
Caledonia	St Andrews Episcopal Church	21,133	26,119	56,395	31,452	2,223	11,956	45,293
Canandaigua	St Johns Church	200,396	278,211	447,714	297,387	36,424	171,938	466,890
Canaseraga	Trinity Church	6,571	7,822	8,232	10,295	1,103	0	10,938
Clifton Springs	St Johns Church	35,346	81,600	86,337	98,763	9,283	13,103	112,654
Corning	Christ Episcopal Church	222,570	352,192	451,138	386,441	45,845	67,285	443,461
Cuba	Christ Church	15,450	20,250	26,123	10,568	1,266	8,510	19,078
Dansville	St Peters Memorial	2,310	164,513	169,939	159,488	18,652	23,250	179,521
Fairport	St Lukes Church	184,144	196,382	237,605	199,000	24,794	28,507	229,638
Geneseo	Saint Michael's Episcopal Church	143,324	184,764	201,959	215,820	22,115	47,628	251,941
Geneva	St Johns Chapel (2000)	483	663	3,333	445	0	445	445
Geneva	St Peters Memorial	212,553	282,611	317,220	313,697	32,453	83,675	368,983
Geneva	Trinity Church	68,308	178,268	183,143	178,267	20,054	183,614	362,206
Hammondsport	St James Church	68,229	71,470	102,739	89,067	7,512	23,064	118,661
Henrietta	St Peters	112,662	150,622	174,506	156,332	12,250	2,770	164,916
Hilton	St Georges Church	79,694	120,709	121,070	113,400	7,367	692	113,478
Honeoye Falls	St Johns Episcopal Church	47,234	75,951	96,121	74,052	9,662	17,723	92,676
Hornell	Christ Episcopal Church	83,079	99,193	149,247	95,594	10,441	37,382	134,824
Lyons	Grace Episcopal Church	17,229	100,843	102,088	100,843	10,249	9,455	109,681
Newark	St Marks Church	45,578	144,058	168,993	144,058	11,163	26,903	170,123
Odessa	St Johns Church	26,002	32,174	36,307	31,610	2,645	9,463	41,548
Palmyra	Zion Episcopal Church	69,226	153,196	170,303	155,416	13,521	18,960	175,576



**Diocese of Rochester**

**Financial Statistics of Congregations and Missions**

Year in parentheses is last year of filing if not 2015

City	Congregation	REVENUE			EXPENSE			
		Plate & Pledae Income	Operating Revenue	Total Revenue	Operating Expense	To the Diocese	Outreach & Development	Total Expense
Penfield	Church of the Incarnation	178,594	200,420	210,877	214,814	23,863	11,537	225,331
Penn Yan	St Marks Episcopal Church	90,240	118,396	118,396	127,403	14,253	1,555	127,403
Pittsford	Christ Church	635,850	854,351	996,757	854,351	112,278	50,897	918,676
Rochester	Chapel of the Good Shepherd		0	0	0		0	0
Rochester	Christ Church	269,338	288,338	329,931	364,626	36,177	69,806	440,182
Rochester	Church of the Ascension	135,925	211,563	232,437	204,050	17,596	28,109	233,393
Rochester	St Luke & St Simon Cyrene Episcopal	135,628	198,158	249,832	200,365	27,626	35,837	276,231
Rochester	St Marks & St Johns Church	67,068	136,131	220,096	154,438	8,462	68,634	222,734
Rochester	St Pauls Church	474,505	1,036,860	1,090,294	1,044,299	171,081	192,490	1,178,234
Rochester	St Stephens Episcopal Church	84,993	134,993	192,392	133,569	10,785	7,433	174,560
Rochester	St Thomas Episcopal Church	408,585	506,566	1,030,480	566,129	64,541	34,483	603,868
Rochester	The Church of the Epiphany	143,762	188,181	227,314	140,214	28,541	18,566	157,649
Rochester	Trinity Episcopal Church	129,652	157,522	210,413	141,594	16,113	69,225	218,520
Savona	Church of the Good Shepherd	24,797	30,018	36,229	27,700	2,985	706	28,111
Scottsville	Grace Episcopal Church	88,924	131,958	143,730	133,125	9,807	20,952	154,177
Sodus	St Johns Episcopal Church	26,638	81,969	94,903	84,389	6,297	9,530	96,399
Sodus Point	Christ Church		0	0	0		0	0
Watkins Glen	St James Church	52,641	66,159	69,007	71,922	7,227	1,336	74,976
Webster	Church of the Good Shepherd	290,212	292,762	300,372	302,489	39,182	0	310,099
Wellsville	St John Episcopal Church	47,010	54,192	83,189	64,432	5,811	7,998	84,712
<b>Total</b>		<b>5,361,837</b>	<b>7,960,721</b>	<b>9,964,515</b>	<b>8,274,927</b>	<b>967,632</b>	<b>1,713,094</b>	<b>10,017,244</b>

# Section Five

## Constitution and Canons Rules of Order



**CONSTITUTION AND CANONS**  
**for the Government of**  
**THE EPISCOPAL DIOCESE OF ROCHESTER**  
**in the State of New York**

As Revised and Adopted  
in the Convention of  
2016

Including the Rules of Order

## INDEX

### THE CONSTITUTION

#### PREAMBLE

- ARTICLE I - Authority of the General Church
- ARTICLE II - Annual and Special Convention
- ARTICLE III - Members of the Convention
- ARTICLE IV - President of the Convention
- ARTICLE V - Secretary, Treasurer, Chancellor, Registrar
- ARTICLE VI - Voting in Convention
- ARTICLE VII - The Standing Committee
- ARTICLE VIII - Election of a Bishop
- ARTICLE IX - Amendment of Constitution

### THE CANONS

- Canon 1 - The Diocesan Convention
- Canon 2 - Duties of Officers
- Canon 3 - Convention Elections
- Canon 4 - Deputies to the General Convention
- Canon 5 - Deputies to the Provincial Synod
- Canon 6 - Diocesan Council
- Canon 7 - Trustees of the Diocese
- Canon 8 - Parish and Diocesan Properties
- Canon 9 - Business Methods
- Canon 10 - The Admission of Churches
- Canon 11 - Establishment of New Churches
- Canon 12 - Vacant Cures
- Canon 13 - Application by Parishes for Diocesan Assistance
- Canon 14 - Organization of Missions
- Canon 15 - Hobart College
- Canon 16 - Districts
- Canon 17 - The Parish Organization
- Canon 18 - Parish Records and Reports
- Canon 19 - Family Instruction
- Canon 20 - Diocesan Societies and Institutions
- Canon 21 - Ecclesiastical Discipline
- Canon 22 - The Clergy List
- Canon 23 - Church Pension Fund
- Canon 24 - Commission on Ministry
- Canon 25 - Arms and Seal of the Diocese
- Canon 26 - The Bishop and the Cathedral
- Canon 27 - Removal for Absences of Members of Diocesan Bodies, Vestries and Executive Committees
- Canon 2 - Interpretation of Canons
- Canon 2 - Amendments and Repeal
- The Rules of Order

## **PREAMBLE**

We thank God for our part in the noble past of the Diocese of Western New York from which we have been informed and in which we have had our place, and, prior to its formation in A.D. 1838, our participation in the Diocese of New York; for our spiritual descent from the Mother Church of England before the independence of these United States of America and for our origin and part in the One, Holy Catholic and Apostolic Church of Jesus Christ to which we yield our allegiance.

## **ARTICLE I**

### **Authority of the General Church**

The Church in the Episcopal Diocese of Rochester comprises the Counties of Allegany, Livingston, Monroe, Ontario, Schuyler, Steuben, Wayne and Yates, in the state of New York; and, as a constituent part of the Protestant Episcopal Church in the United States of America, accedes to the Constitution and Canons of that Church, and acknowledges its authority accordingly.

## **ARTICLE II**

### **Annual and Special Convention**

#### **Section 1.**

There shall be a Convention of the Church in this Diocese called annually no later than November 30 at such time and place as shall be determined by the Bishop with the approval of the Standing Committee.

#### **Section 2.**

The Ecclesiastical Authority shall have power to call Special Conventions; provided the notice of such meeting shall state the purpose for which it is called, and is sent to all clergy entitled to vote and all parishes and missions entitled to representation in such Convention at least 30 days before the appointed time thereof. No business other than that stated in the notice shall be transacted, except by a two-thirds vote of all clergy equal to the number of parochial clergy, and by the two-thirds vote of lay delegates who in aggregate equal the number of delegates from two-thirds of all parishes and missions entitled to representation.

Article II amended 1968, 2000, 2006

## **ARTICLE III**

### **Members of the Convention**

The Convention shall consist of clergy and laity; and shall be the judge of the election, eligibility and qualification of its members.

## **Section 1. The Clerical Members**

The Clerical Members of the Diocese shall include:

(a) The Bishop or Bishops of the Diocese:

(b) All the other clergy of the Diocese duly admitted by the Ecclesiastical Authority thereof, who have been at least six weeks in regular standing in accordance with the Constitution and Canons of the Diocese and of the Protestant Episcopal Church in the United States of America;

(c) Ordained Episcopal clergy functioning in charge of congregations by license with this Diocese, provided that any of the foregoing have been in office at least six weeks;

(d) And ordained, non-Episcopal clergy who are in good standing with the Ecclesiastical Authority of the denomination under whose discipline they minister and who are serving as minister-in-charge or co-minister-in-charge of an ecumenical parish or mission in union with the Church in this Diocese as represented in Convention, except that neither Episcopal clergy functioning by license nor ecumenical clergy shall be eligible to vote on a question to amend the Constitution and Canons of this Diocese or in any election of a Bishop.

## **Section 2. The Lay Members**

(a) Each parish and organized mission received into union with the Convention shall be entitled to not more than three delegates, or alternates, who have been duly chosen by the vestry or congregation of such parish or by the executive committee or congregation of such mission, and who shall be baptized persons qualified to vote for the members of the Vestry or officers of such parish or mission.

(b) No lay delegate, or other representative, shall be qualified for a seat in the Convention (except a Convention for the election of a Bishop) until the parish's or mission's apportionment for the Diocese and National Church shall have been fully paid, nor until the report of the parish or mission required by the Canons of the Diocese and General Convention shall have been made, nor until the Pension Fund premiums for the previous calendar year shall have been fully paid; except in special cases recommended by the Diocesan Council or its authorized agent, as provided by Canon, and approved by the Convention.

(c) The Chancellor, Secretary and Treasurer of the Diocese, ex officio, or their assistants, if the principals are not able to serve, and Lay Canons, if they are not otherwise members of Convention, shall have seat, voice and vote in the Convention, except in the case of a vote by Orders. Other Diocesan Staff, members of elected or appointed diocesan bodies shall have seat and voice subject to the direction of the Ordinary. Official guests of the Convention invited by the Ecclesiastical Authority shall have the courtesy of the floor, and at the Authority's invitation may address the Convention.

(d) No lay delegate, or other representative, of any parish or mission, shall be qualified for a seat in a Convention for the Election of a Bishop unless such person shall be canonically resident in this Diocese.

Amended 1962, 1965, 1966, 1970, 1973, 1976, 1983, 1993, 2000, 2006

## **ARTICLE IV**

### **President of the Convention**

The Bishop of the Diocese, or in the Bishop's absence, the Bishop Coadjutor or the Suffragan Bishop, if there be such and in that order, shall preside in the Convention; but in case of absence or vacancy in the Episcopate, the President of the Standing Committee shall call the Convention to order and the members shall thereupon elect a President from among the clergy.

Amended 2000

## **ARTICLE V**

### **Secretary, Treasurer, Chancellor, Registrar**

#### **Section 1.**

A Secretary and a Treasurer shall be nominated by the Bishop and Standing Committee and shall be confirmed by the Convention and shall hold office for a term of five years. Should there be a vacancy in either office, the Bishop in consultation with the Standing Committee shall appoint a proper officer to complete the unexpired term.

#### **Section 2.**

On the nomination of the Bishop, a Chancellor of the Diocese who is skilled in ecclesiastical and civil law, shall be elected by the Convention for a term of three years. In the event of a vacancy due to removal from office or other cause, the Bishop, in consultation with the Standing Committee, may appoint a successor who shall serve until the next Convention.

#### **Section 3.**

The Bishop shall appoint the Registrar and notify the Convention thereof.

#### **Section 4.**

The Secretary, Treasurer, Chancellor or Registrar may be removed from office at any time by the Bishop in consultation with the Standing Committee.

Amended 1968, initiated 1969. Section 3 amended 1983, 2016.

