

THE EPISCOPAL CHURCH IN SOUTH CAROLINA

CANONS

Title I Organization and Administration of the Diocese

CANON 1 Clergy

Section 1. During January of each year, the ecclesiastical authority shall prepare a list of the clergy canonically resident in the Diocese.

CANON 2 Organization of Missions

Section 1. Whenever not less than ten persons desire to be organized as a mission, they shall make application to the Bishop in writing, expressing their desire and promising conformity to the Constitution and Canons, doctrine, discipline and worship of The Episcopal Church and of this diocese, and to the rules regulating such missions.

Section 2. Missions, which have been organized as provided by canon for not less than one year, may apply for and be admitted into union with the Convention by vote of the Convention, provided that the requirements hereinafter set forth have been met:

Section 2.1. Application for admission is made in writing (and in duplicate) by a majority of the members of the mission seeking admission, to the secretary of the Convention and the secretary receives such application at least 30 days prior to the convening of the Convention at its annual meeting.

Section 2.2. Said application may state such facts as the applicant deems pertinent, but it must state:

- a. The proposed name of the mission.
- b. The facts of applicant's organization in accordance with the Canons of the Diocese and its continued existence thereunder for at least one year.
- c. That its organization has not been dissolved by the ecclesiastical authority.

- d. The number of its adult members and the number of its communicants.
- e. The names of its warden, mission council members, secretary, treasurer and proposed lay delegates to Convention.
- f. A proposed annual budget showing anticipated income and expenses for the mission.
- g. The extent of its ability to support its work and its willingness to conform to The Episcopal Church and the Constitution and Canons of the Convention of this Diocese, which are then, or thereafter may be, enacted by the authority of the Diocese.

Section 2.3. Said application must adequately address the following topics:

- a. The application must be accompanied by two certified copies of its corporate charter, and if it has any by-laws, then two certified copies thereof.
- b. If the applicant is within the limits of one or more existing parishes or missions, the application shall also state the reason for its organization, the distance of its place of worship from the other, or from each of the others, together with whatever additional facts may throw light upon the situation.
- c. The application shall be accompanied by a certificate from the ecclesiastical authority of the Diocese stating that the authority approves the admission of applicant into union with the Convention and that applicant has been for at least one year duly organized under the Canons of the Diocese, and that its organization has not been dissolved.

Section 3. If the Bishop thinks such organization is appropriate, he/she shall require that the applicants form a corporation, the charter of which has been approved by the chancellor or assistant chancellor of the Diocese. The charter shall contain the provisions required for the organization of a parish under Canon 3. Upon the incorporation of the mission, the Bishop, or a priest under his/her direction, shall appoint a warden, who shall always be a confirmed communicant, and a secretary and treasurer, from among the members of the mission. These officers shall be appointed annually on the second Monday in each succeeding January and shall continue in office until their successors are appointed. The Bishop may appoint a priest-in-charge of the mission, withdraw the priest so appointed at any time, and may appoint another.

Section 4. It shall be the duty of the warden to procure a suitable place for public worship and provide things necessary for the decent and orderly performance of Church services.

Section 5. It shall be the duty of the treasurer to collect or receive all contributions and remit or disburse them under the direction of the ecclesiastical authority.

Section 6. Missions so organized shall report to the Bishop through the priest-in-charge, or if there be none, through the warden, in the same form as parishes.

CANON 3

Organization of Parishes

Section 1. Whenever any organized mission shall desire to become an organized parish, it shall make application to the Bishop in writing, which application may state such facts as the applicant deems pertinent.

Section 2. Parishes, which have been organized as provided by Canon for not less than one year, may apply for and be admitted into union with the Convention by vote of the Convention, provided that the requirements hereinafter set forth have been met.

Section 2.1. Application for admission is made in writing (and in duplicate) by the wardens and vestry to the secretary of the Convention, and the Secretary receives such application at least 30 days prior to the convening of the Convention at its annual meeting.

Section 2.2. Said application may state such facts as the applicant deems pertinent, but it must state:

- a. The facts of the applicant's organization in accordance with the Canons of the Diocese and its continued existence thereunder for at least one year.
- b. That its organization has not been dissolved by the ecclesiastical authority.
- c. The number of its adult members and the number of its communicants.
- d. The application must be accompanied by two certified copies of its corporation charter and two certified copies of its by-laws
- e. The application must be accompanied with the written approval of such charter by the chancellor or the assistant chancellor.
- f. The names of its wardens, vestrypersons, secretary, treasurer and proposed lay delegates.
- g. Evidence that the parish is self-supporting and its prospects of remaining so, which evidence of self-support shall include its ability to pay the full salary of its priest at or greater than the minimum salary scale approved by the Department of Mission with the approval of the Bishop, and the amount contributed to the Diocese for the preceding year.
- h. A statement of the parish's willingness to conform to The Episcopal Church and the Constitution and Canons of the Convention of this Diocese, which are, or thereafter may be, enacted by the authority of the Diocese.

Section 3. The corporate charter for every parish must contain the provision that the

corporation is formed for the purpose of operating a parish or mission, organized pursuant and subject to the Canons of The Episcopal Church in South Carolina now in force or as hereafter amended. The corporate charter must also provide that if the corporation is dissolved that the real and personal property of the parish or mission shall become the property of The Episcopal Church in South Carolina.

Section 4. All parishes that hold any real property with reverter clauses to the grantor or other persons in the real property title shall make every effort to remove the possibility of such future reversion. No parish shall acquire real property that contains a reversion clause in the title to the property.

Section 5. The application shall also be accompanied by a certificate from the ecclesiastical authority of the Diocese stating that the authority approves the admission of applicant into union with the Convention and that applicant has been for at least one year duly organized as a parish under the Canons of the Diocese.

Section 6. If the Bishop is satisfied that the mission, if organized as a parish, will be self-supporting and that all of the requirements of this Canon have been met, the Bishop shall organize the mission as a parish.

CANON 4

Parishes and Missions in Union With Convention

Section 1. It shall be the duty of every parish or mission in union with the Convention to send at least one delegate to every Convention.

