NOTICE OF CONVENTION
To Clerical and Lay Deputies of the 142nd Annual Convention of the Episcopal Diocese of Newark

The Convention will be held on **Friday, January 29**, and **Saturday, January 30, 2016** at the Hilton Hotel, One Hilton Court, Parsippany NJ 07054. Registration will begin at 9:00 a.m. on Friday. There will be a celebration of the Eucharist on Friday at 12:30 p.m. and Morning Prayer on Saturday at 8:30 a.m.

This Call to Convention packet contains the following:

- Schedule of deadlines, p. 1
- Date and direction to the pre-convention meeting, p. 2
- Information on exhibits, hotel room reservations, special arrangements and anti-racism dialogues, pp. 2 & 3
- Rules of Order pertaining to resolutions, p. 4
- Report from the Nominations Committee, p. 5
- List of elected diocesan offices, pp. 6 & 7
- Nomination form, p. 8

SCHEDULE OF DEADLINES

******Please note that some deadlines are different than in prior years.******

<u>Deadlines - received no later than noon on date indicated</u>

November 16, 2015 - Resolutions
- Canonical Amendments
- Constitutional Amendments
- Items of business proposed to be introduced at Convention 2016

December 2, 2015 - Exhibits space request (first come, first serve or sooner if all space assigned)
- Congregational Deputation Registration/Certification Forms due
- Preliminary Dinner Guest Count

December 4, 2015 - Nominations for elected offices

January 8, 2016 - Special Arrangements Requests
-Final Dinner Guest Count and all Payments due (registrations and dinner guests)

January 22, 2016 - Late nominations for elected offices
-Budget Resolutions due

PRE-CONVENTION MEETINGS – BOTH IN PERSON & ONLINE

This year, deputies can choose between two different methods of engaging with the presentations and reports that help them prepare for the business at Convention.

One traditional Pre-Convention Meeting will be held on **Saturday, January 9, 2016, 10 AM at Grace Church in Madison**. (Driving directions are below).

This in-person meeting will be supplemented by online presentations and reports which deputies can access at their convenience. Included will be an online budget presentation with a mechanism for asking questions, as well as any other necessary presentations, with all printed materials available for download from the diocesan website. Instructions for accessing the online presentations and reports will be announced at a later date.

DRIVING DIRECTIONS TO GRACE CHURCH, MADISON

Grace Church
4 Madison Avenue, Madison NJ 07940
973-377-0106

From I-80 (either east or west bound):

- Take Route 287 South.
- Take the second exit for Morristown – Madison Avenue (Route 124, old Route 24).
- Turn left at end of exit ramp onto Madison Avenue (going east).
- Follow about 3.5 miles; Grace Church will be on the right, a gray stone building which sits on a slight rise in the road just before the railroad tracks; as you get close, you will pass Fairleigh Dickinson University on the left and Drew University and the Methodist Church on the right.

From I-78 (either east or west bound):

- Take Route 24 West until the Mall at Short Hills.
- After passing the Mall on your right, take exit 7A for Chatham and Route 124 (old Route 24).
- Follow road (going west) through Chatham and into the center of Madison.
- Continue through center of Madison.
- Bear left when road forks just before railroad tracks; after going under railroad tracks, Grace Church will be on your left on a slight rise in the road.

By Train: The Madison train station is located at Kings Road (between Green Street and Prospect Street) on the Morristown line of the New Jersey Transit System. When you exit the train station, the Hartley Dodge Memorial hall will be in front of you. Turn right and walk down Kings Road. When you reach Madison Avenue cross the street to your left and proceed about 1 block up Madison Avenue to Grace Church.

SPECIAL ARRANGEMENTS

Convention deputies requiring services, such as interpreting, dietary requirements, or other needs, should notify Mr. Michael Francaviglia, Assistant Secretary of Convention, 31 Mulberry Street, Newark, New Jersey 07102; email mfrancaviglia@dioceseofnewark.org or call 973-430-9919 or 973-430-9900 **by January 8, 2016.**

EXHIBIT SPACE REQUESTS

Commercial vendors and organizations wishing to have display space during the Diocesan Convention should notify Randy Johnson, Exhibits Chair, Diocese of Newark, 31 Mulberry Street, Newark, New Jersey 07102; or email exhibits@dionewark.org or call 973-430-9906.

The exhibit fee for commercial and other non-Diocesan affiliated vendors is $330. **Register by December 2, 2015**. As part of the fee, the vendors receive one free Lunch ticket for Friday. Additional vendor personnel per table will be required to purchase lunch separately at a cost of $30.

There is no fee for Diocesan affiliated ministries to display; however, **there must be a purchase of the Friday lunch ($30) for each person staffing the display table**.

Space requests will be honored on a first come basis.

The **firm** deadline to reserve space is **December 2, 2015.** Forms and additional information are on the diocesan website at www.dioceseofnewark.org/convention/exhibits.