## **ARTICLE VI**

### **Voting in Convention**

#### **Section 1.**

The clergy and laity shall deliberate as one body. Each member shall be entitled to one vote; and a majority of all the votes cast shall determine the question unless otherwise provided.

**Section 2.**

If a separate vote by orders is required by Canon or by the request of five members, the clergy and laity shall vote as individuals, and a majority of the votes in each order shall be necessary to carry any measure.

**ARTICLE VII**  
**The Standing Committee**

**Section 1.**

There shall be a Standing Committee of the Diocese, consisting of four presbyters or deacons and four lay persons, communicants of the Church in the Diocese. One member of the clergy and one member of the laity shall be elected at each annual meeting of the Convention to serve four years and no member shall be eligible for re-election until at least one year shall have elapsed after serving one full term. One member of the clergy and one member of the laity shall be elected at each annual Convention for a four year term as aforementioned. The Committee may meet from time to time in conformity to its own rules, shall elect a President and Secretary from its membership, shall perform such duties as may be assigned to it by the Diocesan Convention, and shall perform all duties and exercise all powers directed to it by the Canons of General Convention. Vacancies in the Committee shall be filled until the next Convention by the concurrent vote of the remaining clerical and lay members, and the consent of the Bishop. A quorum of the Standing Committee shall consist of five elected members provided that at least two members in each Order are present.

**Section 2.**

As provided by the Constitution (Article IV) and Canons, (Title I, Canon 12, Section 1) of the General Convention, the Standing Committee shall act as the Bishop's Council of Advice. It shall be summoned on the requisition of the Bishop whenever the Bishop shall desire its advice; and it may meet of its own accord and agreeable to its own rules when it may be disposed to advise the Bishop.

**Section 3.**

In the absence of the Bishop, the Standing Committee shall be the Ecclesiastical Authority of the Diocese for all purposes declared by the General Convention."

**Section 4.**

No member of the clergy or lay person shall hold office concurrently as a member of the Standing Committee, excepting any ex officio members, and also as a member or member-at-large of the Diocesan Council, a Trustee of the Diocese and/or as a member of the Commission on Ministry.



Amended 1966, 1972, 1974, 1976, 1999, 2000, 2006

## **ARTICLE VIII**

### **Election of a Bishop**

#### **Section 1.**

(a) A Nominating Committee shall be established by the Ecclesiastical Authority with the advice and consent of the Standing Committee and a slate of nominees shall be developed. The Standing Committee may also establish other procedures for securing nominees. The list of nominees shall include candidates who have been selected with due consideration of the Diocesan Profile (if there be one,) and of the guidelines of the National Church.

(b) The Electing Convention shall convene under the Rules of Order for an Electing Convention (if such exist, otherwise under the standing Rules of Order for a Convention.) Such Rules of Order shall be presented to the Electing Convention for its ratification or amendment, which shall be by majority vote. However, after the first vote is taken, all amendments of the Rules shall be by two-thirds (2/3) majority.

#### **Section 2.**

After the Convention has been opened with the Celebration of the Holy Communion and is in order for business, the President shall call for nominations of fit and qualified persons. After the nominations procured by the Standing Committee have been presented, individual nominations are in order, each of which shall require at least two seconds. Individual nominating and seconding speeches may be limited as to time, as provided by the electing Convention.

#### **Section 3.**

During the election all persons, save canonical voters and officers of the Convention, shall be required to leave the floor. The Clerical and Lay Orders shall then ballot separately for a Bishop as provided by Article VI, § 2 of this Constitution. A concurrent majority of both orders shall be necessary for the election. However, if less than two-thirds (2/3) of all the parishes be represented, then a two-thirds (2/3) majority in the lay order shall be required for the election. And, if there are fewer clergy present and voting than the whole number of parochial clergy then a two-thirds (2/3) majority shall be required in the clerical order for an election. The election when completed shall be duly declared.

Amended 1986, 2002, 2006, 2016 (former Section 1(a) deleted 2016)

## **ARTICLE IX**

### **Amendment of Constitution**

Any proposal to alter or amend this Constitution shall first be submitted to the Secretary of the Diocese and by the Secretary submitted to the Committee on Constitution and Canons at least sixty (60) days before the annual meeting of the Convention of the Diocese, and after consideration and recommendation by that Committee shall be delivered into the hands of the Secretary of the Diocese at least one month before the opening of the Convention and the Secretary shall then circulate the same among the parishes, unless by a two-thirds vote of each Order the Convention shall consent to suspend the time requirement; and if approved by a majority of each Order it shall be acted upon at the next annual Convention; and if the Convention shall then adopt said amendment by a majority of each Order it shall become valid and effective forthwith, unless the Bishop should disapprove of such amendment, and within 24 hours communicate his reasons to the Convention. Should the Convention, however, by its early adjournment prevent the communication of the Bishop's objections, he may present the same on the opening day of the next annual Convention, the amendment in the meantime being ineffective. And should the Convention, at either time after receiving and considering the Bishop's objections, adopt said amendment by a two-thirds vote of each Order, it shall become a valid part of the Constitution.

Amended 2016

## **THE CANONS**

### **CANON 1**

#### **The Diocesan Convention**

##### **Section 1.**

(a) Some time, not less than one week before the meeting of the Diocesan Convention, the Bishop shall prepare, or cause to be prepared, a list of the canonically resident clergy entitled to seats in the Convention. None other than clergy free from all canonical censure shall be recorded in such list. Such list, authenticated by the Bishop, shall be laid before the Diocesan Convention on the first day of its session, for correction of any errors or omissions.

(b) The right of any member of the clergy to a seat in the Diocesan Convention shall be determined by the Convention, according to the provisions of the Constitution and Canons. The Bishop's list shall be presumptive evidence of the right of those whose names are there registered to seats.

(c) In case the right of any member of the clergy holding or appointed to a parish or cure in this Diocese is contested, the evidence of the member's having a cure of souls shall be the record required by Canon 22, or in the production of the canonical certificate; which certificate, if not previously recorded, shall thereupon be placed on record.

(d) In case the right of any member of the clergy claiming a seat is contested, the evidence of such right shall be the written certificate of the Ecclesiastical Authority.

(e) And in case the right of any member of the clergy who may claim a seat by virtue of the member's having been received into this Diocese is contested, the production of the record, or of the certificate of acceptance, as hereinafter provided for, shall be presumptive evidence of a canonical admission; which certificate, if not previously recorded, may thereupon be placed on record by the Secretary, on vote of the Convention.

(f) A member of the clergy who has been admitted to this Diocese according to its Constitution is qualified for the purposes mentioned in these Canons.

##### **Section 2.**

(a) The evidence of the appointment of a lay delegate shall be a written certificate signed by the Rector, Vicar or Priest in charge of the church, if there be one, or, in case of vacancy, or disability of the clergy, by the Warden who presided at the meeting at which such delegate was appointed, or by the Clerk of the Vestry; which certificate shall be sent to the Secretary at least one week before the meeting of the Convention.

(b) The right of any member of the laity, duly qualified as above, to a seat in the Convention of the Diocese, in cases of doubt or dispute, shall be determined by the Convention.

### **Section 3.**

Unless it be otherwise ordered by the Convention, the notice of a meeting shall be by a printed or written notice, designating the time and place of such meeting, mailed by the Secretary to each member of the clergy having the right to a seat, and to a Warden or Clerk of the Vestry of each parish in union with the Diocese.

### **Section 4.**

The attendance of at least one-third of the clerical members entitled to vote in the Diocesan Convention, and of delegates from at least one-third of the parishes and missions, entitled to representation, shall be requisite for the transaction of business; but a smaller number may adjourn from day to day, or to some other day within three calendar months.

### **Section 5.**

(a) It shall be the duty of each clerical delegate attending the Convention to report to the Secretary of the Convention immediately upon arrival. The Secretary shall announce the number of clergy enrolled on the canonical list and entitled to seats who have reported themselves present.

(b) It shall be the duty of each lay delegate attending the Convention to report to the Secretary of the Convention immediately upon arrival. The Secretary shall announce the number of churches entitled to representation, whose delegates have reported themselves present, and whose certificates have been received and are in due form. Irregular and defective certificates, and certificates and documents referring to contested seats, shall be immediately reported to the Committee on Credentials appointed by the presiding officer.

(c) A canonical quorum being present, the Bishop or the Presiding Officer shall declare the Convention duly organized.

(d) The Convention shall then proceed to the election of a Secretary. The Secretary may at any time nominate an Assistant Secretary for the action of the Convention.

(e) The Rules of Order in force at the preceding annual Convention shall be in force for the organization of the Convention and shall remain in force until changed by action of the Convention. Notwithstanding the foregoing, a Convention assembled to elect a bishop shall convene under the "Rules of Order for a Convention to Elect a Bishop," if such exist.

(f) Any member who is obliged to leave the Convention before its final adjournment, will notify the Secretary when possible.

### **Section 6.**

The regular attendance of the clergy and laity at the meetings of the Convention being of essential consequence to the interests of the Church, this duty is hereby enjoined upon them; and it shall be the duty of every parish to make provision for the expenses of its clergy in attending the Convention.

### **Section 7.**

The *Journal* of the proceedings and acts of the annual Convention shall be published in suitable form. Likewise, a *Journal* of any special Convention shall be published bound together with the *Journal* of the annual Convention immediately preceding or following, or separately, as may be most convenient.

### **Section 8.**

The Diocesan Convention shall annually establish salary scales and additional material provisions or expense allowances to be received by all clergy in the employ of the Diocese, its parishes, missions, or programs.

Amended 1965, 1969, 1972, 1982, 1999, 2001

## **CANON 2** **Duties of Officers**

### **Section 1. The Secretary:**

In addition to other duties imposed by the Constitution and Canons of the Diocese, the Secretary shall perform the following duties:

(a) The Secretary shall record and attest the proceedings and acts of the Convention; preserve the *Journals* and other records of the Diocese and deliver them to the Registrar for safe keeping; and also perform such other duties as the Convention shall prescribe.

(1) The *Journal* shall display lists of the names of each person elected or appointed to a term of office, together with the year in which the term expires.

(2) Beside each name there shall be a notation as to whether the current term is a full term or a partial term and whether the person is eligible for reelection or reappointment.

(b) The Secretary shall give at least sixty days' notice to every member of the clergy of the Diocese, and to every Vestry therein, of the time and place appointed for the meeting of the annual Convention of the Diocese.

(c) The Secretary shall hold and preserve all books and papers belonging to the office of Secretary and duly transfer the same to a successor when elected.

(d) The Secretary shall sign and transmit annually to each of the Diocesan Bishops of this Church, and to the Secretary of the House of Deputies of the General Convention, and to the Secretary of every Diocesan Convention or Council, (except in those cases in which a wish has been expressed not to receive it), a copy of the *Journal* of the Convention, and shall secure, so far as possible, from the Secretaries of the Diocesan Conventions or Councils, copies of their *Journals* in exchange.

(e) The Secretary shall also sign and transmit to every General Convention, for the Secretary of the House of Deputies thereof, in addition to other documents canonically required, a signed certificate, containing a list of the Members of the clergy of this Diocese; and, also, a like certificate of the due election or appointment of clerical and lay deputies.

(f) The Secretary shall, with such aid as may be required, prepare, immediately after the adjournment of the Diocesan Convention next preceding the regular meeting of every General Convention, and forward forthwith to the Secretary of the House of Deputies of the General Convention, upon the blanks provided by the General Convention for that purpose, a condensed summary of the statistics contained in the Parochial Reports and Bishop's statements, with information as to all institutions in any way connected with the Church within the Diocese; and also as to the condition of all invested funds and the amount of all contributions received or expended by the Bishop or otherwise, within the Diocese.

## **Section 2. The Treasurer**

(a) It shall be the duty of the Treasurer to receive and disburse monies collected under the authority of the Convention, and other contributions for Church objects, except as may be otherwise provided by the Convention or the Diocesan Council. The Treasurer shall report annually to the Convention the amounts so received and disbursed in accordance with this Canon, and shall render to each annual Convention an exhibit of all such accounts, which shall be duly audited.

(b) An Assistant Treasurer may be chosen by the Diocesan Council and may be removed from office by said Council in consultation with the Bishop.

(1) It shall be the duty of the Assistant Treasurer to perform the duties of the Treasurer in the Treasurer's absence.

(c) Each Treasurer shall give a Surety Company Bond, in an amount determined by the Diocesan Council, conditioned for the faithful performance of the duties of this office. The form of each bond and the manner of its execution shall be such as shall be approved by the Chancellor of the Diocese; and when so approved, the bond shall be delivered to the Secretary of the Convention. The cost of providing said bonds shall be a charge upon the Diocese.