Section 2. At the annual meeting of the parish or mission, any member may nominate as delegates to the next annual Convention of the diocese the senior warden or the junior warden, separately by title with the words appended to the nomination “or his/her successor.” That title shall appear on the ballot as a nominee and the nomination shall be treated as the nomination of a communicant. If nominated, he/she or they shall be voted on and elected by the members of the meeting as though they were named communicants. In complying with this section the name and not the title of any person so elected shall be reported as a delegate to the diocesan Convention. In no case shall either the senior or junior warden of the parish be designated as a delegate unless he or she has been nominated and elected at the annual meeting of the parish in the manner prescribed herein.

Section 3. It shall be the duty of every vestry to forward to the secretary of the Convention following the annual parish meeting, but no later than thirty (30) days prior to the next annual Convention, a certificate, signed by the rector, the secretary of the vestry, or one of the wardens, in the following form:

The Episcopal Church in South Carolina.

Parish or Mission of _____

This is to Certify, that at a meeting of the congregation of the parish or mission of _____ held on the _____ day of _____, 20____, the following communicants of the church were elected to represent the same in

the Convention of The Episcopal Church in South Carolina, to be held on the ___ day of _____, 20__ :

The following alternates were elected:

CANON 5

Dormant Parishes and Missions

Section 1. Whenever it shall occur that an organized parish can no longer provide for the support of a priest, the Bishop shall provide for services in the said parish. Such parish, if in union with the Convention, shall forthwith be entitled only to the privileges of a mission in the Convention, but union with the Convention shall not cease.

Section 2. If any parish or mission shall have failed for three successive years to elect a vestry (if a parish), or to send a delegate to the Convention (if in union with the Convention), or to make the reports required by Title 1, Canon 6, Section I of the General Convention, or to make a financial contribution to the program of the Diocese, such parish or mission shall be considered dormant, and may be dissolved by the Bishop with the consent of the Standing Committee of the Diocese.

Section 3. Dormant parishes or missions may not again be in union with the Convention, except under the provisions of Article VIII of the Constitution.

Section 4. It shall be the duty of the ecclesiastical authority to adopt measures necessary to preserve the property of such parishes or missions as may be dormant or virtually extinct. If a dormant parish is not dissolved pursuant to Section 2 of this Article, the ecclesiastical authority may appoint a priest-in-charge for such parish if it be without a priest, which priest may be withdrawn at any time.

CANON 6

Annual Parish or Mission Meetings

Section 1. Not less than 30 days prior to the convening of the next annual Convention each parish or mission shall hold an annual meeting for the purpose of electing wardens, members of the vestry, and lay delegates to the Convention, as provided by the Constitution, and of transacting such other business as may be brought before it. Notice of such annual meeting shall be given by the rector or vicar, or, if there be no rector or vicar, by the vestry with not less than one week's notice. Provided, however, that if the constitution or by-laws of the parish mission so provide, the wardens may be elected by the parish vestry or mission council.

Section 2. At least thirty (30) days prior to the annual meeting the rector or vicar shall compile and publish a list of the communicants of the parish or mission in good standing as

defined by the Canons of this diocese and of The Episcopal Church, and shall indicate which are confirmed communicants.

Section 3. At these meetings the rector or vicar shall preside. If there is no rector or vicar, or if the rector or vicar is absent, then a presiding officer shall be chosen and a secretary appointed in accordance with the parish's or mission's by-laws.

Section 4. The elections shall be by ballot, and the qualifications of those who may vote shall be prescribed by the by-laws of the parish. Provided, however, that at such meetings and elections no one shall vote except members who have attained the age of sixteen years.

Section 5. The vestry or mission council shall make to this meeting an annual report of their official acts during the year.

CANON 7

Parish Vestries and Mission Councils

Section 1. In every parish there shall be a vestry composed of two wardens, and not less than three (3) or more than fifteen (15) persons as the vestry members of the parish, to continue in office for the term elected, which shall not exceed three years, and until their successors are elected. In every mission there shall be a mission council composed of at least one warden, and not less than three (3) or more than fifteen (15) persons as the council members of the mission, to continue in office for the term elected, which shall not exceed three years, and until their successors are elected. The wardens shall always be confirmed communicants of the parish or mission who have attained the age of 18 years and who have communicated at least three times in the year preceding their election. The members of the vestry or council shall always be confirmed communicants of the parish or mission who have attained the age of 18 years and who have communicated at least three times in the year preceding their election.

Section 2. The election shall be by ballot, and the vote necessary for election shall be a majority of the votes cast in accordance with the parish's or mission's by-laws.

Section 3. The wardens, and vestry or council thus elected, together with the rector, if there be one, shall constitute the vestry or council and shall be the official representative of the parish or mission. The rector or vicar shall preside at all meetings. In case of the absence of the rector or vicar, one of the wardens shall preside.

Section 4. The vestry or council shall have charge of the temporalities of the parish or mission, which shall include the following:

Section 4.1. They shall provide for all repairs to parish or mission owned properties and insurance thereof.

Section 4.2. They shall pay salaries from church funds to all employees who have, prior to appointment, been authorized by the vestry or council. No one shall be employed without the consent and financial support of the vestry or council. The rector or vicar shall have the right to employ, supervise and terminate all employees of the parish

or mission, whose duties are concerned with the spiritual mission of the parish or mission or whose duties, while not primarily of a spiritual or sacerdotal nature, such bear on the ability of the rector to perform his or her duties. The hiring and supervision of those employees shall be the rector's or vicar's responsibility.

Section 4.3. They shall pay approved current expenses or which they shall deem necessary to be paid.

Section 4.4. They shall take all necessary steps to raise funds annually or periodically for the support of the church and its programs.

Section 4.5. They shall keep a proper account of all monies received by the parish or mission and expended by it and make an annual report of the financial condition of the church at each annual congregational meeting.

Section 4.6. They shall employ, supervise and have the right to terminate those employees who are employed to give advice to the vestry on matters of finance, long term planning for the use of parish or mission property, and investment of parish or mission monies.

