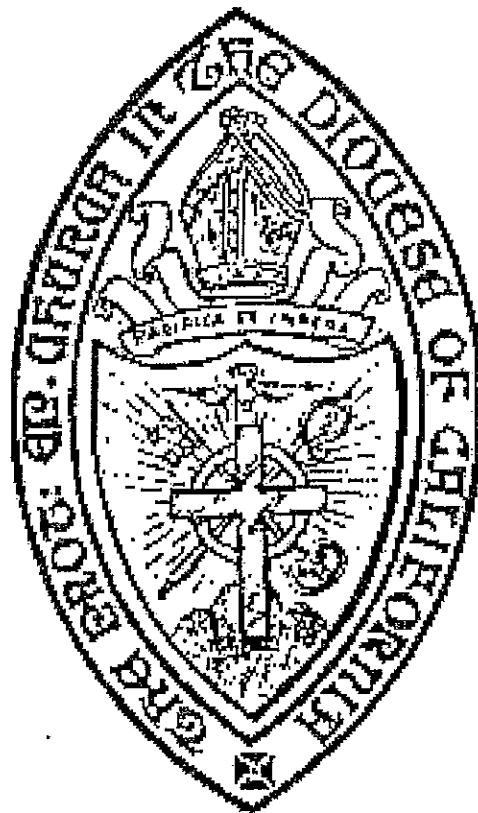


The Episcopal Diocese of California



Diocesan Council Briefing Book

(Superseded)

Bishop in Council Council Members Briefing Book

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Adopted Jan. 20, 1981
Revised Jan. 29, 1986

Diocese of California

General Policies of Diocesan Council

The purpose of this general policy document is to describe clearly Diocesan Council's guidelines for the assignment of responsibilities with regard to Diocesan program and to delineate the working relationship between the Bishop and council with the Commissions of the Bishop and the Departments of Council.

Diocesan Council

Canonically, "The Bishop and Council of the Diocese shall be known as 'The Diocesan Council' and shall exercise all the powers of the Diocesan Convention between meetings thereof, in regard to the development and implementation of the policies, programs and budgets approved and adopted by Diocesan Convention." The Council is responsible for the formation of all Departments and other agencies necessary for its work, to define the scope of their tasks and to receive reports from them on demand.

The Diocesan Council is comprised of: The Bishop (serving ex officio) plus one Cleric and two Lay representatives elected by each Deanery.

Definitions

Departments – Established by Council to develop Diocesan ministries that respond to community needs within an operating scope; to be a resource to congregations and deaneries; and to provide long range assistance to the Council and, therefore, to the Convention in program and financial areas.

Commissions – Established by the Bishop or by Canon. Commissions are related indirectly to the work of Convention and Council. The task is intended to be long range, under the direct authority of the Bishop. Commission members are appointed solely by the Bishop and do not include Deanery representatives. Commissions report at the invitation of the Bishop and Council.

Diocesan Institutions – Organized to accomplish a specific long range task or ministry. Institutions must be incorporated as non-profit organizations under the State of California Corporation Code, managed by a Board of Directors or Board of Trustees, the members of which are approved by the Bishop and Standing Committee. Institutions report to Convention, which approved their status upon recommendation of the Council and Standing Committee, with certification by the Chancellor that the Institution complies with Diocesan and National Canons.

Charter Organizations -- Are organized to accomplish a specific long or short term ministry. Charters are organized and are under the direct control of the Corporation Sole, the Bishop, and receive a "Charter" signed by the Bishop, after review by the Diocesan Chancellor. The Charter outlines the focus of the ministry, terms and appointment and fiscal responsibility. The coordinator of Social Ministries is responsible for the monitoring of these Ministries.

Division – Organized as an ongoing, long range subdivision of a Department, with responsibility for a specialized task or ministry. There is one canonical division: The Division of Program and Budget, under Council and the Department of Finance. This Division has as its responsibility the development and preparation of the Diocesan Program and Budget. Its members are chosen from Council and the Department of Finance, with the Chairman and members-at-large appointed by the Bishop and approved by Council.

Task Force -- Organized around limited, clearly defined assignment as a Task Force is intended to be a short lived entity. Task Forces may be established by the Bishop, Diocesan Council or the Departments. Membership, funding and longevity are determined by their originator.