## **Section 3. The Chancellor**

(a) The Chancellor shall at all times afford to the Bishop, Standing Committee, and Diocesan Council at their request, confidential or public advice on legal or canonical matters; and shall, on request, give similar advice to the Diocesan Convention.

(b) It shall also be the Chancellor's duty to review any proposed amendments to the laws of the State which affect the Religious Corporations Law or the property interests of the Church, and to cooperate with the representatives of other Dioceses in the State in securing the passage or defeat of such proposed amendments after reference to the Convention whenever possible.

(c) At the consecration of any Bishop to serve within this Diocese, the Chancellor shall be present, either in person or by deputy, and shall make a record of such consecration, which record the Chancellor shall authenticate by hand and seal with the subscription of witnesses, and place the same on file among the Archives of the Diocese.

(d) Assistant Chancellors may be appointed by the Bishop to serve at the Bishop's pleasure under the Bishop and the Chancellor and to perform such duties as shall be assigned to them by the Chancellor.

#### **Section 4. The Registrar**

(a) Journals, files, papers, reports and other documents which, under the Canons or otherwise, may become the property of this Convention, shall be committed to the keeping of the Registrar of the Diocese.

(b) It shall be the duty of the Registrar to procure all such journals, files, papers, reports, copies of charters and acts of incorporation of churches, and other documents as may be of value in the history of the Diocese, to arrange, label, file, index and otherwise put in order, and provide for the safekeeping of the same, and all such others as may hereafter come into the Registrar's possession, in some fireproof, safe and accessible place of deposit, and to hold the same under such regulations and restrictions as the Convention may from time to time provide.

(c) It shall be the Registrar's duty also to preserve, in a proper Registry Book, a record of the consecration of the successive Bishops of this Diocese, designating accurately the time and place of the same, with the names of the chief Consecrator, and of the Bishops canonically present and assisting; to record a list of all the presbyters and deacons of the Diocese, and the dates of their connection therewith, and copies of the charters and acts of incorporation of churches in the same, with such additional records as may be worthy of safekeeping in the archives of the Diocese.

(d) It shall be the duty of every member of the clergy who shall be transferred to this Diocese by Letter Dimissory, or who shall remove into this Diocese with the intent to be so transferred, to forthwith transmit to the Registrar a written statement signed by the member, setting forth the date and place of said member's birth; when, where and by whom the member was ordained; the times and places of the member's previous pastoral and missionary labor; with such other details of the said member's personal and official record as the member may think proper, and it shall be the duty of the Registrar to report to the Bishop the name or names of any clergy failing to comply with this provision.

Amended 1965, 1972, 1973, 1999, 2001

### **CANON 3**

#### **Convention Elections**

#### **Section 1.**

(a) In elections the voting shall be by ballot as required by the Canons; provided, that balloting may be dispensed with by a unanimous vote of the Convention, except as hereinafter provided.

(b) When voting is by ballot, a majority of the ballots cast (excluding blank ballots) shall be necessary to a valid election, unless otherwise provided by Constitution or Canon. If in any

election a greater number of persons than the number of offices to be filled shall receive a canonical majority of ballots cast, those who up to the number of offices to be filled receive the highest majorities shall be declared elected. In the event there is only one candidate for an office, the Convention may direct the Secretary to cast one vote for that candidate.

(c) In any election the candidate or candidates (to the required number) receiving the highest number of votes on the third ballot (if such is needed) shall be declared elected; however, elections for a Bishop shall require be as the Constitution directs.

(d) If two or more candidates receive the number of votes necessary to be elected and are tied, and the order of their election must be determined, then there shall be a runoff election among such candidates solely for determining the order of their election, which shall be deemed the election. In no event shall this procedure operate to elect more persons than there are offices to be filled.

## **Section 2.**

In all cases of failure or omission to elect officers by the Convention, the persons last elected, if still resident within the Diocese, shall continue in office until others are duly chosen in their stead, and vacancies may be filled for the time by the Bishop with the advice and consent of the Standing Committee.

## **Section 3.**

(a) The Bishop, with the approval of the Diocesan Council, shall appoint a Nominating Committee and its chair for the Diocesan Convention composed of two clergy and five lay persons. With the consent of the Bishop, the chair of the Nominating Committee may employ other members of this Church to assist the Committee in its administrative work.

(b) The Nominating Committee shall be appointed immediately following a Diocesan Convention to serve until the next Convention.

## **Section 4.**

(a) The Nominating Committee shall establish in each calendar year a schedule for receiving nominations for offices to be filled and present such schedule to Diocesan Council. The Diocesan Council shall approve or amend that schedule as it deems appropriate at its next meeting and direct that it be communicated to the Diocese promptly after such approval or amendment. The Nominating Committee may establish any schedule that seems reasonable given calendar considerations in any given year, provided that the schedule established by the Nominating Committee may not offer less time for informing the Diocese of open positions, receiving nominations and disseminating information on nominees than is provided in Canon 3, Sections 4(b),(c),(d), and (e) herein. Any nominations received after the deadlines set forth in the Nominating Committee's annual schedule for a given year shall be treated as "late nominations" which may then be offered as nominations from the floor of Convention.



(b) At least ninety (90) days before a Convention at which elections for diocesan bodies are to be held, the Secretary shall send to:

- (1) All the clergy entitled to vote,
- (2) All the Clerks of the Vestries and of other bodies in union with this Diocese  
and
- (3) the Nominating Committee, lists specifying:
  - (i) all the offices to be filled by election at the upcoming Convention and
  - (ii) the incumbents in each office whose terms are expiring, together with a statement as to whether each is eligible for reelection.

(c) Clerical or lay delegates entitled to seats and votes in a forthcoming annual Convention and vestries of parishes and executive committees of missions may file nominations for the offices to be filled at the said Convention, prior to the assembling thereof. All such nominations shall be placed in writing and signed by either a clerical or lay delegate; shall be accompanied by information as to the residence, parish, and ecclesiastical status of each nominee; and shall be delivered to the Nominating Committee at least forty-five (45) days before the opening of the Convention; and the Nominating Committee shall then circulate the same among the parishes. Nominations, stating the information required above, may also be made from the floor of the Convention.

(d) The Nominating Committee is to review all nominations, keeping in mind the requirements for the Districts of the Diocese to be represented on Diocesan Council by Members elected by and according to District as well as by members-at-large. (See Canon 6, Section 2). Where no nominations are forthcoming, the Committee is to communicate with parishes in the Districts so to advise them and request nominations. Whenever possible the Committee shall present multiple nominations for each vacancy; nevertheless, it shall make certain there is at least one nomination for each vacancy.

(e) The Nominating Committee shall ascertain the willingness of each nominee to serve if elected. The Committee shall secure biographical data and a photograph of each nominee to be included in the nominee's profile. Whenever possible it shall prepare profiles of nominees to be made available throughout the Diocese at least thirty days prior to the Diocesan Convention.

(f) The Nominating Committee shall be present at the Diocesan Convention to present the nominations predetermined in the form of a ballot on which the names of the nominees for each office shall be placed, as well as nominations made from the floor of the Convention, ascertaining first the willingness of such nominees to serve, if elected.

(g) The Nominating Committee costs for communications, preparations and mailing and/or distribution of the profiles and Convention materials shall be borne by Convention.

(h) Any ballot on which are marked more names than there are vacancies to be filled for a particular office shall be declared void, as to such office.

### **Section 5.**

All persons elected to office by the Convention must accept such office in writing to the Bishop or Secretary within thirty (30) days after the sending notification of such election by the Secretary of the Convention. The Secretary, within seven (7) days of the adjournment of any meeting of the Convention, shall send notification to each person elected to office, who has not already signed the acceptance, at such meeting that a written notice of acceptance is required. The form of acceptance shall state the office to which the person is elected and the requirements of this canon of written acceptance. In default of such acceptance within the time above specified the office shall be vacant and the vacancy shall be filled in the manner provided by the Canons.

Amended 1959, 1968, 1969, 1975, 1987, 1995, 1999, 2001 (Former Section 5 deleted 2001), 2012, 2016

## **CANON 4**

### **Deputies to the General Convention**

#### **Section 1.**

At the annual Convention no less than eighteen months before the General Convention, four presbyters or deacons and four lay persons shall be elected to represent this Diocese as Deputies to the General Convention.

#### **Section 2.**

At the annual Convention following the annual Convention at which Deputies were elected, four presbyters or deacons and four lay persons shall be elected as provisional Deputies to the General Convention.

#### **Section 3.**

The clerical Deputies shall each be a presbyter or deacon in active status within the Diocese at the time of the meeting of General Convention, and entitled to seats in the Convention of this Diocese, and the lay Deputies shall be communicants in good standing of this Church in this Diocese, but not necessarily domiciled within this Diocese.

#### **Section 4.**

It shall be the duty of the Deputies to signify to the Bishop, in writing, at least one month before the meeting of the General Convention, their acceptance of the appointment and intention to perform its duties. Provided that in case of any provisional Deputies' having had an

equal number of votes, the Bishop shall elect which of them to notify as aforesaid. And provided also that should there be an insufficient number of available provisional Deputies, the Bishop, with the advice and consent of the Standing Committee, may fill such vacancy.

Amended 1956, 1965, 1975, 1982, 1984, 1990, 1995, 2001

**CANON 5**  
**Deputies to the Provincial Synod**

Deputies to the Provincial Synod shall be appointed each year by the Bishop with the consent of the Standing Committee and in such manner as shall be deemed sufficient to provide adequate representation of the Diocese.

Amended 1966, 1967, 1982

**CANON 6**  
**Diocesan Council**

**Section 1.**

There shall be an executive body known as the Diocesan Council, which shall have charge of the unification, development, and prosecution of the work of Missions, Church Extension, Christian Education, and Christian Social Relations in the Diocese, shall perform such other work as may be committed to it by the Diocesan Convention, and shall assist the Bishop in the initiation and development of such new work between sessions of the Convention as the Bishop may deem necessary, subject, however, to the provisions of the Constitution and Canons of the Diocese.

**Section 2.**

The Council shall be composed of:

(a) The Bishop of the Diocese, the Bishop Coadjutor and/or the Bishop Suffragan if there be such, and sixteen additional members, eight of whom shall be clergy, each either as presbyter or as deacon, canonically resident in the Diocese, and eight lay persons, communicants in good standing of the Church in the Diocese, including

(b) Five clergy and five lay persons, taken from the five Districts of the Diocese, which are:

Rochester District - The City of Rochester

Monroe District - Monroe County except for the City of Rochester

Northeast District - Ontario and Wayne Counties

Southeast District - Schuyler, Steuben and Yates Counties except for Hornell

Southwest District - Livingston and Allegany Counties plus Hornell

the boundaries of all of which Districts shall be determined by the Bishop and Diocesan Council by resolution not more frequently than annually, and the members of Council shall be elected as provided below:

(1) Pursuant to authority granted by Convention, in even-numbered years, the clerical and lay delegates resident in each District, as specified in paragraph (h), shall at a duly called meeting of the District before Convention in such year elect one presbyter or deacon to represent that District for a term of two years, which presbyter or deacon shall be attached to a parish or other congregation in the District as described in paragraph (h), or shall have designated that District as such presbyter's or deacon's Diocesan Council District by so notifying the Secretary of the Convention in writing not less than thirty (30) days prior to the Diocesan Convention.

(2) Pursuant to authority granted by Convention, in odd-numbered years, the clerical and lay delegates resident in each District, as specified in paragraph (h), shall at a duly called meeting of the District before Convention in such year elect one lay person to represent that District for a term of two years, which lay person shall be a member of a parish or other congregation in such District.

(c) Three clergy and three lay persons shall be elected by and from the Diocese at large as follows:

(1) In odd-numbered years, the Convention shall elect three clergy, each to serve as a member-at-large for a term of two years.

(2) In even-numbered years, the Convention shall elect three lay persons, each to serve as a member-at-large for a term of two years.

(d) No member or member-at-large who shall have served two full terms shall be eligible for re-election until at least one year shall have elapsed.

(e) Any vacancy in the membership of the Council elected by District shall be filled by the respective District for the unexpired term within thirty days after the vacancy occurs by an election at a duly called meeting of the District.

(f) Any vacancy in the membership of the Council elected by the Convention shall be filled within thirty days by the Council until the next annual meeting of the Convention, at which time, if the vacancy would continue thereafter, the Convention shall elect a member to complete the unexpired term.

(g) The Chancellor, the Secretary and the Treasurer shall be *ex officio* members of the Council with seat and voice but without vote in the meetings of the Council.