Section 4.7. They shall execute all duties, which are now or may hereafter be imposed upon them by any Convention of the diocese.

Section 5. It shall be the especial duty of the wardens to provide whatever may be necessary for the due celebration of divine worship (as books, vestments, etc.); also for the decency and comfort of the church building and furniture, books for church records, and the elements of the Lord's Supper, and to put down all disorder during public worship. They shall be ready to collect "the alms and other devotions of the people," and in case the parish or mission is without a priest shall disburse them: and also provide for public worship by occasional clerical services, or by lay reading, as circumstances will permit. They shall also, during such vacancy, take charge of the church plate, records, etc., and shall present to the Bishop, at each annual Convention, a report of the parish or mission. It shall be their further duty to aid the rector or priest in all agencies and efforts for the advancement of the church as Sunday Schools, etc. and they may report to the Bishop any irregularities in the mode of conducting public worship, and all offenses by their priests, or by any other officiating for the priest, against rubrics or canon faith or morals.

Section 6. The pastoral connection shall not be dissolved except as provided for by Title III Canon 9.13 of the Canons of the Episcopal Church.

Section 7. When a parish or mission is without a rector or vicar, it shall be the duty of the vestry or council to notify the Bishop of that fact. The vestry shall elect and invite a priest to be the rector, with the approval of the Bishop but not without due regard to the ascertained wishes of the congregation. The Bishop shall appoint a vicar for any mission without a priest.

Section 8. All parish or mission buildings and the personal property contained therein shall be insured in a reliable insurance company or companies for an amount to be determined by the vestry or other governing body having ownership or supervision of the property.

CANON 8

Calling and Organization of Conventions

Section 1. Notice of the meeting of any Convention shall be given by the secretary to every canonically resident member of the clergy and parish and mission in the diocese at least thirty (30) days prior to the convening thereof. Such notice shall contain a notice of the time and place of holding the Convention, and, if it be a Special Convention called as provided in the Constitution for a particular purpose, the notice shall specify that purpose. The notice to the clergy shall also contain the form of Parochial Reports. The notice to the parishes and missions shall contain the form for the certification of delegates, and such extracts from the Constitution and Canons as relate to their appointments.

Section 2. The ecclesiastical authority of the Diocese shall appoint, at least sixty (60) days before the convening of each annual Convention, a nominating committee composed of one (1) priest and one (1) layperson from each deanery and shall designate the chairman of the committee. The committee shall nominate two persons for each vacancy to be filled at the next annual Convention of the Diocese, excepting deputies to an upcoming General Convention. The names of all qualified persons who have been properly submitted for the General Convention shall be placed on the ballot. Before any person is nominated by the committee, the committee shall secure the consent of such person to serve if elected.

Section 3. Resolutions for consideration at a Conventions shall be submitted in accordance with the following procedures:

Section 3.1. Resolutions may be presented prior to an upcoming Convention in accordance with this procedure. No resolution shall be submitted to the secretary of the Convention unless one or more of the authors of the resolution have presented it in person or in writing to each deanery convocation (clergy and lay gathering) of the Diocese. The resolution shall then be submitted to the secretary of the Convention not less than thirty (30) days prior to the convening of the Convention.

Section 3.2. Resolutions presented either after the time specified in Section 3.1 above or at the Convention shall be presented in accordance with this procedure. Any late resolution submitted after the time of deanery convocation presentations will not be received by the Convention secretary unless such resolution or resolutions are submitted in typewritten form with sufficient copies to provide one (1) copy to each of the officers of the Convention, one (1) copy to every clerical delegate seated in the Convention, and one (1) copy for each delegation of lay delegates from every parish and mission seated in the Convention.

Section 3.3. Any resolution not submitted in accordance with this section shall not be considered by the Convention unless permission of the Convention is granted by a majority vote of the Convention.

Section 4. Holy Eucharist and other services shall be celebrated as the ecclesiastical authority may direct. The ecclesiastical authority shall direct the order of service. The ecclesiastical authority may choose to appoint the preacher for the liturgy.

Section 5. Immediately after the Convention is duly organized, two committees on credentials shall be appointed. One committee shall consist of three members of the clergy to whom the roll of the clergy shall be referred. The other committee shall consist of at least three laypersons to whom shall be referred the roll of the delegates, together with the certificates of their appointment. The committee reports shall certify the names of clergy and lay delegates entitled to vote at the Convention. Should the committee have considered any certificates unsatisfactory, the question shall be referred to and settled by the Convention.

CANON 9

Secretary

Section 1. It shall be the duty of the secretary to keep a record of the proceedings of the Convention, to attest its acts, and to preserve its records. The secretary shall maintain the permanent records in the office of the diocese and deliver to the secretary's successor all books and papers belonging to the diocese or appertaining to the secretary's business.

Section 2. The annual Journal of the diocese shall contain the topics customarily contained in a diocesan journal, including but not limited to the following items:

- a. Current version of the canons and Constitution.
- b. Record of any conventions held during the year.
- c. Reports of each parish and mission.
- d. Report on the financial condition of the diocese
- e. Relevant statistics of the parishes, missions, and diocese.
- f. Reports from and official acts of the Bishop.
- g. A memorial record of each deceased member of the clergy.

The annual Journal table of contents shall include, but not be limited to, the following sections:

- a. Diocesan Officers
- b. Boards and Commissions
- c. Clergy
- d. Parishes and Missions
- e. Proceedings of the previous Annual Convention

The annual Journal may be maintained and distributed in either printed or electronic form.

Section 3. The secretary shall transmit to each Bishop of The Episcopal Church, to the secretary of the House of Deputies of the General Convention, and to the secretary of every diocesan convention, when desired, either a written or electronic copy of the Journals of the Convention of this diocese. The secretary shall send either a written or electronic copy of the

Journal to each delegate of the annual convention who requests a copy, a copy of the Journal after it has been prepared and available for distribution. The secretary shall send to every General Convention a certified list of the clergy of the diocese. The secretary shall perform all other duties required of the secretary by the canons of The Episcopal Church.