Note! These definitions indicate that Diocesan Council's primary responsibility lies with its Departments.

Liaison Responsibilities

1. Call or meet with department Chair as soon as possible to introduce yourself and obtain schedule of meeting times and dates.
2. Attend meetings regularly to maintain continuity of Department actions.
3. Participate in discussion from an advisory standpoint. Offer assistance in helping within guidelines of Council.

4. Report regularly (and as requested) to Council regarding actions and the general condition of the Department.
5. If the Department is in need of assistance, or is failing to follow the prescribed guidelines, hold a meeting with Council President and Staff Coordinator to review the problem areas.
6. Be objective. It is advisable to avoid being liaison to a Department or Commission with which you have previously formed a close association as Deanery Representative.

Election of Officers

(refer to bylaws, Article II, Sec. 2.1, as revised Oct. 1985)

A. Nominations

1. At each regular November meeting of Diocesan Council ("Council"), the President shall appoint a committee (the "Nominating Committee") whose task shall be the nomination of qualified candidates to serve as President, Vice President, Recording Secretary and Corresponding Secretary in the succeeding year.
2. The Nominating Committee shall present its report at the regular December meeting of Council and additional nominations may be received from Council members present.
3. Additional nominations may be received during the organizational meeting at the time of the elections.

B. Elections

1. The Bishop or his representative shall preside at the organizational meeting immediately following the January meeting of Council and shall seat the persons elected to serve on Council by the Deaneries.
2. Officers shall be elected from the candidates whose nominations were previously received and any additional nominations made at the organizational meeting. For election, a candidate must receive a majority vote of the Council members present (who must constitute a quorum of Council).

C. Installation of Officers

If present, the Bishop shall immediately install the officers elected or, if he *or she* is not present, the Bishop shall install the newly elected officers at the next regular or special meeting of Council.

Special Policies

Bishop's Working Principles Regarding Fiscal Matters

1. The Diocese shall operate within a balanced budget each year.
2. Any proposed addition to the budget made from the floor of Convention must be accompanied by a proposed revenue source adequate to fund it.
3. Implementation of a project may begin only after the Department of Finance and Diocesan Council have determined that adequate funding is available for such purpose.
4. Borrowed funds, other than those for temporary needs repayable within the calendar year, shall not be used for operating expense.
5. The Diocesan budget should provide for operating reserves equal to two months' operating expenses.
6. No permanent capital funds nor endowment funds shall be used for operating expenses.
7. Consistent with the foregoing principles, existing bank loans shall be repaid as quickly as possible, thereby reducing interest expense.
8. A full-time development office should be established as soon as practicable.

Adopted March 18, 1985
Reaffirmed by Council Oct. 1986

Procedures for Use of Diocesan Mailing List

The Diocesan Mailing List is composed of the individual names and addresses of members of the parishes and mission in the diocese. The lists are provided, and updated when requested, by parish clergy, entrusted to the Office of the Bishop, with the understanding the list will not be circulated and use will be restricted to that deemed to be in the interest of the diocese.

It is understood the Office of the Bishop, as trusted receiver of the information, will use the mailing list at its discretion, after consideration by Diocesan Council, to see if specific requests meet the following criteria.

1. Materials to be mailed must be deemed to be of general interest to members of the diocese and must be primarily educational or informational in nature.
2. A draft or sample copy of the materials to be mailed must accompany the request.
3. Those with permission to use the list must provide the proper number of copies of the materials, ready to be addressed and mailed, to a mailing service where address labels will be affixed and materials mailed.
4. Purchase of labels, postage and all other mailing costs will be assumed by the requesting agency.
5. The Office of the Bishop or the Diocesan Council will designate a person department to assist the agency in the mailing arrangements.

The ~~Pacific Churchman~~ *Pacific Church News* will have regular use of the Diocesan Mailing List to provide copies of the Diocesan newspaper to members of the diocese and it will be responsible for keeping the list current.

Adopted October 22, 1985

Non-Budgeted Staff Positions

Diocesan staff positions that require remuneration (including those under diocesan departments and commissions), shall be limited to those for which funding is approved annually by Diocesan Convention.