HOTEL ROOM RESERVATIONS

Hotel room reservations can be made by calling the Hilton Hotel at 973-267-7373. The convention room rate is $112 a night. The reservation cutoff date is **Thursday, January 14, 2016**. (*Please don't wait too long to make your reservation.*) Any reservations received after that date will be accepted on a space or rate available basis.

There will be a specific Hilton Hotel website for reservations available through a link on the Diocesan Webpage (www.dioceseofnewark.org). Watch the Voice Online & Leadership News for more details.

To receive the group rate, identify yourself as part of the **Episcopal Diocese of Newark 2016** when calling. All reservations must be guaranteed with one room night's deposit.

Special equipment is available to accommodate the housing needs for the deaf and hearing impaired at the hotel upon request. Wheelchair accessible guest rooms are also available.

The Hilton Hotel is barrier free.

ANTI-RACISM DIALOGUES

Candidates seeking office must complete participation in anti-racism dialogues. *" No person shall be eligible for election to any office at Convention, nor shall any person elected by Districts, or appointed to serve on Diocesan Council or other Diocesan Standing Committees, Commissions or Boards accede to that office, unless that person shall have first completed or arranged for the completion of anti-racism dialogues as approved by the Bishop after consultation with the Diocesan body responsible for overseeing anti-racism dialogues." (Diocesan Canon 2(6))*

Anti-Racism dialogues will be available between now and the time of our Convention through the dioceses of New York and New Jersey. For more information on those opportunities, contact Ms. Jane Jubilee at 973-430-9902 or jjubilee@dioceseofnewark.org.

NOTICE OF MEETING OF THE COMMITTEE ON RESOLUTIONS

Pursuant to Rules of Order - Section VII

Resolutions are due no later than November 16, 2015

Resolutions to Secretary of Convention, Episcopal Diocese of Newark

Instructions for submitting resolutions - http://www.dioceseofnewark.org/convention/resolutioninstructions

31 Mulberry Street, Newark NJ 07102 or michaelfrancaviglia@dioceseofnewark.org (973)-430-9919

The Committee on Resolutions for Convention 2016 is tentatively scheduled to meet on **Wednesday, December 1, at 6 p.m. at Episcopal House, 31 Mulberry Street, Newark**. Proposers of resolutions and other interested persons may be requested to meet with the Committee. As this date is subject to change, proposers are encouraged to call Michael Francaviglia, Assistant Secretary of Convention, for more information.

The Committee on Resolutions shall be responsible for receiving all resolutions except those provided by standing committees and bodies required to report to this Convention.

A. All resolutions to be considered for action by the Annual Convention shall be submitted to the Secretary of Convention in writing and signed by a Deputy not less than seventy-five (75) days before the date of Convention. Resolutions should be submitted on white 8-1/2 x 11 paper, typed and double-spaced or in electronic format by disk or e-mail. Each should contain two sections: 1) the RESOLVED naming the desired action, and a further RESOLVED, as appropriate, providing for the implementation of the resolution, if adopted; and 2) a brief statement or information in support of the resolution. Resolutions submitted by more than one Deputy must designate one Deputy as capable of agreeing to any amendments by the Committee or offered on the floor of Convention. After the expiration of the seventy-five (75) day deadline, the Secretary shall transmit to the Committee all resolutions submitted to him/her.

B. The Committee shall hold hearing(s) prior to Convention on all resolutions submitted timely. The Committee shall publicize at least eighty-five (85) days prior to Convention dates, place and time of its hearings, inviting submitters of all resolutions to attend. The Committee shall collate all resolutions dealing with obviously similar subjects and shall discuss such collation with the submitters.

C. Upon submission of any resolution that in the Secretary's opinion after consultation with the chair of the Committee may have financial implications if adopted, s/he shall submit a copy to the Treasurer or Chief Financial Officer for review and comments. Upon submission of any resolution that in the Secretary's opinion after consultation with the chair of the Committee may affect insurance, s/he shall submit a copy to the Chair of the Diocesan Insurance Committee for review and comments. Upon submission of any resolution that in the Secretary's opinion after consultation with the chair of the Committee may have canonical or legal implications if adopted, s/he shall submit to the Chancellor for review and comments. Review and comments will be requested in time for the initial meeting of the Committee.

D. The Committee shall have the power to revise or modify any proposed resolution, and shall have the power, by a two-thirds vote of all committee members present and voting, to determine not to offer any proposed resolution on the floor of Convention.

E. The Committee shall submit its report to the Secretary sixty (60) days before the date of Convention with its recommendations for action upon each resolution as proposed or as amended or collated by the Committee. This report shall be mailed by the Secretary to each Deputation during the first week of January. All resolutions considered by the Committee will be included in the report, unless withdrawn by consent of the sponsoring Deputy. If a resolution to be offered to Convention has been amended by the Committee without the consent of the sponsoring Deputy, such amendment(s) will be clearly shown.