Section 4. Whenever there is a vacancy in the office of secretary, the ecclesiastical authority shall appoint a successor secretary, who shall serve until the next annual Convention.

CANON 10

Treasurer

Section 1. It shall be the duty of the treasurer to collect and disburse all monies collected under the authority of the Convention, and of which the collection and distribution are not otherwise regulated. The treasurer shall keep regular accounts of all transactions to be annually presented to the Convention. The Treasurer shall deliver to a successor treasurer all books, papers and funds relative or belonging to the Convention, which may be in the treasurer's charge. The treasurer shall maintain permanent records in the office of the diocese.

Section 2. The treasurer shall give bond for the faithful performance of his/her duties in the sum of Twenty-five Thousand Dollars (\$25,000) from an insurance company to be approved by the finance department. The premium on the bond shall be paid from the diocesan budget.

Section 3. The treasurer shall keep in force at diocesan expense a blanket fidelity bond of not less than ten thousand dollars (\$10,000) on all parish and mission treasurers and treasurers of all other diocesan organizations as designated by the finance department.

Section 4. The treasurer shall place and keep on deposit the funds and securities in the treasurer's control, in depository(ies) to be selected and designated by the finance department.

Section 5. If the office of treasurer should become vacant, the ecclesiastical authority, after consulting with the Standing Committee, shall appoint a successor treasurer, who shall serve until the next annual Convention.

CANON 11

Historiographer

It shall be the duty of the historiographer to collect and take charge of all documents and papers pertaining to the history of this diocese and to collect and keep for reference a set of Journals of this diocese, and of the General Convention. The historiographer shall report to the annual Convention the important events in the life of the church during the preceding year and the important events in the life of the several congregations of the diocese.

CANON 12

Trustees of the Diocese

In accordance with the 1902 Act of the General Assembly of the State of South Carolina, there shall be a Board of Trustees of the Diocese.

Section 1. The Board of Trustees shall consist of the Bishop, ex-officio, and eight (8) adult communicants of the church, canonically resident in this diocese if a priest, and a member of a parish or mission in union with the Convention if laypersons. The board shall consist of three (3) priests and five (5) laypersons to be elected by ballot at the annual Convention. The chancellor of the diocese or the assistant chancellor, if so designated by the chancellor, shall be an ex-officio member of the board with voice but no vote.

Section 2. The members of the said board shall hold office until their successors are elected. When the term of any trustee is about to expire, the next annual Convention sitting prior to such expiration shall elect a successor, who shall hold office for the term of six (6) years. In case of a vacancy of any member of the same, the next annual Convention shall elect a successor to hold office for the unexpired term.

Section 3. The Board of Trustee shall elect officers and operate in accordance with its bylaws.

Section 4. The board shall make a detailed report to each annual Convention of the Diocese, of its activities during the preceding year.

Section 5 The board shall apply the net income or principal of any funds held in trust by it in the manner directed by the terms of the instrument creating such trust. It shall apply the net income or principal of any funds entrusted to it for management and investment, by either the Diocese, or any agency or department thereof, any corporation or other person, as it is directed by the entity placing the funds with the trustees for management and investment. All net income or principal of any fund held by the trustees under which the instrument creating the trust or conveying the fund to the trustees that does not direct the manner of application of the funds or the income therefrom, or directs the application to a particular church purpose in general terms, may be disbursed by the board in the manner as directed annually, or at lesser intervals, by Diocesan Council with the advice of the Department of Finance. The Diocesan Council shall not direct the application of any funds contrary to the purposes for which they were placed in the hands of the trustees.

Section 6. The trustees shall make to the Department of Finance such reports of its operations and its future income expectations as the department of finance shall from time to time require and request. Each fund committed in trust to the trustees shall be reported separately.

Section 7.

Section 7.1. It shall be the policy of the diocese to convey title to any and all real property which is not being actively used by the diocese, or which has not been

actively used by the diocese for a period of one (1) year, to the trustees of the diocese to be held in trust for the diocese.

Section 7.2. The trustees shall convey to the diocese title to any real property to which they hold title upon the written request of the diocese and upon its statement the said real property is to be put into active use by the diocese.

Section 7.3. Except as otherwise provided in the canons, any property impressed with a trust at the time the trustees look title and re-conveyed by the trustees to the diocese shall not be alienated, encumbered, or disposed of without the written consent of the trustees.

CANON 13

Institutions of the Diocese

Section 1. These Institutions are hereby recognized and adopted as institutions of this Diocese for the purpose of furthering Christian principles and needs:

Thompson Child and Family Focus (York Place)
Porter Gaud School
Camp St. Christopher
The Canterbury House
Bishop Gadsden
The University of the South (Sewanee)
Voorhees College
The South Carolina Episcopal Home At Still Hopes
Kanuga Conferences

Section 2. The Diocese shall appoint board members to each institution in a manner specified in their respective bylaws.

CANON 14

Pension Fund

Section 1. The Episcopal Church in South Carolina adopts the system of the Church Pension Fund as established by The Episcopal Church in Title I, Section 8 of its canons. The diocese subscribes to and adopts its rules and regulations.

CANON 15

Diocesan Council

Section 1. The Diocesan Council shall administer and carry out the missionary, educational, and social work of this diocese and such other work as may be committed to it by the diocesan Convention. In addition, the Diocesan Council may initiate and develop new work

between meetings of Convention, as it may deem necessary. Further, the Diocesan Council shall receive and administer all funds raised for the purpose of diocesan mission and ministry, subject to the provisions of the constitution and canons of this diocese.

The Bishop of the diocese shall be the president of the Diocesan Council and the executive head of all such work.

Section 2. The Diocesan Council shall be composed of these members:
The Bishop of the diocese
Any assistant bishops of the diocese, if there be such
The Archdeacon of the diocese
The Treasurer of the diocese
The Chancellor of the diocese
Six priests and six laypersons, to be elected by the annual Convention, whenever vacancies exist. Terms are to be three years or until a successor is elected.