(h) For the purpose of balloting under subparagraphs (b) (1) and (b) (2):

(1) "Clerical delegates resident in each District" shall mean those full or part time parochial presbyters and deacons otherwise entitled to vote in Convention, each of whom is a Rector of, assisting clergy of, or in charge of a parish or other congregation which has its place of worship in such District; and those non-parochial presbyters and deacons who, more than ninety days prior to the Diocesan Convention shall have designated that District as the Diocesan Council District of such presbyter or deacon by so notifying the Secretary of the Convention in writing.

(2) "Lay delegates resident in each District" shall mean those delegates otherwise qualified to vote in Convention, each of whom is a member of a parish or other congregation which has its place of worship in such District.

### **Section 3.**

The Council shall meet annually before the meeting of the Convention of the Diocese, and at other times at its own appointment, or at the call of the Bishop or the call of three of its members. The Bishop of the Diocese, or, in the Bishop's absence, the Bishop Coadjutor or the Bishop Suffragan, if there be such, or, in the absence of a Bishop, the Vice-Chair, shall preside at the meetings of the Council, and eight (8) members and the Presiding Officer shall constitute a quorum for the transaction of business.

### **Section 4.**

The Council shall elect one of its members to be Vice-Chair. The Diocesan Secretary and Treasurer elected by the Convention shall be, *ex officio*, the Secretary and Treasurer, respectively, of the Council. The Council may elect an Assistant Treasurer and a Treasurer for Missionary Funds who shall hold office for such term and have such powers and duties as are prescribed by Canon 2. It shall also have power to elect such other officers and to employ such other persons as its work may require, fixing their duties and stipends, for terms not exceeding one year. Such other officers may include an Assistant Secretary who, with the approval of the Secretary, shall serve as secretary of Council and/or perform such other duties as the Secretary shall delegate.

### **Section 5.**

(a) Before the beginning of each fiscal year, the Council shall formulate the Budget as directed by the Convention, and shall receive and disburse all monies applicable thereto.

(b) The Council shall each year establish an apportionment to be paid by each parish and each mission in support of the Diocesan Budget; and the Council shall publish such apportionments with the publication of the Diocesan budget and shall present the same to the Diocesan Convention for its approval at the Convention preceding the beginning of the fiscal year for which the apportionments are to be effective.

### **Section 6.**

(a) The Council shall organize Departments and shall determine the scope and power of each. The Bishop and the Bishop Coadjutor and/or the Bishop Suffragan, if there be such, shall be *ex officio* members of each Department.

(b) The Bishop, with the advice and consent of Council, may designate a member of the Diocesan Staff to meet with each department and with each subdivision thereof to accomplish liaison between the Bishop and Staff and each body. Such Staff member shall have seat and voice in the body but no vote.

**Section 7.**

The Council shall present an annual report to the Convention of the Diocese, which shall include:

- (a) a summary of its activities and those of the Departments;
- (b) statements covering receipts and disbursements in the administration of the Budget for the preceding fiscal year;
- (c) a copy of the proposed Budget for the ensuing fiscal year.

**Section 8.**

The Council shall have authority to require such reports and statements from the parishes and missions as the successful prosecution of its work may necessitate and it shall be the duty of the respective parochial clergy and officers to furnish such information promptly.

**Section 9.**

The Council shall have power to adopt such By-Laws as are needed for the conduct of its affairs.

**Section 10.**

No appointed member of the Diocesan Staff shall be eligible to be elected to membership on the Diocesan Council.

**Section 11.**

No person shall hold office concurrently as a member or member-at-large of Diocesan Council, excepting as an *ex officio* member, and also as a member of the Standing Committee and/or as a Trustee of the Diocese.

Amended 1959, 1965, 1966, 1970, 1975, 1976, 1980, 1987, 1993, 1995, 1999, 2001, 2016

**CANON 7**

**Trustees of the Diocese**

**Section 1.**

In compliance with a Resolution of the First Annual Convention of the Episcopal Diocese of Rochester and of the Certificate of Incorporation of said Diocese, providing for the election of nine members to serve with the Bishop as the Board of Trustees, three members are to be elected annually by a plurality vote of the Convention for a term of three years.

**Section 2.**

The general powers, duties and responsibilities of the Trustees shall be as are set forth in Section 5 of the Religious Corporations Law of the State of New York.

**Section 3.**

No presbyter, deacon, or lay person shall hold office concurrently as a Trustee, excepting any person who is a Trustee ex officio, and also as a member or member-at-large of Diocesan Council and/or as a member of the Standing Committee

Amended 1965, 1976, 1980

**CANON 8**  
**Parish and Diocesan Properties**

In conformity and consistent with the provisions of Title I, Canon 7, of the General Convention, it is hereby explicitly reaffirmed that all real and personal property held by or for the benefit of any Parish, Mission, Chapel, or Congregation located in the Diocese of Rochester is held in trust for the Episcopal Church and the Diocese of Rochester. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission, Chapel, or Congregation, or the power and authority of the Trustees of the Diocese holding title thereto, otherwise existing over such property so long as the particular Parish, Mission, Chapel, or Congregation remains a part of, and subject to, the Episcopal Church and the Diocese of Rochester and the Constitution and Canons of each of them.

Old Canon 8 defined the Diocesan Investment Trust, which was dissolved in 1988. New Canon 8, above, was substituted at the 1988 Convention.

**CANON 9**  
**Business Methods**

(See General Convention Title I, Canon 7)

**Section 1.**

In this Diocese the following standard business methods shall be observed:

(a) The Fiscal Year of the Diocese and of each parish and mission thereof shall begin January first.

(b) Trust and permanent funds and all securities of whatsoever kind shall be deposited with a Federal or State Bank, or Trust Company, or a Diocesan Corporation, or with some other agency approved in writing by the Diocesan Council or its authorized agent under either a deed of trust or an agency agreement, providing for at least two signatures on any order of withdrawal of such funds or securities.

(c) Records shall be made and kept of all trust and permanent funds showing source and date, terms governing the use of principal and income, to whom and how often reports of condition are to be made, and how the funds are invested.

(d) Treasurers and custodians, other than banking institutions, shall be adequately bonded; except treasurers of funds that do not exceed \$500 at any one time during the fiscal year.

(e) Books of account shall be so kept as to provide the basis for satisfactory accounting.

(f) All accounts shall be audited annually by a Certified Public Accountant, or by such an accounting agency as shall be approved by the Diocesan Council or its authorized agent.

(g) All accounts shall be audited, as reasonably determined by the Bishop, within ninety (90) days after either (1) the end of the month following the end of the tenure of a rector or priest-in-charge, or (2) the close of the parish's fiscal year following the end of the tenure of a rector or priest-in-charge. Such audit shall be performed by a certified public accountant or such an accounting agency as shall be approved by Diocesan Council or its authorized agent, except that such audit shall not be performed by an audit committee from the parish. The parish and the Diocesan Council shall mutually approve the Certified Public Accountant or accounting agency. The cost shall be borne by the Diocese.

(h) Copies of any and all accounts shall be filed with the Diocesan Council or its authorized agent, who shall report annually thereon to the Convention.

(i) All buildings and their contents shall be kept adequately insured.

(j) At the direction of the Bishop, the Diocese may establish a Human Resources Committee whose members shall be appointed by the Bishop. Such Committee shall address employment policies and matters for the Diocese.

## **Section 2.**

(a) No indebtedness shall be incurred by a parish, mission, congregation, or institution for permanent improvements, replacements, or additions to real estate, or equipment, without the written approval of the Bishop and Standing Committee.

(b) No indebtedness shall be incurred by a parish, mission, congregation, or institution for current expenses without the written approval of the Bishop and Standing Committee, where the amount of such indebtedness, plus any existing indebtedness heretofore incurred for current expenses, exceed 20% of the total receipts for current expenses during the preceding fiscal year.

(c) Whenever such approval is required, payment of all indebtedness must be provided for in a plan of amortization or other method of payment approved by said authority.

(d) This canon shall not apply to emergency repairs to real estate, buildings, or equipment.

Amended 1972, 1974, 2003, 2016

## **CANON 10**

### **The Admission of Churches**

#### **Section 1.**

(a) To entitle a church to admission as a parish into union with the Church in this Diocese as represented in Convention, the Vestry of said church shall submit to the Convention, or to the Bishop and Standing Committee, the certificate of act of incorporation, or a copy thereof,



certified by the officer whose duty it is or may be to record or file certificates of incorporation according to the law of the State.

(b) There shall also be submitted a certificate of the Bishop, that the incorporation of such church had received the Bishop's approbation before such act of incorporation, and that such church is duly and satisfactorily established; and that the Bishop has received satisfactory evidence that such church in addition to meeting its current expenses is able to maintain regular priestly services worked out on a contractual basis and, where applicable, at a salary level not in violation of the standards set by the Convention or the Bishop and Council, and to meet its annual premium to the Church Pension Fund.

(c) Satisfactory testimony, by Certificate of the Rector, Missionary, or Warden, or otherwise, shall be given that not less than twenty-five persons of 18 years or more, members of such church, have habitually, for at least twelve months preceding such application, attended Divine Service in such church or congregation.

(d) The application for admission shall be in writing, and shall be accompanied with a copy of a resolution adopted by the Vestry subsequent to incorporation, that such church agrees to abide by and conform to the Constitution and Canons in force within this Diocese, and to all the canonical and legal enactments thereof. Such copy shall be certified by the Secretary, or Clerk, the seal of the corporation affixed thereto, and shall be kept on file by the Registrar of the Diocese.

(e) Upon approval by the Convention, or by the Bishop and Standing Committee, such parish shall thereupon be deemed in union with the Church in this Diocese as represented in Convention.

## **Section 2.**

(a) To entitle a church to admission as a mission into union with the Church in this Diocese as represented in Convention, the Warden and Clerk of said church shall submit to the Convention or to a committee thereof, a copy of the written consent of the Bishop of the Diocese to the organization of the mission according to the Canons of this Diocese, together with a copy of the minutes of the first Annual Election of the mission showing the name of the duly elected Warden, Clerk, Treasurer and other officers if any; a copy of the last Annual Report of the mission to the Bishop of the Diocese; a certificate from the Trustees of the Episcopal Diocese of Rochester as to the vested property of the mission, if any, held by them; and a certificate from the Diocesan Council recommending admission of the mission into union with the Diocese.

(b) The application for admission shall be in writing and shall be accompanied with a copy of a resolution, adopted by the congregation subsequent to the written approval of the Bishop for the formation of the mission, that such mission church agrees to abide by and conform to all canonical and legal enactments thereof. Such copy shall be certified by the Warden and Clerk and be authorized by the Minister-in-charge (if there be one), or by the Bishop of the Diocese, and shall be kept on file by the Registrar of the Diocese.

## **Section 3.**

Whenever a parish or mission in union with the Church in this Diocese shall have failed to conform to the Constitution and canonical requirements of this Diocese and shall have been thereby debarred from seating delegates in the annual Convention of the Diocese, the said parish or mission shall be listed as temporarily out of union with the Diocese and such listing shall continue until the Diocesan Convention shall have restored it to the status of union with the Church in this Diocese.

Amended 1965, 1972, 1999

## **CANON 11**

### **Establishment of New Churches**

#### **Section 1.**

No new church or chapel shall be established, or new congregation or church school gathered, nor shall the site of any existing church, chapel or church school building be changed, without the consent of the Bishop of the Diocese.

#### **Section 2.**

When it is desired to take any such action, a petition shall be presented to the Bishop, setting forth the site proposed for the new place of worship or church school building, as the case may be, and stating that notice of the proposed change of the site has been given by the Rector or Minister-in-charge to the congregation, at one public service on each of the three Sundays immediately preceding the filing of said petition.

#### **Section 3.**

As soon as may be after the receipt of said petition, the Bishop shall cause a copy of the same to be served, either personally or by registered mail, upon the Rector and Clerk or some member of the Vestry of each of the three parishes whose places of worship are nearest to the site of the new place of worship or church school building, together with a notice to said Rector and Vestry to appear before the Bishop and Standing Committee at a time named by the Bishop, not less than twenty days from the service of said notice, and show cause, if any they have, why the prayer of the petition should not be granted. Notice of the time and place of hearing shall be served in like manner upon the Rector and Clerk or some member of the Vestry of the petitioner.

#### **Section 4.**

Notice similar to that provided for in Section 3 may be given by the Bishop to any Rector or Minister-in-charge of a congregation, or Vestry, whose interests the Bishop may consider likely to be affected should the prayer of the petition be granted.

