

CANONS

OF THE EPISCOPAL DIOCESE OF PITTSBURGH

Canon I **Of Clergy**

Section 1. The Secretary of the Convention shall request from the Diocesan Recorder of Ordinations a list of the Clergy entitled to Seats or votes in the Convention of this Diocese, in the following manner: After review and approval of the list by the Bishop, the Recorder of Ordinations shall, sixty days prior to the meeting of the Convention, deliver to the Secretary, or in the absence of the Secretary, to such other person as may be appointed by the presiding officer of the Convention, a certified list of the Clergy in regular standing and canonically connected with the Diocese, specifying their parochial responsibilities or their residences and employment respectively; and also the dates of the ordination or reception of those who have been ordained or received into the Diocese within the year immediately preceding. From this list the Secretary shall prepare, in conformity with Article III, Section 2, and Article XIV, of the Constitution, a roll of Clergy entitled to Seats or votes in the Convention; and the list thus prepared shall be *prima facie* evidence as to the rights of Clergy to Seats or votes in the Convention. The Bishop (or Ecclesiastical Authority) shall, on the day of the meeting of Convention, provide to the Secretary any additions or deletions to the certified list submitted in advance of the Convention.

Section 2. It shall be the duty of every member of the Clergy having a Seat in the Convention to attend every meeting thereof, or to send to the Bishop a sufficient excuse for absence.

Section 3. Clergy canonically resident in other Dioceses but serving as a priest-in-charge or interim for a parish in union with the Diocese shall be admitted to the sittings of the Convention with voice but without vote.

Canon II **Of Deputies**

Section 1. The Lay Deputies to the Convention shall consist of two members for each Parish in union with the Convention, and additional Lay Deputies for Parishes to be determined upon the following basis of representation, up to maximum of ten:

For each Parish, two Lay Deputies.

Number of Duly Registered Communicants	Additional Deputies	Total
201–400	1	3
401–600	2	4
601–800	3	5
801–1000	4	6
1001–1200	5	7
1201–1400	6	8
1401–1600	7	9
Over 1600	8	10

Duly registered communicants shall be counted as provided in Canon III.

Section 2. Lay Deputies

- a. Lay Deputies from a Parish shall be elected by the Vestry of the Parish or by a meeting of that Parish, as provided in its by-laws. Deputies shall be elected for three-year terms; and, where the number of Deputies permits, their three-year terms shall be staggered. No Deputy who has been so elected for two successive three-year terms shall be eligible for re-election as a Deputy until the expiration of one year. The Deputies shall be elected and certified to the Secretary of Convention not later than the thirtieth of June prior to the Annual Convention and all terms of Lay Deputies shall begin as of the first day of July preceding the Annual Convention for which they were first certified. Each Parish shall also elect such number of Alternate Deputies as it shall deem necessary. Each Parish shall also appoint or elect a Leader of Deputation whose specific duties shall be provided for in the Parish By-laws.
- b. The election of Deputies and Alternate Deputies to the Convention shall be certified in writing by a Warden or two members of the Vestry; and the certificate shall state the name, address and telephone number of each Deputy and Alternate and that each Deputy and Alternate Deputy named in said certificate was chosen from the communicants of said Parish. The certification form shall list all deputies elected by parish, whether newly elected or in their second or third year of term. The certificate shall be furnished to the Secretary of the Convention not later than the thirtieth of June, preceding the Annual Convention. If Deputies and Alternate Deputies are elected to fill out vacancies caused by death, resignation, or removal for any cause, the election shall be certified in writing by forwarding an amended certificate to the Secretary of Convention. Any Parish failing to timely furnish the certificate to the Secretary of the Convention shall not be entitled to Seat or vote at the Convention.

Section 3. Lay members of the Standing Committee, the Diocesan Council, the Board of Trustees for the Diocese, and the Committee on Constitution and Canons, if they not be deputies to the Convention, shall be admitted to the sittings of the Convention with voice but without vote.

Canon III

Of Parochial Registers and Reports

Section 1. The Vestry of each Parish shall provide a suitable book to be called the “Church Register”, which shall belong to and remain with the Vestry, as part of the Church records. In this Register the Minister, or, if there be none, the Senior Warden, shall keep a record of all the baptisms, confirmations, marriages, and burials in the Parish; specifying the name and date of the birth of the child baptized, with the names of the parents and sponsors; the names of the persons confirmed; the names of the adults baptized, and of their witnesses; the names of the persons married and the witnesses; the name and, where practicable, the age, of the person buried; and also the time when each rite was performed; and a list of all communicants in the Parish.

Section 2. Parochial Reports

- a. The Parochial Report of every Parish of this Diocese shall be prepared annually for the year ending December 31 preceding, upon the standard forms, and shall be filed with the Episcopal Church, with a copy sent to the Diocesan office, not later than March 1. In every Parish the preparation and delivery of this Report shall be the joint duty of the Minister and Vestry.