After serving for a full term, the elected members of Diocesan Council shall be ineligible for membership for the following year. The Diocesan Council shall have power to fill any vacancy in its elected membership until successors are elected by the next diocesan convention. No person shall serve on the Diocesan Council, who is not a member in good standing of a parish or mission in union with the convention or who is not a priest canonically resident in the diocese.

Section 3. The Diocesan Council shall be organized by the Bishop into departments, including a department of finance and such other departments as the Bishop may deem necessary to carry out the program and work of the diocese.

Each department so organized shall include at least one voting member of the Diocesan Council in its membership. The Bishop shall appoint annually a person to serve as chair of each department. Each department may increase its own membership, having representation from the various deaneries, if practicable. The Bishop shall be an ex-officio member of each department.

Section 4. The department of finance shall be composed of the chief fiscal officer of the diocese, as designated by the ecclesiastical authority, the treasurer of the diocese, and not more than four additional members, as may be chosen and confirmed in conformity with Section 3.

The department shall act as a council of advice to the Bishop and to the Diocesan Council in the financial matters of the diocese.

The department may require reports from the treasurer of the diocese, the trustees of the diocese, and such other persons as shall be charged with the receipts and custody of funds for any diocesan purposes.

Section 5. Other departments of the Diocesan Council shall develop and execute the programs and activities of the diocese assigned by the Diocesan Council, to which they shall report regularly. These departments may organize into as many divisions as may be necessary.

Section 6. There shall be maintained a Diocesan Headquarters at a place fixed by the Diocesan Council.

Section 7. The Diocesan Council may enact all necessary by-laws for its governance and the governance of its several departments, subject to the provisions of this canon.

Section 8. The Diocesan Council shall submit to each annual meeting of the diocesan Convention a report of the work done under its supervision during the preceding year, including the annual report of the treasurer.

Section 9. The Diocesan Council shall meet for organization at such place and time as the Bishop may designate, following the annual Convention. It shall hold other fixed meetings as it may appoint. The Bishop may call additional special meetings as may seem necessary. A majority of the elected members shall constitute a quorum. In the absence of the Bishop, the Bishop Coadjutor, if there be one, shall serve as chairman. If neither the Bishop nor the Bishop Coadjutor is present, the Diocesan Council shall choose a chairman from its own membership.

Section 10. The Diocesan Council, through its departments, shall submit to the annual Convention a proposed program of activities for the year, together with a proposed operating budget necessary to implement the program. The proposed program of each department and the proposed operating budget of the diocese shall be approved by the Diocesan Council before submission to the Convention.

CANON 16

Deaneries

Section 1. The Diocese shall be divided into deaneries, the number and boundaries of which shall be determined from time to time by the ecclesiastical authority. The presiding officer of each deanery shall be a dean appointed by the ecclesiastical authority to serve for one year, which appointment shall be made at each annual Convention.

Section 2. There shall be regular deanery meetings, not less frequently than twice a year, of the clergy in each deanery as scheduled by the presiding officer. It shall be the duty of all clergy to meet as a deanery convocation.

Section 3. The deanery convocations shall: i) discuss affairs of diocesan and regional concern, ii) study issues relating to the territory of the deanery, iii) provide input during the formation of the diocesan budget, iv) provide for educational opportunities, and v) other matters that will strengthen collegiality and further the work of the church.

CANON 17

Establishment of a Cathedral Church

Section 1. A cathedral parish may be established by the Bishop in the manner provided by

this Canon, and when so established shall be known and used as the cathedral church of the diocese.

Section 2. The cathedral parish shall be established by written agreement between the Bishop and the parish to be designated as the cathedral church, which to become effective and binding upon both the diocese and the parish. The agreement must be approved by the Bishop and Diocesan Council, the Standing Committee, and approved by majority vote at the next annual Convention-

CANON 18

Commission on Architecture and Construction

Section 1. The Bishop shall appoint annually a Commission on Architecture and Construction, consisting of two priests and three laypersons.

Section 2. All parishes in the diocese are requested to consult with this commission when any construction or renovation of buildings is contemplated.

Section 3. All missions in the diocese and institutions owned exclusively by this diocese shall be required to have the approval of this commission when any construction or renovation of buildings is contemplated.

CANON 19

Elections

Section 1 No person shall hold elected membership at the same time on more than one of the following boards of the diocese:

Diocesan Council
Standing Committee
Board of Trustees of the Diocese.

Section 2. In the elections, which shall be by ballot, for election to the Diocesan Council, Board of Trustees, and the Standing Committee, the vote necessary for election shall be by a majority of those present and voting. In all other elections the vote necessary for election shall be by a plurality.

CANON 20

Church Register and Reports

Section 1. Each member of the clergy shall keep a register of all baptisms, marriages and burials solemnized by that member of the clergy or in the priest's parish or mission by another minister; and if he/she has a cure of souls, a list of persons confirmed in his/her parish or mission; and of communicants, and baptized persons not communicants belonging to the same.

Section 2. The register shall specify the name and date of birth of the person baptized, the names of the parents and sponsors in the case of an adult the name, and those of the witnesses and the names of persons married or buried with the date of every rite performed.

Section 3. In every parish and mission these entries shall be made by the minister in a book provided by the parish wardens or the mission for that purpose. In case there is no minister, the wardens themselves shall see that such registry be made. This book shall be known as the parish register, and preserved as a part of the record of the parish. It shall be the duty of every minister, in case of removal from a parish, to deposit this register with the parish wardens or mission.

Section 4. It shall be the duty of every minister of this church in charge of a parish or mission, or if there be no minister in charge, of the parish wardens or other proper officer, to prepare upon the blank form adopted by the General Convention a report for the year ending December 31 preceding, and to deliver the same to the Bishop of the diocese, or where there is no Bishop, to the secretary of the diocese, not later than February 1. This report shall include the information required by the canons of The Episcopal Church. Every priest not in charge of any parish or mission shall also report his/her occasional services, and if there have been none, the causes or reasons which have prevented the same. These reports, or such parts of them as the Bishop may deem proper, shall be entered in the Journal.