#### **Section 5.**

At the time named, the Bishop and Standing Committee shall hear any person or persons who may desire to be heard either for or against said petition. The Standing Committee shall promptly advise the Bishop of its opinion in the premises, and the reason or reasons upon which the same is based, and as soon as may be thereafter, the Bishop shall either grant or refuse the prayer of said petition, and file with the Secretary of the Convention such decision in writing.

**Section 6.**

If any of the Churches mentioned in Section 3 be without a Rector, service of the petition and notice upon the Clerk or a member of the Vestry, of said church shall be sufficient.

Amended 1965, 1999

**CANON 12**  
**Vacant Cures**

**Section 1.**

Whenever a church becomes vacant, it shall be the duty of the Vestry to give immediate notice to the Bishop or Ecclesiastical Authority.

**Section 2.**

No election of a Rector shall be had until the name of the presbyter whom it is proposed to elect has been made known to the Bishop, if there be one (or to the Ecclesiastical Authority), and sufficient time, not exceeding thirty days, has been given to communicate with the Vestry thereon; nor until such communication, if made within that period, has been considered by the parish or Vestry at a meeting duly called and held for that purpose.

**Section 3.**

When a parish or mission is unable to hold services by reason of lack of clerical supply, the Bishop shall appoint those of the clergy in the Diocese who can with most convenience discharge the duty, to supply such vacant parishes as have been reported to the Bishop, at such times as may be deemed convenient and proper. It shall be the duty of such vacant churches thus supplied to defray all the expense incident to such occasional services.

**Section 4.**

The Bishop shall provide for lay reading whenever the supply of clerical services is impracticable.

Amended 1999

**CANON 13**  
**Applications by Parishes for Diocesan Assistance**

### **Section 1.**

A congregation having been organized as a parish which is unable to support a Rector, or maintain the worship or work of the parish or fulfill the canonical obligation to the Convention of the Diocese may, with the consent of the Bishop, apply to the Council for a grant subject to such conditions and limitations as the Bishop and Council may impose.

### **Section 2.**

Whenever it shall appear to the Bishop and the Council that a congregation organized as a parish has ceased to fulfill the requirements of a parish under the Religious Corporations Law of the State of New York and under these Canons, they may recommend to the Convention that the parish be declared extinct; and if the Convention shall so declare, the Bishop may proceed to the organization of the congregation as a mission in accordance with the provisions of the Canons.

### **Section 3.**

A congregation organized as a parish may voluntarily apply to the Bishop and the Council for reorganization as a mission under the provisions of this Canon.

### **Section 4.**

Any congregation (a) whose Rector or other clergy are not in receipt of an over-all amount equal to the combined total minimum compensation, including salary, additional material provisions and expense allowances required by resolution of Convention, or, (b) which is unable adequately to maintain its property or support all other functions and services normally expected from a place of worship, shall by such fact be held to have applied to the Bishop for a grant-in-aid and to have subjected itself to the requirements of such a grant. The Diocesan Council shall be responsible for determining when the facts listed under (a) and (b) actually exist in any congregation and so certifying to the Bishop; and the Diocesan Council shall make annual reviews of such situations.

Amended 1963, 1970, 1972, 1973

## **CANON 14**

### **Organization of Missions**

### **Section 1.**

New congregations may be formed in the Diocese only with the consent and under the direction of the Bishop and subject to the provisions of Canon 11 on Establishment of New Churches. The Bishop shall have the right to form a congregation at any place in the Diocese where there is a sufficient number of persons requiring the ministrations of the Church and willing to contribute to the maintenance thereof.

### **Section 2.**

Until such time as a congregation formed under the direction of the Bishop can qualify to be admitted as a mission church in union with the Convention of the Diocese, it shall be conducted as an unorganized mission and the Bishop shall from time to time appoint such ministers, officers and committees as its affairs require.

### **Section 3.**

Such a congregation may become an organized mission church in the following manner:

(a) Application shall be made to the Bishop of the Diocese in the following form:

Dear Bishop: We the undersigned, residents of \_\_\_\_\_, Town of \_\_\_\_\_, County of \_\_\_\_\_, within the Episcopal Diocese of Rochester, desiring to establish in our midst the regular and permanent ministrations of the Protestant Episcopal Church and to be numbered with those who share in the fellowship and work of the Convention of the said Diocese and of the General Convention, do respectfully petition to be received unto your spiritual charge and direction and to be organized as a Mission Church in union with the Convention of the Episcopal Diocese of Rochester, under the name of \_\_\_\_\_.

“We do severally and collectively promise to provide for the maintenance of said Mission Church as the Bishop or other canonical authority shall from time to time require; and to work faithfully and harmoniously to promote its influence in our neighborhood.

“We promise conformity to the Doctrine, Discipline, and Worship of the Protestant Episcopal Church and to the Constitution and Canons of the General Convention and the Convention of the Episcopal Diocese of Rochester.”

To this petition shall be attached the signatures of only such persons who are baptized and have attained the age of 18 years.

(b) If the Bishop approves the establishment of a congregation as an organized mission, the Bishop shall give consent thereto in writing, and shall appoint a provisional Executive Committee to serve until the first regular annual meeting of the congregation.

(c) There shall be an annual meeting of the congregation of each organized mission church in the month of January on a day approved by the Bishop. Special meetings of the congregation may be held with the consent of the Bishop. Notice of all meetings shall be given as provided for a parish (see Canon 17, Section 2(a) (3), paragraphs 1 and 3). The presiding officer at all annual and special meetings of the organized mission shall be the Bishop or the Bishop’s representative.

Only persons 18 years or more who have regularly attended its services of worship and have regularly contributed to its support for the sixty (60) days preceding, shall be qualified to vote in any meeting and to hold office in an organized mission; and the Warden shall be a communicant of the Church.

(d) At the time of each annual meeting, an Executive Committee of not less than five (5) persons shall be elected to serve until the next annual meeting. The Executive Committee shall organize with the election of:

(1) a Warden;

- (2) a Clerk; and
- (3) a Treasurer of the congregation, who may be members of the mission at large. The Bishop, if present, shall preside in meetings of the Executive Committee; in the Bishop's absence the Minister-in-charge; and in the absence of both, the Warden.

#### **Section 4.**

The admission of an organized mission into union with the Convention shall be in accordance with the provisions of Canon 10, Section 2.

#### **Section 5.**

The title to all real estate acquired by an organized mission shall be vested in the Episcopal Diocese of Rochester and all trust funds of an organized mission shall be held and administered by the Trustees of the Diocese, until such time as the mission is incorporated as a parish in union with the Convention, when the title to its real estate and the custody of its trust funds shall be transferred to the parochial corporation.

#### **Section 6.**

The procedure for changing the status of an organized mission to that of a parish in union with the Convention shall be in accordance with the provisions of Canon 10, Section 1, and Canon 11.

#### **Section 7.**

An organized mission which has become incorporated as a parish but has not been admitted into union with the Convention as a parish, shall be organized and administered according to the provisions of the Religious Corporations Law of the State of New York; save that it shall not be entitled to call a presbyter to be Rector, but shall accept a member of the clergy appointed by the Bishop to be Minister-in-charge; and that the representation of such a congregation in the Convention of the Diocese shall be that accorded an organized mission.

#### **Section 8.**

The provisions of the Canon shall apply to St. John's Chapel, Hobart College, Geneva, N.Y., only so far as it is consistent with the Canon entitled "Hobart College."

#### **Section 9.**

A parochial mission, chapel or branch church school may be established and organized by a parish, provided that the written consent of the Bishop and Standing Committee be first obtained in the manner specified in Canon 11, and provided said parish shall satisfy the Bishop and Standing Committee of its desire and ability to sponsor and financially support said parish mission, chapel or church school.

Amended 1965, 1966, 1972, 1999

**CANON 15**  
**Hobart College**

The Bishop of the Diocese is an *ex officio* member of the Board of Trustees of Hobart College.

St. John's Chapel is consecrated to the worship and service of Almighty God according to the ministry, doctrines, liturgy, rites and usages of the Protestant Episcopal Church in the United States of America; and, by the instrument of donation and the statutes of the Trustees, is placed under the spiritual jurisdiction of the Bishop of this Diocese with the right to nominate the Chaplain.

The President of the College, if a Communicant of the Protestant Episcopal Church in the United States of America, shall *ex officio* hold the office of Warden of St. John's Chapel and the provisions of Canon 14 on "Organization of Missions", shall apply to the Chaplain only insofar as the same is consistent with the Chaplaincy Statutes of the Trustees.

If the President of Hobart College is not a Communicant of the Protestant Episcopal Church in the United States of America, the Bishop of the Diocese, upon recommendation of the President of Hobart College, shall appoint a Communicant of the Protestant Episcopal Church in the United States of America to be the Warden of St. John's Chapel. However, in that event, the President of Hobart College shall be entitled to a seat and voice without vote in the Convention.

St. John's Chapel is admitted as a church in union with the Convention and the cure shall consist of the students of Hobart College as defined by the statutes of the Trustees.

The Chapel shall have the status of an organized mission and as such is entitled to representation in the Convention as provided by Article III, Section 2(b) of the Constitution.

Amended 1999

**CANON 16**  
**Districts**

There shall be Districts of the Diocese as determined from time to time by the Bishop and Diocesan Council, the purpose of which shall be to provide a regional opportunity to exchange information among congregations and with the Diocese and to make recommendations and share in decision-making on the issues of importance to the congregations represented, on such matters as nominations to Diocesan Council (See Canon 6, Section 2(b)), the expenditure of discretionary funds and matters slated to come before the Annual Convention.

Former Canon 16 repealed 2001. New Canon 16 adopted 2001.

**CANON 17**  
**The Parish Organization**

(See Religious Corporations Law, Art. II, Secs. 5 and 12; Art. III, Secs. 42 and 43. Also General Convention Title I, Canons 6 and 13)

**Section 1. Organizing**

A parish or mission shall be organized in accord with the Religious Corporations Law of the State of New York insofar as it relates directly or indirectly to this Church. (See Canons 11 and 14.)

**Section 2. Parish Meetings and Elections**

(a) (1) There shall be an annual meeting of the members of every parish on the day designated on its Certificate of Incorporation, for the purpose of electing Wardens and Vestry, and for the consideration and disposition of all other business devolving upon the meeting of the parish through the provisions of the Religious Corporations Law of the State of New York or the Canons of the Diocese. If no day is specified in the Certificate, then the meeting shall be held on such day, either a Sunday or a secular day as may be determined by vote of the Vestry. For a parish incorporated after the enactment of Religious Corporations Law Art. III, Section 43, the meeting shall be held on the day, either a Sunday or a secular day, designated in its Certificate of Incorporation.

(2) Special meetings of any parish may be held on any Sunday or secular day fixed by the Vestry.

(3) Notice of an annual or special meeting of the parish shall be read by the Rector of the parish, or if there be none, or if the Rector be absent, by the officiating member of the clergy, or by a Warden thereof, on each of two Sundays next preceding such annual or special meeting, in the time of divine service; or if, for any reason, the usual place of worship of the parish be not open for divine service, the notice shall be posted conspicuously on the outer door of the place of worship for two weeks next preceding the annual or special meeting. Such notice shall specify the place, day and hour of holding the annual or special meeting.

The notice of an annual meeting shall also specify the number and terms of office of each Warden and member of the Vestry whose terms of office shall then be vacant for any cause, and the office for which each such officer is to be then elected.

The notice of a special meeting shall also specify the matter or question to be brought before such meeting, and no matter or question not specified in such notice shall be acted on at such meeting.

(b) The presiding officer of such annual or special meeting shall be the Rector of the parish, if there be one; or if there be none, or the Rector be absent, one of the Wardens elected for the



purpose by a majority of the duly qualified voters present; or if no Warden be present, a member of the Vestry elected in like manner.

Such presiding officer shall be the judge of the qualifications of the voters; shall receive the votes cast and shall declare the meeting in the book of minutes of the Vestry, the officer shall sign such book, and have as many of the qualified voters present as the officer deems necessary also sign.

(c) Persons of 18 years or more belonging to the parish, who have been baptized and are regular attendants at its worship and contributors to its support for at least twelve months prior to such annual or special meeting or since the establishment of such parish, shall be qualified voters at such annual or special meeting, unless the charter or By-Laws of said parish shall specify otherwise.

(d) Any action of an annual or special meeting shall be determined by a majority of the qualified voters voting thereon.

(e) By-Laws, as proposed by the Vestry or Trustees and consistent with the requirements of other governing authority, may be adopted or amended by a two-thirds vote of the qualified voters present and voting at the meeting, after written notice embodying such By-Laws or amendment, has been openly given at a previous meeting, and also in the notices of the meeting at which such proposed By-Laws or amendment is to be acted upon. By-Laws thus adopted or amended shall control the actions of the Trustees.