Additional positions may be created only after they are approved by Diocesan Council, and upon the prior affirmation by the Department of Finance that there is known funding for the current and subsequent fiscal years, including the intent (if any) to fund such positions in a specified future diocesan budget.

Adopted June 20, 1978

Public Statements

It is the responsibility and authority of the Bishop of California to deliver himself publicly on matters of public interest, by virtue of his Apostolic calling and his ecclesiastical office. It is understood that no other agency of the Diocese, including the Council and its departments, may communicate resolutions of public import which explicitly or implicitly may be taken to be resolutions of the "Diocese of California."

Any resolution on such matter of public import taken by any agency of the Diocese of California shall be prefaced with:

- a. the full, specific name of the body resolving;
- b. an exact indication of the body's relationship to the "Diocese of California" and its responsibility within the diocesan structure;
- c. a clause of disclaimer such as "The Department of _____, speaking only for itself and not for the "Diocese of California..."; and
- d. an indication of the size of vote, such as: "by a vote of 5-2..."

Affirmed January 20, 1981

Equal Opportunity Resolution

WHEREAS, the Episcopal Church stands for the highest Christian values and emphasizes the dignity of each human being; and

WHEREAS, the Church should stand as an exemplary body in demonstrating its healing ministry as well as continuing to establish new means to assure attainment of goals; and

WHEREAS, it is timely to once again examine the extent to which there is evidence of total commitment of each part of the Diocese of California to assure equal rights, opportunities, and employment for all human beings with the Diocese;

BE IT RESOLVED that the Council of this Diocese urge each parish, each mission and the Diocese of California to commit itself to a program of equal employment in all positions, including the ordained ministry;

BE IT FURTHER RESOLVED that the Council of this Diocese remind all parishes and missions of the Christian commitment to welcome and to gather into their communities persons of diverse backgrounds, with programs pertinent to the variety of their needs;

AND BE IT FURTHER RESOLVED that the Council of this Diocese charge all departments and commissions to recognize the diversity of persons with the Diocese and to develop programs to meet their needs.

Affirmed January 20, 1981

Guidelines for Departments

1. Establishment

Diocesan Council shall establish or re-establish at its January meeting each department, specifically. Without such specific establishment, the department shall cease to function and have no operating nor spending authority.

2. Membership

- a) *Deanery Members:* Each deanery shall have the right to two voting members on a department (except Finance, see (d) below), selected according to the deanery by-laws. Department chairmen should contact deanery presidents to advise of openings within a department. Job descriptions for deanery representatives delineating their specific responsibilities are to be prepared by each department with copies sent to each deanery president.

When a deanery voting member misses three consecutive department meetings, the department chairman shall request the deanery president to replace that member without delay.

- b) *Additional Members:* Each department chairman may appoint Members-at-Large, with the concurrence of Council, who shall also be voting members. Special liaison and ad hoc members may be selected at the discretion of the chairman. Such members shall have seat and voice but no vote.

All department members shall serve two-year terms but no more than two consecutive terms. The terms of membership should be staggered so that half of the department membership expires each year. Departmental paid staff (if there are any) shall have no vote on the department but shall have seat and voice at the convenience of the department. The presence of a majority of the voting members of the department shall constitute a quorum for the transaction of business.

- c) *Council Liaison:* The President of Council shall assign a representative to each department for a one-year period, following which the representative may be reassigned. Council representatives shall have seat but no vote.

- d) The Department of Finance shall consist of seven members, five appointed by the Bishop and two appointed by Diocesan Council.

3. Conflict of Interest

Each voting member of the department must abstain from voting on any matter that would provide a conflict of interest, particularly with regard to a direct financial interest or in a way personally advancing the member in a manner not known to the other voting members.

4. Structure

Each department shall have a ~~chairman~~ and a secretary. The ~~Chairman~~ shall be appointed by the Bishop, with the concurrence of Council. The ~~Chairman's~~ term shall be for one year and may be extended for three additional terms through annual reappointment by the Bishop. The ~~Chairman~~ shall vote only to break a tie vote among the other department members.

A department may choose a Vice-~~Chairman~~ from among its voting membership.