Section 5. The fiscal year shall begin January 1.

CANON 21
Prohibiting the Desecration of Consecrated Buildings and
Alienation of Church Property
Without Consent of the Ecclesiastical Authority and the Standing Committee

Section 1. It shall not be lawful for any vestry, trustees or other body authorized by laws of any state or territory to hold property for any diocese, parish or mission, to encumber or alienate any dedicated and consecrated church or chapel, or any church or chapel which has been used solely for divine service, belonging to the parish or mission which they represent, without the previous consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese.

Section 2. No vestry, trustee, or other body authorized by civil or canon law to hold, manage, or administer property for any parish, mission, or institution, shall encumber or alienate the same or any part thereof without the written consent of the Bishop and Standing Committee of this Diocese; provided, however, that these restrictions on the sale, mortgaging and leasing of real property other than consecrated churches or chapels shall not apply to leases of less than one (1) year or to real property used for sepulture.

CANON 22

Preservation of Property

All real and personal property held by or for the benefit of any parish, mission, or institution is held in trust for The Episcopal Church and the diocese. The existence of this trust, however, shall in no way limit the power and authority of the parish, mission, or institution existing over such property so long as the particular parish, mission, or institution remains a part of, and subject to, The Episcopal Church and the Diocese.

CANON 23

Expenses

Section 1. On or before the 15th day of December each year, every parish and mission shall, on a form furnished by the diocese, make a pledge to the support of the program of the diocese for the following calendar year, and forward such pledge to the diocesan treasurer.

Section 2. Net Disposable Budget Income (hereinafter NDBI) shall consist of all undesignated plate and pledge offerings plus all other unrestricted income (including investment and endowment income) but shall not include any income received as aid from the diocese.

Section 3. The form furnished by the diocese shall provide space to indicate the specific percentage of the parish's or mission's NDBI for the following calendar year that is being pledged to the support of the diocesan program, the parish's or mission's anticipated NDBI for the following calendar year, and the dollar amount that the parish or mission anticipates giving to the diocese as a result of the percentage indicated.

Section 4. The pledge of each parish and mission to the support of the program of the diocese shall be payable on a monthly basis.

CANON 24

Business Methods in Church Affairs

In the diocese and in each parish and mission therein, the following standard business methods shall be observed:

Section 1. Trust and permanent funds and all securities of whatsoever kind shall be deposited with a national or state bank, or a diocesan institution or agency, or with some other agency, including savings and loan associations, approved in writing by the Department of Finance of the diocese, under either a trust instrument or an agency agreement, providing for at least two signatures on any order of withdrawal of such funds or securities. Securities may be held in a Bank Safe Deposit Box.

Section 2. Records shall be made and kept of all trust and permanent funds showing at least the following:

- a. Source and date of receipt.
- b. Terms governing the use of principal and income.
- c. To whom and how often reports of condition are to be made.
- d. Any limitation on investment policy.

Section 3. Treasurers and custodians, other than banking institutions, shall be adequately bonded; except Treasurers of funds which do not exceed five hundred dollars at any one time during the fiscal year.

Section 4. Books of account shall be kept so as to provide the basis for a satisfactory accounting.

Section 5. All accounts shall be audited annually by a professional accountant or by a committee of two (2) persons who are communicants of the mission or parish appointed by the vestry or mission committee, none of whom shall have functioned as treasurer, bookkeeper or held any responsibility for the accounting records during the period under audit.

Section 6. A certificate of audit shall be forwarded to the Bishop or ecclesiastical authority not later than September 1 of each year, covering the financial reports of the previous calendar year.

Section 7. All buildings and their contents shall be insured against property damage, theft and liability.

Section 8. The Department of Finance of the diocese may require copies of any and all accounts described in this canon to be filed with it, and the Department of Finance shall report annually to the Convention upon its administration of this canon.

Title II

Worship

CANON 1

Commission on Ministry

Section 1. Pursuant to the canon, Title III, Section 2 of The Episcopal Church, there is hereby established a Commission on Ministry in the diocese, consisting of not more than five (5) and not less than three (3) priests, and not more than five (5) and not less than three (3) laypersons, nominated by the Bishop and confirmed by vote of the annual Convention of the diocese. The number of priests and the number of laypersons on the Commission shall be determined by the Bishop. The term of office of each member of the Commission shall be three years and until his or her successor is nominated and confirmed.

Section 2. The Commission on Ministry shall have the duties and powers as prescribed by the canons of The Episcopal Church. The chairman shall be a priest. Both the chairman and a secretary shall be named annually by the Bishop from among the commission.

CANON 2

State of the Church

A committee of the state of the church, consisting of one member of the clergy and one layperson from each deanery, shall be appointed by the Bishop to hold office for three (3) years, with power to sit between sessions of the Convention. Provided however: that upon the expiration of the terms of office of the present members, the Bishop shall appoint three (3) persons for terms of three (3) years; three (3) persons for terms of two (2) years; and four (4) persons for a one (1) year term, and thereafter for terms of three (3) years so that the terms of office shall be on a staggered basis. The Bishop shall submit to this committee the annual reports of the parishes and missions furnished him. Based on the reports, and all other sources of information, including the Bishop's address, the committee shall study the spiritual and material condition of the church in the diocese and report to the Convention annually making such recommendations, as they deem advisable for furtherance of the church's work.

Title III **Ministry**

CANON 1 **Election of a Bishop**

Section 1. Upon the call for an election of a bishop in accordance with Title III, Canon 11 of the Canons of The Episcopal Church, the Bishop shall delegate to the Standing Committee of the diocese oversight and responsibility for the process unless it already holds this responsibility because of a vacancy in the Episcopate. The process of nomination shall be as follow:

In this role, the Standing Committee shall:

- (a) Give notice in all appropriate publications that The Episcopal Church in South Carolina is entering an episcopal election process.
- (b) Establish the date for the election.
- (c) Work with Bishop and Diocesan Council to provide financially for the process and ordination.
- (d) Establish the necessary committees for the process.
- (e) Establish a procedure for the obtaining the necessary background checks.
- (f) Seek the necessary Episcopal and Standing Committees or General Convention consents required once the election has been made.
- (g) Provide for the Consecration or Seating of the elected bishop.