(f) The polls of an election shall continue open for one hour and longer, in the discretion of the presiding officer, or if required by a vote of a majority of the qualified voters present and voting.

### **Section 3. The Vestry**

(a) At each annual meeting of the parish unless otherwise provided by its act of incorporation, one Warden shall be elected to hold office for two years; and one-third of the total number of members of the Vestry shall be elected to hold office for three years. Each Warden and member of the Vestry shall hold office after the expiration of the term and until a successor is chosen.

(b) The Wardens and members of the Vestry who with the Rector constitute the Trustees of the parish, shall be elected by ballot from persons qualified to vote at such election; and no person shall be eligible for election as Warden unless such person also be a confirmed communicant in the Protestant Episcopal Church, nor be eligible for election to the Vestry, unless such person shall have been baptized. (For qualifications of voters, see Section 2 (c) above.)

(c) No meeting of the Vestry or Trustees of any parish shall be held unless either all the members thereof are present, or three days' notice thereof shall be given to each member thereof, by the Rector in writing, either personally or by mail; or, if there be no Rector or if the Rector be incapable of acting, by one of the Wardens; except that twenty-four hours' notice of the first meeting of the Vestry after an annual election shall be sufficient, provided such meeting be held within three days after the election.

Should the Rector refuse or neglect to call a meeting of the Vestry or Trustees, the Clerk of the Vestry shall, on the written request of two-thirds of the whole Vestry, call a meeting of the same, by giving at least fifteen days' written notice to be served on each member of the Vestry personally; if personal service cannot be had, then upon such member by mailing the notice to the member's last known place of residence.

(d) To constitute a quorum of the Vestry or Board of Trustees, there must be present either:

(1) the Rector and at least a majority of the whole number of Wardens and members of the Vestry; or

(2) one Warden and one more than a majority of the Vestry, or both Wardens and a majority of the members of the Vestry; or

(3) if the Rector be absent from the diocese and shall have been so absent for over four calendar months; or if the meeting be called by the Rector and the Rector be absent therefrom or be incapable of acting, one Warden and a majority of the members of the Vestry, or both Wardens and one less than a majority of the members of the Vestry.

(e) If there be a Rector of the parish, no measure shall be taken in the Rector's absence, in any case, for effecting the sale or disposition of the real property of the corporation, nor for the sale or disposition of the capital or principal of the personal property of the corporation, nor shall any act be done which shall impair the rights of such Rector.

(f) The presiding officer of the Vestry shall be the Rector, or if there be none, or the Rector be absent, the Warden who shall be called to the chair by a majority of the votes, if both Wardens be present, or the Warden present, if but one be present.

(g) The Vestry shall have power to fill a vacancy occurring in the office of a Warden or member of the Vestry by death, resignation or otherwise than by expiration of term, until the next annual election, at which, if such vacancy would continue thereafter, it shall be filled for the remainder of the unexpired term.

(h) If vacancies exist in the offices of Wardens or members of the Vestry in such number that a quorum is not in office at any time, the Rector shall forthwith call a special meeting of the parish for the filling of such vacancies. If there be no Rector the Warden longest in office shall call such special meeting.

Notice of such special meeting shall be read by the Rector, or if there be none, or the Rector be absent, by the officiating member of the clergy or by one of the Wardens, on the Sunday next preceding such meeting in the time of divine service. If for any reason the usual place of worship of the parish be not open for divine service on such Sunday, such notice shall be posted conspicuously on the outer door of the place of worship for one week next preceding the meeting. Such notice shall conform to that required for an annual election. Such vacancies shall be filled at such election for the remainder of the unexpired terms.

(i) (1) The Vestry as the Trustees of the incorporated parish are the custodians of its real and personal property and its agents and legal representatives in all matters concerning its corporate affairs, subject always to the Religious Corporations Law and the Canons of the Diocese and General Convention. A Vestry may not convey title, mortgage, or encumber the real property of a parish or divert any of its endowments, or in any way alienate any said

property of a parish from the use of this Church in the Episcopal Diocese of Rochester without the previous consent of the Bishop and Standing Committee. (See General Convention Title I, Canon 7)

(2) The Vestry is the agent and legal representative of the parish in all matters concerning the relations of the parish to its clergy. It is its duty to elect and call a Rector and to provide for the Rector's maintenance, and all expenses incident to the worship and work of the parish. (See General Convention Title I, Canon 13, Section 2).

(3) The Vestry shall elect a Secretary or Clerk who need not be one of its members to take and record the minutes of its proceedings and of all annual and special meetings of the incorporated parish, attest the public acts of the Vestry and the meetings of the incorporated parish, preserve all records and papers belonging to the incorporated parish, not otherwise provided for, perform such duties as shall be legally assigned to the Clerk, and faithfully deliver to the successor in office, all books and documents in the Clerk's possession belonging to the incorporated parish.

(4) The Vestry shall elect a parish Treasurer, who need not be one of its members, whose duty it shall be to receive, disburse, and account for the funds of the incorporated parish. Such Treasurers shall be bonded in accordance with the Canons.

(5) When for any reason the parish shall be without the services of a Rector it shall be the duty of the Wardens to provide for the regular services of worship and occasional ministrations either by the temporary employment of a member of the clergy or lay reader, and if the Rector, from disability or any other cause, neglect to perform the regular services in the parish, and refuse without good cause, consent to any other duly qualified member of the clergy of this Church to officiate within the cure, the Vestry shall have power, with the written consent of the Ecclesiastical Authority of the Diocese, to permit any duly qualified member of the clergy of this Church to officiate.

(6) It is the duty of the Vestry to make the work embodied in the program of the Diocese and the program of the General Church known to the parishioners, and to provide for the payment of the apportionment for the Diocesan budget to support the work of the Diocese and the General Church by including the same in its budget for current expenses, and transmitting one-twelfth thereof to the Diocesan Treasurer each month. (See Canon 6.)

(7) The Vestry is jointly responsible with the Rector for furnishing the Bishop at every visitation with such information as the Bishop may request concerning the spiritual and temporal affairs of the parish; and to furnish on a form authorized by the General Convention a report covering the year ending on the 31st day of the preceding December, which report shall be sent to the Bishop, or other person designated by the Bishop. (See Canon 18, Section 2(a))

(8) The Vestry is required by the Canons of the General Convention to approve the application of any communicant of the parish before admission as a Candidate for Holy Orders and for ordination to the diaconate and to the priesthood.

(9) The Vestry shall have power to make such By-Laws as are necessary for the performance of its duties and which are not inconsistent with the provisions of the certificate of

incorporation of the parish, the corporations laws of the State of New York, or the Canons of the Diocese or the General Convention. Any proposed parish By-Law, amendment thereto, or amendment to the Certificate of Incorporation shall be submitted to the Chancellor at least thirty (30) days prior to its publication at any meeting; and, either the proposal shall be conformed to the Chancellor's advice, or the Chancellor's comments about the proposal shall be read aloud to the meeting before any vote is taken.

#### **Section 4. Acceptance of Election to Office**

All persons elected to office in any parish must accept such office in writing to the presiding officer within thirty days after the mailing to them of written notification by the presiding officer of such election. The presiding officer within seven days of the adjournment of the meeting at which such election occurred shall send written notification by mail to each person elected to office at such meeting. The notification shall state the office to which the person is elected and the requirements of this Canon of written acceptance. In default of such acceptance within the time above specified the office shall be vacant and the vacancy shall be filled in the manner provided for such office.

Amended 1957, 1964, 1965, 1970, 1972, 1974, 1986, 1993, 1995, 1999, 2001, 2016

### **CANON 18**

#### **Parish Records and Reports**

##### **Section 1.**

(a) Every member of the clergy officiating in this Diocese shall keep a Parish Register of baptisms, confirmations, communicants, marriages, and burials, and of the families and individuals within the cure.

(b) The Register to be kept in the parish shall specify:

(1) The name, and place and date of birth, of the child or adult baptized, with the names of the parents, and sponsors or witnesses, signed by the officiating member of the clergy.

(2) The name, and place and date of birth of person confirmed.

(3) The names of all communicants within the member of the clergy's cure, with the time of their admission or reception to communion in the same, and of death, removal or transfer. There shall also be indicated the names of those whose domicile is unknown, and those whose domicile is known but are inactive.

(4) The names, ages and residences of the persons married and their witnesses, signed by the officiating member of the clergy.

(5) The names, ages and residences of the persons buried, signed by the officiating member of the clergy.

(6) The time when, and the place where, each rite was performed.

(7) The names of all the families and individuals within cure, as nearly as can be ascertained.

(c) These entries shall be made by the member of the clergy in a book provided for that purpose by the Vestry of the parish, the mission, or the incorporated religious society under which the member is at work, and approved as suitable by the Bishop; which book shall be the Parish Register and shall be preserved as part of the records of the church, by the member of the clergy, or in the case of a vacant parish or mission, by a Warden.

(d) Such Register shall be always open to inspection by the Bishop, or by any person authorized by the Bishop, and also, in the case of a mission, by an authorized representative of the Diocesan Council.

(e) A member of the clergy resigning the charge of a parish or mission shall deliver the Register, with the requisite entries complete, to the successor in office, or to a Warden, and take a receipt therefor.

(f) Whenever a parish or mission or other incorporated religious society, shall cease to function and be abandoned for any cause, other than the uniting with or being absorbed by another parish, the Rector or missionary, or if there be none, the Warden or official head shall deliver to the Bishop for safe keeping the Parish Register, and the Bishop shall place the same in the Diocesan Archives.

## **Section 2.**

(a) It shall be the joint duty of the Rector and Vestry of every parish, and of the Minister-in-charge and Warden of every mission, to prepare upon the blank form adopted by the General Convention, a report for the year ending December 31st preceding, and to deliver the same on or before the first day of February in every year to the Bishop of the Diocese, or to the person designated by the Bishop to receive it; or, when there is no Bishop, to the Secretary of the Convention. A grace period of not more than thirty days will be allowed before a parish is considered non-reporting. [See subsection (e)]. This report shall include the following information:

(1) The number of baptisms, confirmations, marriages, and burial during the year; the total number of baptized persons and communicants at the time of the report;

(2) A summary of all receipts and expenditures from whatever source derived, and for whatever purpose used; and

(3) A statement of the property held by the parish, whether real or personal, with an appraisal of its value, together with a statement of the indebtedness of the parish, if any, and of the amount of insurance carried.

(b) It shall be the duty of every member of the clergy not in charge of any parish or congregation to report any occasional services, and if there have been none the causes or reasons which have prevented the same.

(c) The parochial and personal reports, or such parts of them as the Bishop may deem proper, shall be entered in The Journal.

(d) It shall be the duty of the Bishop of the Diocese to pass upon all reports of which there may be any doubt as to the accuracy or completeness of the information rendered and to

return all reports which do not conform to the requirements of this Canon to the parish or mission and member of the clergy making the same, with the request that the report be made conformable to these requirements.

(e) At the time of the annual Diocesan Convention all parishes and missions which have failed to make and file the report as required by this Canon shall be counted as Non-Reporting.

### **Section 3.**

Communicants removing from one parish to another, or wishing their names to be transferred from the list of communicants in one parish to the list of communicants in another without changing their residence, shall procure a certificate of good standing as communicants, as provided for in the Canons of the General Convention.

Amended 1999

## **CANON 19**

### **Family Instruction**

#### **Section 1.**

Every member of the clergy in charge of a congregation shall give or cause to be given, to both adults and children, regular instruction in the relation of the Church and the family; which instruction shall include the duties and responsibilities of membership in a family, the mutual obligations and privileges of spouses and of parents and children, and the Christian doctrine and discipline of marriage, together with the particular ministrations of the Word and Sacraments and the work and worship of the Church of which the family and its members have need for the fulfillment of the Christian life.

#### **Section 2.**

Every member of the clergy in charge of a congregation shall, in exercising pastoral ministry, take care to make the family a basic unit and objective of such effort.

Amended 1999

## **CANON 20**

### **Diocesan Societies and Institutions**

#### **Section 1.**

No institution, society, or corporation shall represent itself to be an institution of the Diocese of Rochester for the purpose of soliciting money, or for any other purpose, unless it shall have qualified and shall continue to qualify as a diocesan institution as provided herein.

## **Section 2.**

In order to qualify as a diocesan institution, each institution shall be incorporated as a charitable or non-profit corporation under the applicable provisions of the laws of the State of New York and shall duly maintain such corporate status.