The Secretary may be chosen from within or outside the voting membership and shall be responsible for recording minutes for each meeting and handling correspondence. The Secretary shall forward a copy of all department minutes to the Executive Officer, Recording Secretary of Council, President of Council, Council Liaison and each Deanery President.

5. Meetings

Each department shall meet at least quarterly, with two weeks' notice given to all members. At the beginning of each year, the department, as a whole, should determine its meeting calendar, indicating the time and place of its meetings for that year. The Chairman may call additional meetings as needed, provided each department member is informed of these meetings.

6. Reports to Council

Each department ~~Chairman~~ shall report to Diocesan Council twice a year. One report shall be in person to discuss:

- (a) how the work of their department should reflect the priorities of the Diocese of California;

- (b) how the work of their department is or can be integrated with other related programs.

Any department Chairman has the prerogative to request a meeting with Council at other times during the year if there is special business that requires immediate attention.

The other report shall be annual written Report and Budget Request prescribed by Council (attached).

7. Changes in Authorized Program and Budget

If there is any major change anticipated in the department's Program and Budget, Diocesan Council must be advised in a timely manner.

8. Fiscal Responsibilities

The Chairman shall have the authority to request payment for the expenses of the work of the department or commission. It is expected that the Chairman will keep track of expenses and will not over-spend the accounts of the department or commission. Check request forms, account numbers and monthly account balances may be obtained from the Treasurer's Office, 1055 Taylor Street, San Francisco, 94108, (415) 673-4595. A monthly report of the Department's year-to-date activities will be forwarded to each Chairman from that office upon request.

9. Reports and Notices to Departments

The Chairman can expect to receive the following:

- (a) Minutes from monthly Diocesan Council meetings;
- (b) Notification of Division of Program and Budget meetings.

These policy requirements are not intended to place any unworkable hardship upon a department. Council may be petitioned by any department for a waiver or an amendment to the requirements.

Adopted January 20, 1981
Revised January 28, 1986

By Laws
Of
Diocesan Council
Diocese of California

Adopted June 18, 1974
Revised October 11, 1985

I Members

- 1.1 The members of Diocesan Council ("Council") shall be those persons specified by the Canons of the Diocese of California ("Canons") (VIII, Sec. 8.02) as now existing or hereafter amended.
- 1.2 Election of members by the Deaneries shall be as prescribed in the Canons (Sec. 8.03).
- 1.3 Vacancies in either Clerical or Lay members of Council shall be filled by special election of the Deanery in which the vacancy occurs or by such other method as the Deanery in its By-Laws may provide (Sec. 8.04).

II Meetings

- 2.1 An organization meeting of the members of Council designated to serve the next succeeding year (including members whose terms are unexpired and members newly elected by the Deaneries) shall be held each year immediately following the regular January meeting. The business of the organization meeting shall be the election of officers who shall serve until the next organization meeting or until their respective successors are elected.
- 2.2 Regular meetings of Council shall be held monthly upon such day of the month as Council by resolution at its organization meeting shall determine.
- 2.3 Special meetings of Council shall be held upon call of the Bishop or of any two of the elected officers of Council. Written notice of any special meeting shall be given at least four (4) days prior to the date fixed for such special meeting, which notice shall state the general nature of the business to be transacted.
- 2.4 The presence of a majority of the members of Council shall constitute a quorum for transaction of business at any organization, regular or special meeting.

- 2.5 The name of any elected member of Diocesan Council who misses three consecutive regular meetings of Diocesan Council or 50% of the regular meetings of the Diocesan Council in any six month period, will be certified by the Secretary of the Diocesan Council to the President of the Deanery which elected the absent member along with specific notification of the meetings missed.

III Voting

- 3.1 The Bishop, Suffragan Bishop and any other ex officio member designated as such by the Canons, shall have full voting rights at all meetings of Council.
- 3.2 No proxy vote of an absent member shall be recognized.
- 3.3 Voting may be by voice or show of hands, as the presiding officer may from time to time determine. At the request of any member present, a vote by roll call shall be taken and affirmative and negative votes recorded in the minutes of the meeting.
- 3.4 In conformity with Robert's Rules of Order, the presiding officer may vote to break a tie vote or to create a tie vote, in which latter event the proposition fails. However, upon any roll call vote, the presiding officer shall vote.