Section 2. Once the date for an election has been established in consultation with the Presiding Bishop of The Episcopal Church, the Standing Committee shall appoint two (2) committees to oversee the election process: a Search Committee and a Transition Committee.

Section 2.1 The Search Committee. The Search Committee shall consist of two (2) clergy and two (2) lay persons from each of the deaneries. Not more than one (1) lay member may come from the same parish or mission. Not more than one (1) member of the clergy may come from the same parish or mission. The President of the Standing Committee or another member thereof designated by the Standing Committee shall serve ex-officio as a member. The Chancellor of the diocese, or an assistant Chancellor designated by the Chancellor, shall serve ex-officio as a member. The committee shall determine its officers and leadership.

Section 2.2 The Transition Committee. The Transition Committee shall consist of two (2) clergy and two (2) lay persons from each of the deaneries. Not more than one (1) lay member may come from the same parish or mission. Not more than one (1) member of the clergy may come from the same parish or mission. The President of the Standing Committee or another member thereof designated by the Standing Committee shall serve ex-officio as a member. The Chancellor of the diocese, or an assistant Chancellor, designated by the Chancellor shall serve ex-officio as a member. The committee shall determine its officers and leadership.

Section 3. The Search Committee shall have the following tasks:

- (a) Develop and oversee a process for creating a Diocesan profile.
- (b) Publish the address and other appropriate contact information for the Search Committee.
- (c) Receive nominations.
- (d) Review the qualifications of those being considered.
- (e) Publish to the delegates in writing the names of those persons being recommended to the Standing Committee not less than ninety (90) days before the first day of the convention.
- (f) Receive all petitions to nominate a person for the office of bishop, which must be submitted to the Search Committee no later than forty-five (45) days before the date set for the convening of the convention called to elect a bishop. No petitions shall be received after that date and no other nominations shall be brought before the convention after that date.
- (g) After consultation with the Standing Committee, determine the number of nominees to be considered by the convention. However, at least three (3) qualified nominees, who have consented to stand for election and whose background check has been approved, shall be presented.

Section 4. The Transition Committee shall have the following tasks:

- (a) Publish complete profiles of the nominees and any other educational material deemed helpful.
- (b) Provide for the “walk-about” opportunities for all nominees to meet with as many members of the diocese as possible;
- (c) Provide hospitality for the nominees and their families.
- (d) Help in the planning of the consecration of the new bishop.
- (e) Assist the Bishop in adapting to and being introduced to the diocese.

- (f) Provide for the transition of the retired and/or resigned bishop from office.

Section 5. A person is duly qualified to be on the slate for election as bishop, if that person has met the following criteria:

- (a) He/she has been nominated by the Search Committee.
- (b) He/she has accepted the nomination, in writing.
- (c) he/she has signed a document that states he/she has no known impediment that would prevent him/her from serving.
- (d) He/she has passed a background check.
- (e) They have had and passed the psychiatric exam, administered by the person who has been selected by the Search Committee and Standing Committee.
- (f) He/she accepts the requirement to participate in the walk-about so that delegates have ample opportunity to come to know him/her. No one shall be elected bishop who has not participated in the walk-about.

Section 6. A nominee for bishop may be made to the Search Committee by petition. The petition shall state that the petitioners believe that the person being nominated is duly qualified. The nomination petition must be signed by not less than five (5) members of the clergy of the diocese and five (5) lay delegates elected to participate in the electing convention. The petition must also be signed by the person being nominated and state the following:

- (a) That he or she consents to being nominated and believes that he or she is duly qualified to be nominated for the office of bishop and knows of no impediment to being consecrated.
- (b) That he or she consents to a background check to verify his or her qualification.
- (c) That he or she consents to a medical and licensed psychiatrist examination to verify his or her qualification to undertake the work for which he or she may be chosen.
- (d) That he or she consents to participation in a "walk about" to be scheduled in advance of the convention in order to give delegates to the convention the opportunity to see and talk with the person being nominated.

Section 7. The name and address of the chairperson of the Search Committee will be given in the notice for the calling for the convention to elect a bishop.

Section 8. A petition nominee whose name has been previously submitted to the Search Committee and not included on the list recommended to the Standing Committee may be

included by the Standing Committee, at its discretion, as a nominee upon the appeal of at least three (3) clergy and three (3) delegates whose names appear on the petition previously filed with the Search Committee. This appeal and request for inclusion shall be filed with the Standing Committee in writing not less than fifteen (15) days before the convening of the convention in order to allow for participation of all nominees in the "walk about". The decision of the Standing Committee as to the names and number of persons being nominated to the convention shall be final. The "walk about" shall not be scheduled until after the appeal, if any has been concluded.

Section 9. The presiding officer of the electing convention will convene the electing convention and call for nominations. The president of the Standing Committee may propose needed rules of order for the electing convention that are not inconsistent with either the canons or rules of order of the diocese, and he/she shall oversee the election. The Standing Committee will place in nomination the names of all persons whose names were submitted to it by the Search Committee and those who have fulfilled the petition requirements. Seconding speeches will be governed by the rules of order. No nominations from the floor will be permitted. The electing convention shall remain in session until a bishop has been elected.

Section 10. As part of this process the current Bishop and Diocesan Council shall at the appropriate time (a) budget appropriately for the above-outlined process; and (b) authorize the Transition Committee to negotiate with the elected bishop concerning all financial aspects of assuming the office.

CANON 2

Use of Non-Canonical Clergy

No priest, who is not canonically resident in this diocese, shall perform any function of his/her office in this diocese without first having obtained permission to do so from the Bishop of the diocese.

CANON 3

Missionary Work of the Diocese

The Bishop, with the Diocesan Council, shall be responsible for the development of the missionary programs of the diocese. The Bishop shall appoint all missionaries and may suspend or remove them at his/her discretion.