## **Section 3.**

In addition to the matters required by the applicable laws of the State of New York, the Certificate of Incorporation or By-Laws of any such institution shall contain the following provisions:

(a) That the Bishop shall always be a member of the Board of Directors or Trustees of the institution, either *ex officio* or by election, as appropriate.

(b) That at least a majority of the Board of Directors shall be members in good standing of a parish or mission of the Diocese of Rochester, or presbyters canonically resident in that Diocese.

(c) That the institution shall not alienate or encumber real property belonging to it without first obtaining the written consent of the Bishop and Standing Committee.

(d) That the provisions of the Constitution and Canons of the Protestant Episcopal Church in the United States of America and in this Diocese, as they are now and as they may be amended, shall be a part of the By-Laws of such institution and that in case of conflict between said Constitutions and Canons, and said By-Laws, the provisions of said Constitutions and Canons shall be paramount.

## **Section 4.**

The Certificate of Incorporation and By-Laws shall be submitted to the Chancellor of the Diocese not less than sixty (60) days prior to the meeting of the Convention at which approval is sought. The Chancellor shall examine such Certificate of Incorporation and By-Laws to determine whether they meet the requirements herein set forth and whether they are otherwise in proper form, and shall transmit the same to the Secretary of the Convention, together with the Chancellor's written recommendation as to approval or disapproval. The Secretary shall then present the matter to Convention for action.

## **Section 5.**

A true copy of the Certificate of Incorporation of such institution and of any amendments thereof, duly certified by the Secretary of such institution, shall be filed with the Secretary of Convention, and shall be open to inspection at all times by the Ecclesiastical Authority or any person or persons duly delegated by said Authority.

## **Section 6.**

Each diocesan institution shall make a written annual report to the Convention, setting forth its financial transactions and other activities during the previous year.

**Section 7.**

The Secretary of the Convention shall report the names of all institutions qualified under this Canon, and their activities, in the Journal each year.

**Section 8.**

This Canon shall apply to existing institutions as well as to those which may be organized in the future. If the Certificate of Incorporation or By-Laws of existing institutions do not conform to the requirements of this Canon, they shall be amended accordingly.

**Section 9.**

In case of any institution which shall have a provision in its Certificate of Incorporation or By-Laws for the election of a member or members of its Board of Directors by the Convention, such member or members shall be elected by the Convention in the manner prescribed by the Rules of Order.

**Section 10.**

The Ecclesiastical Authority shall have the power of visitation of any diocesan institution and power to examine its books, minutes, records, and affairs, to determine whether such institution conforms and continues to conform to the provisions of this Canon, and whether its standards and performances of work and service are sufficiently high to warrant continued recognition as a diocesan institution. If, in the opinion of the Ecclesiastical Authority, any institution shall fail to meet such requirements, the Authority may so report to Convention, with the reasons and recommendations, whereupon Convention may take such action as in its discretion may be deemed appropriate, either to correct undesirable conditions or to end the status of such institution as a diocesan institution.

Former Canon 20 (Marital Relations Court) deleted 1965. Present Canon 20 added 1965.

Amended 1999, 2016

**CANON 21****Ecclesiastical Discipline****Section 1. Title IV of the Canons of The Episcopal Church**

The ecclesiastical discipline of Clergy shall be governed by Title IV of the Canons for the Government of The Episcopal Church, as from time to time amended ("Title IV"). To the extent, if any, that any of the provisions of this Canon are in conflict or inconsistent with the provisions of Title IV, the provisions of Title IV shall govern. Capitalized terms in this Canon shall have the meaning as set forth in Title IV.



## Section 2. Disciplinary Board Structure

(a) **Disciplinary Board.** There is hereby established a Disciplinary Board consisting of seven (7) members, four (4) of whom shall be Clergy, canonically resident in the Diocese, and three (3) of whom shall be lay adult ("Lay") Communicants in Good Standing in the Diocese.

(b) **Election.**

(1) Members of the Disciplinary Board shall be elected by the Convention. Each member shall serve a three (3) year term; except, if a member is elected to fill a vacancy, the term of such member shall be the unexpired term of the member being replaced. The terms of the members shall commence immediately following election. The terms of office of the Disciplinary Board shall be staggered and arranged into three classes. The first class shall consist of two (2) members (one Clergy, one Lay), the second class shall consist of two (2) members (one clergy, one Lay), and the third class shall consist of three (3) members (two Clergy, one Lay).

(2) No member shall be eligible for reelection for a year after the end of the second consecutive full term. Each member serving a one year term ending in 2012 or a two year term ending in 2013 shall not be deemed to have served a full term. No Members of the Standing Committee or any person serving as Chancellor, Assistant Chancellor, Advisor, Conciliator, Church Attorney, Intake Officer, Investigator, or any member of the diocesan staff shall be eligible to serve on the Disciplinary Board.

(c) **Vacancies.** Vacancies on the Disciplinary Board shall be filled as follows:

(1) Upon the determination that a vacancy exists in accordance with Title IV.5.3 (a) and (b), the President of the Disciplinary Board shall notify the Bishop of the vacancy and request appointment of a replacement member of the same order as the member to be replaced.

(2) The Bishop, in consultation with the Standing Committee, shall appoint a replacement Board member of the proper class and who meets the same eligibility requirements as apply to elected Disciplinary Board members.

(3) With respect to a vacancy created for any reason other than pursuant to a challenge as provided below, the term of any person selected as a replacement Disciplinary Board member shall continue until the next annual Convention. With respect to a vacancy resulting from a challenge, the replacement Disciplinary Board member shall serve only for the proceedings for which the elected Disciplinary Board member is serving as a result of the challenge.

(d) **Removal.** A Disciplinary Board member may be removed from office by the Bishop, whenever in the judgment of the Bishop the best interests of the Diocese would be so served. The Disciplinary Board member so removed may appeal the removal to the Diocesan Council.

## Section 3. Concerning Impartiality

In any proceeding under this Canon, if any member of a Conference Panel or Hearing Panel shall become aware of a personal conflict of interest, undue bias, or any grounds as set forth in Title IV.19.14 or IV.19.15, that member shall immediately notify the President of the

Disciplinary Board and request a replacement member be appointed to the Panel. Respondent, Respondent's Counsel and the Church Attorney shall have the right to challenge any member of a Panel for conflict of interest or undue bias by motion to the Panel for disqualification of the challenged member. The members of the Panel, who are not the subjects of the challenge, shall promptly consider the motion and determine whether the challenged Panel member shall be disqualified from participating in that proceeding.

#### **Section 4. President**

Within sixty (60) days following the annual Convention, following at least seven (7) calendar days' written or electronic notice, the Board shall convene in person or by electronic communication to elect by majority vote of the entire Disciplinary Board a President from among its members to serve for the current year.

#### **Section 5. Intake Officers**

One or more Intake Officers shall be appointed from time to time by the Bishop, each of whom shall serve at the pleasure of the Bishop. The Bishop shall appoint one or more Intake Officers according to the needs of the Diocese. The Bishop shall publish the name(s) and contact information of the Intake Officer(s) throughout the Diocese together with an explanation that any person knowing or reasonably believing an Offense may have been committed by a member of Clergy shall be encouraged to make such complaint known to an Intake Officer. An Intake Officer need not reside in the Diocese or be a Member of the Church.

#### **Section 6. Investigator**

When appropriate, the Bishop shall appoint an Investigator in consultation with the President of the Disciplinary Board. The Investigator may, but need not, reside in the Diocese or be a Member of the Church.

#### **Section 7. Church Attorney**

The Bishop shall annually appoint one or more attorneys to serve as Church Attorney, in consultation with the Standing committee, for the following year. The person(s) so selected must be a duly licensed attorney, but need not be a Member of the Church or reside within the Diocese. The Bishop, acting in consultation with the Standing Committee, may remove a Church Attorney for cause. In the event of vacancy, the Bishop may appoint a successor Church Attorney, in consultation with the Standing Committee, and said successor shall serve until the next Diocesan Convention.

#### **Section 8. Pastoral Response Coordinator**

The Bishop shall provide for an appropriate pastoral response whenever any report is made to the Intake officer. The Bishop may appoint a pastoral response coordinator, to serve at the pleasure of the Bishop, to coordinate the delivery of appropriate pastoral care provided for in

Title IV.8. Such person may be the Intake Officer, but shall not be a person serving in any other appointed or elected capacity under Title IV or this Canon.

### **Section 9. Advisors**

The Bishop shall make available an Advisor for the Complainant and an Advisor for the Respondent. Persons serving as Advisors shall hold no other appointed or elected position provided for under this Canon, and shall not include the Chancellor or Assistant Chancellors of this Diocese or any person likely to be called as a witness in the proceeding.

### **Section 10. Clerk**

The Board shall appoint a Clerk who shall be the custodian of all records and files of the Disciplinary Board and who shall assist the Board with records management and administrative support. The Clerk may be a member of the Board. All records maintained by the Clerk shall be deposited in the Diocesan Archives at the completion of the matter.

### **Section 11. Costs and Expense**

(a) The reasonable costs and expenses of the Disciplinary Board, the Intake Officer, the Investigator, the Church Attorney, the Clerk and the pastoral response coordinator shall be the obligation of the Diocese and paid by the Treasurer, in consultation with the Trustees and/or Diocesan Council as deemed appropriate by the Treasurer.

(b) The reasonable defense fees and costs incurred by a Respondent may be paid or reimbursed by the Diocese, in whole or in part, as follows:

- (1) In the event of a final Order dismissing the complaint, and a finding made by the Hearing Panel that the matter was without basis in fact, brought in bad faith, or was frivolous; or
- (2) In the event of dismissal by an Accord approved by the Bishop, if such Accord provides that the matter was without basis in fact, brought in bad faith, or was frivolous; or
- (3) In the event of a determination made by the Bishop or Standing Committee that in the interests of justice such payment or reimbursement is proper. The Respondent may make application to the Bishop and the Standing Committee for the payment or reimbursement of Respondent's reasonable defense fees and costs.

### **Section 12. Records of Proceedings**

Records of active proceedings before the Board, including the period of any pending appeal, shall be preserved and maintained in the custody of the Clerk

### **Section 13. Permanent Records**

The Bishop shall make provision for the permanent storage of records of all proceedings under this Canon at the Diocese and the Archives of the Episcopal Church, as prescribed in Title IV.

#### **Section 14. Meetings by Electronic Communication**

Any meeting required under these disciplinary canons, other than a hearing at which evidence may be taken or examined, may be conducted either in person or through telephonic or other electronic communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

#### **Section 15. Hearing Panel**

In appointing members of a Hearing Panel the President of the Disciplinary Board shall endeavor to ensure an adequate level of legal expertise among its members and in the event that is not possible, the President may authorize the Disciplinary Board to engage the services of an attorney to advise the Hearing Panel on legal issues or of other qualified individuals to advise on technical or scientific matters.

#### **Section 16.**

The Bishop, with the consent of Standing Committee, is empowered to negotiate and enter into agreements with other dioceses within the Church for mutual cooperation with and assistance in effectuating the language and intent of this Canon. Such agreements may include creation of panels of advisors, advocates, and attorneys to serve as resources to the Diocese in the application of this Canon.

Adopted 1995 to replace Canon 21 (1974 version)

Adopted November 2011 to replace Canon 21 (1995 version), amended 2016 (Section 2(b)(2) deleted per its terms)

### **CANON 22 The Clergy List**

#### **Section 1.**

The Bishop shall prepare, or cause to be prepared and kept by the Secretary:

- (a) A list of all canonically resident clergy who hold a parochial cure. This list shall provide the “whole number of parochial clergy” mentioned in Article VIII of the Constitution.
- (b) A list of all canonically resident clergy who do not hold a parochial cure. This list, together with the list in Section 1(a) (above), shall constitute the list of clergy entitled to vote under Article VIII.
- (c) A list of all clergy ministering by license in charge of parishes or other cures.

#### **Section 2.**

Such lists shall be registered by the Secretary of the Diocesan Convention, under the supervision of the Bishop.

### **Section 3.**

The Secretary of the Diocesan Convention shall preserve on file all canonical certificates that shall be presented to the Bishop concerning the election and institution of ministers, provided that the same be accompanied with the certificate of the Bishop that the member of the clergy chosen to any cure, church or parish, in this Diocese, is a member of the clergy of this Church. The Secretary shall also record other certificates transmitted to the Secretary by the Bishop.

### **Section 4.**

(a) When Letters Dimissory shall have been accepted, the member of the clergy received shall procure from the Bishop a certificate that the member has been received into the Diocese, in compliance with the Canons. The member shall deliver such to the Secretary of the Diocesan Convention, who shall record the same. A record thus made shall be evidence of the Canonical residence of such member.