IV Officers

- 4.1 The officers of Council shall be a President, a Vice-President, a Secretary and Recording Secretary. The President and Vice-President shall be elected from among the members of Council, and if one is selected from among the lay members, the other shall be elected from among the Clerical members. The Secretary and Recording Secretary need not be members of Council, and, if so, shall not be entitled to vote. A vacancy arising in any office during the year shall be filled by vote of Council for the balance of the term.

- 4.2 The President shall be the presiding officer at all meetings, shall appoint the chairman and members of all regular committees of Council and any special committees authorized by resolution of Council, and shall perform such other duties as are specified by these By-Laws or from time to time by resolution of Council. The President may yield the chair and designate any member of Council as presiding officer pro tem, at any time during a meeting and for such portion thereof as the President shall deem appropriate.
- 4.3 The Vice-President shall be the presiding officer at any meeting at which the President is not present and shall perform the other duties of the President specified in these By-Laws, in the absence of the President. The Vice-President shall be responsible for the preparation and circulation, in advance, of the proposed agenda for each regular and special meeting. The Vice-President shall perform such other duties as are specified by these By-Laws or as may from time to time be specified by resolution of Council.
- 4.4 The Secretary shall transmit such correspondence on behalf of Council as may be required by the business of Council at the request of Council, the President or the Vice-President.
- 4.5 The Recording Secretary shall record, transcribe and arrange for the circulation of minutes of each meeting of Council ~~as promptly as possible following~~ *before* each meeting.

V Committees

- 5.1 There shall be an Executive Committee composed of the Bishop (or his/*her* designated representative), the President, the Vice-President and the Corresponding Secretary. The duties of the Executive Committee shall be as authorized from time to time by Council, including any emergency actions which may become necessary between regular meetings of Council. The President shall be the ~~Chairman~~ of the Executive Committee.
- 5.2 There shall be a Steering Committee composed of the President, the Vice-President, the Corresponding Secretary, the Recording Secretary,

the Executive Officer and not more than three other members of Council appointed by the President. The duties of the Steering Committee shall be planning and determining the working program of Council and the agenda for its meetings. The Vice-President shall be the Chairman of the Steering Committee.

- 5.3 Special committees may be established from time to time by resolution of Council for such general or specific purposes as Council shall direct. The Presiding Officer shall appoint the Chairman of each such special committee and the members thereof; committee members may include persons who are not members of Council. The President may be, ex officio, member of each such special committee.

VI

Liaison Members

- 6.1 It is the desire of Council to establish and maintain open lines of communications with the departments and commissions. Towards that end, the President shall assign each Council Representative to serve as liaison between the Council and a department or commission.
- 6.2 Such assignment shall be for a period specified by Council. At the conclusion of such period, the President shall re-assign each Council Representative to a different department or commission. Each Representative shall have seat and voice but no vote, and shall attend at least half the meetings of the department or commissions, to which assignment has been made (all meetings, if held only quarterly).

VII

General and Amendment

- 7.1 All meetings of Council, whether organization, regular or special, shall be open to the public, unless the Presiding Officer or a majority of the Council members present designates an item on the agenda as a matter involving personnel, in which case discussion of the item so designated shall take place in executive session and the meeting room shall be cleared of all persons not members of the Council by virtue of election

or status ex officio, save that any officer of the Council who is not also a member of Council shall be entitled to remain present.

- 7.2 During meetings of Council no one who is not a member of Council by virtue or election or status ex officio shall take part in discussion or speak save by invitation of the Presiding Officer and upon such conditions and under such limitations as the Presiding Officer in his/*her* discretion shall think fit to impose.
- 7.3 Matters of procedure arising during meetings of Council shall be determined in accordance with Roberts Rules of Order, save as otherwise specified in these By-Laws or otherwise established by any special rule of procedure adopted from time to time by resolution of Council upon majority vote of Council members present, which special rule shall remain in effect only for the remainder of that meeting.
- 7.4 These By-Laws, or any section or sections thereof, may be amended, modified or repealed in whole or in part at any organization, regular or special meeting of Council by majority vote of all members of Council at the next succeeding regular meeting of Council.