CANON 4

Prevention of Sexual Misconduct Within the Diocese

Section 1. Each parish and mission in union with the diocesan convention of the diocese shall adopt a definition of the terms "sexual misconduct" and "pastoral relationship."

Section 2. Each parish and mission in union with the diocesan convention shall adopt a manual (referred to hereafter in this canon as the "manual") that outlines standards of conduct to

be maintained and procedures to be followed for the purpose of preventing sexual misconduct by any clergy, employees or volunteers of the parish or mission.

Section 3. The standards and procedures set forth in the manual shall be followed by the parish or mission as long as it is in union with the diocesan convention of the diocese.

Section 4. The manual shall include at a minimum the following:

Section 4.1 The definitions of “sexual misconduct” and “Pastoral relationship” which have been adopted in accordance with Section 1.

Section 4.2 A statement of specific behavioral standards that proscribe such sexual misconduct.

Section 4.3 Requirements of strict prohibition of interaction with children and youth by anyone with a civil or criminal record of child sexual abuse or who has admitted prior sexual abuse or anyone known to have a paraphiliac diagnosis (e.g., pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

Section 4.4 Outline of procedures for the investigation of allegations of sexual misconduct that conform to the disciplinary canons of The Episcopal Church and demonstrate sensitivity to the complainant and seek justice for all parties.

Section 4.5 Statement of procedures, commensurate with the offense, for discipline and professional rehabilitation after an evaluation of evidence indicates sexual misconduct, including:

- (a) Consultation between the appropriate institutional executive and appropriate bodies for possible disciplinary action, and
- (b) Professional rehabilitation assessment by a credentialed professional.

Section 5. Each parish and mission shall comply with the following procedures:

Section 5.1 It shall keep on file signed statements by all of its clergy, volunteers who regularly supervise youth activities, vestry members, and employees that each party has received the manual and understands its contents.

Section 5.2 It shall make reasonably thorough background checks of all clergy, volunteers who regularly supervise youth activities (excluding unpaid Sunday School teachers), and employees, within the confines of permissible law, prior to ordination, employment, or acceptance into this diocese (either initial licensing or accepting a letter dimissory) to determine current or historic sexual misconduct allegations, criminal records or paraphiliac behavior. Such background checks will include inquiries of all bishops having past or present canonical authority over the individual, all schools attended by the individual during the past five years, and all employers of the individual during the past five years. If the individual has had one employer for over five years, then inquiries will be made of the two most recent employers.

Section 5.3 It shall require that, within thirty (30) days of employment, all clergy, employees, teachers, and volunteers must take and successfully complete the Safeguarding Online course offered by the Church Pension Group. In addition, it shall distribute to all of its clergy, volunteers who regularly supervise youth activities, vestry members and employees, a summary (which will have been prepared by the chancellor of the Diocese) of current child abuse statutes and reporting requirements for the South Carolina legal jurisdiction.

Section 5.4 It shall require that, within thirty (30) days of employment, all clergy and employees must receive initial training on issues of sexual harassment in employment, mentor and colleague relationships and sexual exploitation in pastoral relationships.

Section 5.5 It shall require that clergy and other pastoral care providers must have ongoing professional supervision or must refer the individual to professional counseling after six (6) sessions have been held around a given life issue, and fees or donations for pastoral care will be proscribed. Anyone charging fees for counseling outside the scope of church employment must possess appropriate professional credentials and proof of separate professional liability insurance, including coverage for sexual misconduct, in force at all time.

Section 6. Each parish and mission shall adopt and comply with the following procedures whenever an evaluation of evidence indicates sexual misconduct by an individual:

Section 6.1 It shall notify the Bishop of this diocese and the members of its parish vestry or mission council.

Section 6.2 Prior to the individual's being eligible for future or continuing employment by any parish or mission in this diocese, there shall be:

- (a) A professional rehabilitation assessment by a credentialed professional approved by the Bishop of this diocese.
- (b) If the individual in question is ordained clergy, endorsement by the Bishop of this diocese and the Bishop of canonical residence (if different).
- (c) A requirement that the offender make amends to any aggrieved parties to the satisfaction of his or her ecclesiastical superior.

Section 7. Each parish vestry and mission council shall by formal motion adopt its manual and shall certify in writing to the diocesan headquarters that it has done so. No votes at the Convention of this diocese shall be received from any parish or mission which has failed to comply with the requirements of this canon. Failure to comply for more than two (2) years shall be grounds for the diocesan Bishop or ecclesiastical authority to declare a parish or mission no longer to be in union with the diocesan Convention.

Title IV
Ecclesiastical Discipline

CANON 1
Discipline of a Bishop, Priest, or Deacon

Section 1. All matters of ecclesiastical discipline in the Episcopal Church in South Carolina shall be governed by Title IV of the canons of The Episcopal Church as such canons are adopted and amended from time to time by the General Convention of The Episcopal Church.

Section 2. The composition, processes, and procedures of the ecclesiastical court shall be as specified in the canons of the Diocese in place and effective on January 1, 2007.

Title V

General Provisions

CANON 1

Rules of Order

The Convention shall have Rules of Order to govern the organization of the Diocese's conventions. The initial Rules of Order are deemed adopted as a part of the adoption of this canon. The Rules of Order may be amended at any subsequent annual Convention in accordance with its provisions.

CANON 2

Enactment, Alteration and Repeal of Canons

Section 1. No alteration, amendment of or addition to these canons shall be made unless the same be proposed on the first day of an annual Convention in writing and in duplicate, and, after reference to the Committee on Constitution and Canons, is adopted by a two-thirds vote of both orders present at the annual Convention the proposal is made. Provided, however, if the vote by orders fails to pass either order by the required two-thirds vote, but does pass both orders by a majority vote, then the proposal shall lie over for the consideration of the next annual Convention and only a majority vote of the next annual Convention shall be sufficient for its passage.

Section 2. In all cases of future enactment, the same if by way of amendment, shall be in the following form: "canon- (or section of canon) is hereby amended so as to read as follows":

Section 3. All former canons of this Convention not included in these canons are hereby repealed.