(b) The Bishop shall also certify in writing to the Secretary the name of any member of the clergy who shall in any way become canonically resident within the Diocese, to be duly recorded.

(c) The Bishop shall indicate to the Secretary the name of every member of the clergy of the Diocese deceased, transferred, deposed, suspended, or otherwise disqualified during the year preceding an annual session of the Diocesan Convention; of which record shall thereupon be made by the Secretary.

(d) All records in these Canons provided for, duly exhibited, or transcript of the same attested by the Secretary, shall be admitted in evidence upon all proceedings or trials, under any law or Canon in force in this Diocese.

Amended 1969, 1999, 2001

## **CANON 23**

### **Church Pension Fund**

In conformity with the legislation adopted by the General Convention of 1913, pursuant to which the Church Pension Fund was duly incorporated; and in conformity with the "Church Pension Fund" Canon of the General Convention, as amended; the Diocese of Rochester hereby accepts said Fund as the authorized and approved pension system for the clergy of the Church and their dependents, and declares its intention of supporting this Fund in accordance with its rules.

**CANON 24**  
**Commission on Ministry**

**Section 1. Membership**

(a) The Commission on Ministry shall consist of not more than nineteen (19) nor less than nine (9) persons, no more than a simple majority of which may be from either the clerical or lay order.

(b) The Bishop, the Bishop Coadjutor and the Bishop Suffragan, if there be such, shall be *ex officio* members of the Commission. The Bishop(s) shall not be counted in the “simple majority” requirement of this Canon.

(c) The Annual Convention shall elect at least a simple majority of the members of the Commission, the remaining number to be appointed by the Bishop. No person shall hold office concurrently as a member of the Commission on Ministry, excepting *ex officio* members, and also as a member of the Standing Committee. The Secretary shall assure that the lists of members required by Canon 2, Section 1 are published in the *Journal* each year.

(d) The term of the membership on the Commission shall be three years. No one elected or appointed for two full consecutive terms shall be eligible for membership until the Annual Convention following the expiration of the member’s term. The Bishop’s appointments shall be considered to have been made at the time of the Annual Convention.

(e) Vacancies among the elected membership of the Commission occurring between Annual Conventions shall be filled by appointment by the Bishop with the advice and consent of the Standing Committee. Members so appointed shall serve until the next Annual Convention.

(f) The Chair of the Commission shall be elected annually by the Commission.

**Section 2. Duties**

(a) The duties of the Commission shall be those set forth in the Canons of the Episcopal Church, together with such other such duties as the Bishop may appropriately assign.

(b) At the discretion of the Bishop, the Commission on Ministry in the Diocese may join with like Commissions of other dioceses in fulfilling its responsibilities.

**Section 3. Working Rules**

The Commission shall have the power to devise its own rules of order and/or By-Laws for its own governance, not inconsistent with the Constitution and Canons of the Diocese.

**Section 4.**

The Commission shall report to each Annual Convention of the Diocese.

Former Canon 24, on Examining Chaplains, amended 1969, repealed 1971.

New Canon 24, on Commission on Ministry, adopted 1971, amended 1972, 1976, 1998, 1999, 2001 and 2011.

**CANON 25**  
**Arms and Seal of the Diocese**

**Section 1.**

The arms of the Episcopal Diocese of Rochester hereinafter described are derived from the Arms of the Anglican Diocese of Rochester.

Argent, a saltire gules between a fountain proper in the center chief point, and three mitres of the second garnished or.

The three mitres are symbolic of the three Sees of which the Episcopal Diocese of Rochester was formerly a part, viz., London, New York, and Western New York; and the fountain is symbolic of the Genesee River which flows the length of the Diocese from south to north.

**Section 2.**

The official seal shall be held in the custody of the Bishop of the Diocese and shall be used to authenticate all official acts of the Bishop or of the Convention of the diocese.

**CANON 26**  
**The Bishop and the Cathedral**

**Section 1.**

The Bishop with the approval of the Diocesan Council may, from time to time, or until a Diocesan Cathedral shall be established upon a proper and permanent foundation, and with the consent of the Rector, Wardens, and Vestry, select a parish church as the Bishop's Church, which may also be known as the Cathedral and Parish Church of (here insert the name of the parish.)

**Section 2.**

The Bishop with the approval of the Diocesan Council may enter into such stipulations in writing with the Rector, Wardens and Vestry of such church touching upon the Bishop's rights in the use of the church building and in parochial affairs, as may be agreed upon, and as embodied in "The Institutes of the Cathedral."

Canon 26 added 1965

Amended 1999

**CANON 27**  
**Removal For Absences of Members of Diocesan Bodies, Vestries and Executive Committees**

**Section 1.**

(a) The members of any Diocesan body, as defined in this section, by majority vote of all members then serving, and with the consent of the Ecclesiastical Authority, may remove from

office any member who shall have failed to attend three (3) successive regular meetings of the body without excuse by the chairperson of the body.

(b) For purposes of this section, the term "Diocesan body" shall mean the Trustees of the Diocese, the Standing Committee, Diocesan Council, and the Commission on Ministry.

### **Section 2.**

Unless otherwise provided by the Certificate of Incorporation or the By-Laws of the parish, the Vestry of any parish, by majority vote of all persons then serving, may remove from office any Warden or Vestry member who shall have failed to attend three (3) successive regular meetings of the Vestry without excuse by the Rector, or if there is no Rector, a Warden.

### **Section 3.**

The Executive Committee of any organized mission church, by majority vote of all persons then serving, may remove from office any Warden or Executive Committee member who shall have failed to attend three (3) consecutive regular meetings of the Executive Committee without excuse by the Minister-in-charge; or if there is no Minister-in-charge, the Warden or in the case of a Warden, a member of the Executive Committee.

### **Section 4.**

Any vacancy created by such removal shall be filled as provided by New York State law or the Constitution and Canons of the Diocese, or, if not so provided, by a majority vote of the persons remaining in office.

Canon 27 adopted 1996

## **CANON 28**

### **Interpretation of Canons and Miscellaneous Provisions**

#### **Section 1**

In the interpretation of all Canons, words of the masculine gender shall include the feminine.

#### **Section 2**

(a) Any meeting required under these Constitution and Canons, other than a hearing at which evidence may be taken or examined, may be conducted either in person or, in whole or in part, through telephonic or other electronic communications equipment by means of which all persons participating in the meeting can hear each other at the same time.

(b) Any notices, consents, acknowledgments, signatures, writings, written communications or similar actions may be provided by electronic mail. Such actions shall be deemed to be given at the time of their transmission. If a notice period for facsimile, telegraph or similar means of communication is specified, such period shall apply to electronic notices.



Renumbered 1995 to reflect the deletion of old Canon 27

Renumbered 1996 to reflect adoption of new Canon 27, amended 2016

## **CANON 29**

### **Amendment and Repeal**

All proposals to alter, amend, or repeal these Canons shall first be submitted in writing to the Secretary of the Diocese and by the Secretary submitted to the Committee on Constitution and Canons at least ninety (90) days before the annual meeting of the Convention of the Diocese, and after consideration and recommendation by that Committee shall be delivered into the hands of the Secretary of the Diocese at least one month before the opening of the Convention and the Secretary shall then circulate the same among the parishes, unless by a two-thirds vote of each Order the Convention shall consent to suspend the time requirement; and then approved by a majority vote in each Order at two successive Conventions, or by a two-thirds vote in each Order at the Convention at which the resolution is introduced. When so adopted it shall become effective at the close of the Convention.

Amended 1965

Canon 28 adopted 1976. Old Canon 28 then re-numbered to Canon 29

Renumbered 1995 to reflect the deletion of old Canon 27

Renumbered 1996 to reflect adoption of new Canon 27

## **RULES OF ORDER**

1. The Convention shall include a celebration of the Holy Communion and an address by the Bishop, either of which shall be in order at any time.
2. Report of the Committee on Credentials.
3. When a quorum of Clerical and Lay Delegates are present, the Presiding Officer shall declare the Convention open for business.
4. Election of a Secretary and Treasurer (every fifth year).
5. Election of an Assistant Secretary.
6. Appointment of the following Convention Committees:
  - (a) On Elections, a Chief Teller and other fit persons

- (b) On Credentials, one Clerical and two Lay Delegates
  - (c) On Dispatch of Business, one Clerical and one Lay Delegate
7. Granting of the courtesy of the Convention to non-delegates.
  8. Report of the Committee on Dispatch of Business.
  9. Nominations from the prepared ballot and from the floor.
  10. Elections, casting the first ballot for the following:
    - (a) Standing Committee
    - (b) Trustees of the Diocese
    - (c) Diocesan Council
    - (d) Commission on Ministry
    - (e) Deputies to the General Convention (eighteen months prior to each General Convention)
    - (f) Provisional Deputies to the General Convention (one year after election of Deputies)
    - (g) Disciplinary Board
  11. Report of the Committee on Constitution and Canons.
  12. Confirmation by the Convention of the nomination by the Bishop of the Chancellor (triennially).
  13. Communications from Secretaries of General, or Diocesan Conventions or of the Provincial Synod.
  14. Acceptance of reports by title or presentation of reports for action where appropriate:
    - (a) Commission on Ministry
    - (b) Treasurer of the Diocese
    - (c) Trustees of the Diocese
    - (d) Diocesan Council and Departments
    - (e) Standing Committee
    - (f) Registrar
  15. Report of Committee on Resolutions
  16. Presentation of the following reports for action, or on request of the Bishop, or on recommendation of the Committee on Dispatch of

Business:

- (a) Special Committees of the last Convention
- (b) Special Committees Appointed by the Bishop or Diocesan Council
- (c) Special Committees of this Convention

17. Miscellaneous and unfinished business.

18. Appointment by the Presiding Officer of the following:

- (a) Standing Committees of Convention
  - (1) Committee on Constitution and Canons
  - (2) Committee on Resolutions
  - (3) Committee on Nominations
  - (4) Special Committees to report to the next Convention
  - (5) A Committee to read, correct and approve the minutes
  - (6) Committee on Arrangements
- (b) A Registrar
- (c) An Archivist

19. No rule of order shall be suspended, varied, amended or rescinded unless by a majority vote of the delegates present.

20. Unless otherwise provided in these Rules of Order, Robert's Rules of Order shall prevail in the conduct of business.

21. Committee Procedures

(a) Resolutions Committee

The Committee on Resolutions shall be responsible for receiving all resolutions except those proposed by the Standing Committee, the Diocesan Council, the Commission on Ministry, and District, or General Convention Deputies.

(1) All miscellaneous resolutions to be considered for action by the Convention shall be submitted to the Secretary of the Convention in writing and signed by the proposer at least sixty (60) days before the date of Convention. Resolutions should be submitted on white 8 ½ x 11 paper, typed and double spaced, or electronically in a .doc format, and contain two sections:

the Resolved specifying the desired action;

and a further Resolved, as appropriate,

providing for the implementation of the resolution if adopted. A

separate, brief supporting statement may accompany the resolution.

After the expiration of the sixty (60) day deadline, the Secretary

shall transmit to the committee all resolutions so submitted.

(2) The Committee on Resolutions shall prepare the proposed resolutions for consideration by the Convention, exercising the right of editorial judgment on any resolution, in consultation with the proposer, or choosing between several resolutions offered on the subject or relating them to one another in a final version.

(3) The Committee shall at least fifty (50) days before the date of Convention submit its report to the Secretary with its recommendation for action upon each resolution. This report shall be distributed to the delegates by publication, by mail or otherwise at least thirty (30) days before the date of Convention.

(4) Any resolution from the floor shall be permitted only if reviewed and approved for presentation by the Resolutions Committee and only upon majority vote by the Convention approving consideration of the resolution. Such resolution should be duplicated in advance by the proposer(s),” with sufficient copies (350) available for distribution to the officers and delegates.

(b) Committee on Arrangements

The Committee on Arrangements shall be responsible for receiving post-Convention recommendations, and from such recommendations to make referrals in the following areas:

(1) To the Ecclesiastical Authority - recommendations pertaining to location, date, and length of sessions.

(2) To the Nominating Committee - recommendations pertaining to the nominating and election procedures.

(3) To the Committee on Resolutions - recommendations pertaining to the resolutions procedure.

(4) To the Diocesan Council - recommendations pertaining to the agenda and calendar of business.

The Committee on Arrangements shall be responsible for all physical arrangements of the Convention.

Revised 1972, 1974, 1977, 1986, 1987, 1992, 1995, 2011