F. Any resolution which the Committee determines not to offer on the floor of Convention shall be permitted on the floor of Convention only by a majority vote of all Convention Deputies.

G. Resolutions will be permitted from the floor only when they carry a clear statement in writing of the circumstances that lead to the request for their consideration and only by a two-thirds vote. Such resolutions should be duplicated in advance by the presenter(s) with sufficient copies available for distribution to all convention delegates (650 copies are needed).

H. Consent Calendar. It is recognized that certain resolutions may not require full debate prior to action by Convention. Accordingly, the Committee on Resolutions may propose that certain resolutions be included on a "Consent Calendar". Exclusion of any resolution on the Consent Calendar requires agreement of any three congregations to remove it. Any resolution included on the "Consent Calendar" shall not be subject to amendment or debate, except that the sponsoring Deputy or his/her designee may speak to the resolution for a period not to exceed one minute.

PRELIMINARY REPORT OF THE CONVENTION NOMINATIONS COMMITTEE

The Nominations Committee is currently preparing a slate of candidates for the 2016 Convention and will present its report to the Committee on Rules of Order and Elections for mailing with the pre-convention package. The Committee works with rectors, vicars and lay leadership to seek diversity with regard to race, age (16+)**,** gender balance, sexual orientation, people with physical disabilities**,** different economic backgrounds**,** and differing theological viewpoints when qualified candidates are sought for elected diocesan offices.

Nominations received by **December 4, 2015**, will be included with the official slate in the packet and published in the Voice Online, on the diocesan website and in Convention materials. Photographs and written statements from the candidates must be received no later than **December 4, 2015** for distribution prior to pre-convention meetings. Deputies will have an opportunity to meet the candidates at a candidates' forum on **Friday, January 29**.

A listing and description of the offices to be filled by election are printed on pages six and seven.

The deadline for nominations to diocesan offices is **Friday, December 4**. Nominations can be submitted electronically through the website or by using the paper form on page eight of this packet. The on-line form can be found on the website – http://www.dioceseofnewark.org/form/convention-nominations.

Late nominations can be submitted after December 4 **until noon on Friday, January 22, 2016**. Late Nominations can use the same form as found above. Late Nominations will be provided to deputies in the Convention day packet. Late nominations will be announced as write-in names prior to the first ballot at Convention.

Reminder: Candidates seeking office must complete participation in anti-racism dialogues. *"No person shall be eligible for election to any office at Convention, nor shall any person elected by Districts, or appointed to serve on Diocesan Council or other Diocesan Standing Committees, Commissions or Boards accede to that office, unless that person shall have first completed or arranged for the completion of anti-racism dialogues as approved by the Bishop after consultation with the Diocesan body responsible for overseeing anti-racism dialogues." (Diocesan Canon 2(6))*

NOMINATIONS COMMITTEE MEMBERS

Ms. Naomi Horsky, Co-Chair
Email - HorskyN@wpunj.edu

Mr. Robert Coonce
Email - wetochwink@gmail.com

The Rev. Rose Cohen Hassan
Email - trinateerose@gmail.com

Mr. Bert Jones
Email – bjones9234@verizon.net

Mr. Greg Luciano
Email - gregluciano@optonline.net

The Rev. Diane Rhodes
Email – rhodesdiane@msn.com

Mr. Aubrey Thompson
Email – Aubrey.thompson@jacobs.com

Ms. Pat Yankus
Email – patyankus@gmail.com

For additional assistance:
Mr. Michael Francaviglia,
Assistant Secretary of Convention
mfrancaviglia@dioceseofnewark.org
973-430-9919

2016 CONVENTION - OFFICES TO BE FILLED BY ELECTION AT CONVENTION

On-line nomination and Nomination Forms can be found on the diocesan website at
www.dioceseofnewark.org/form/convention-nominations

General requirements for diocesan offices: No person shall be eligible for election to any office at Convention, nor shall any person elected by Districts, or appointed to serve on Diocesan Council or other Diocesan Standing Committees, Commissions or Boards accede to that office, unless that person shall have first completed or arranged for the completion of anti-racism dialogues as approved by the Bishop after consultation with the Diocesan body responsible for overseeing anti-racism dialogues.
(Diocesan Canon 2(6))

Communicant in good standing: All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.
(National Church Canons, I.17.3)

1) **ACTS/VIM BOARD** (13 members)

To be elected: Class of 2019 **1 clergy/2 lay members**
To be elected: Class of 2018 **1 lay member**

Multiple nominations; require 2 clergy and 4 lay candidates.

Membership: The Diocesan Bishop; 3 clergy and 6 lay members elected by convention for a three year term; 3 clergy or lay members appointed by Bishop for a three year term. Two consecutive three year terms may be served.

Candidate expectations: attendance at four meetings a year when proposals are being considered for funding. Two meetings between the second week in March and last week in April for ACTS/VIM grants. Two meetings between the second week in September and the last week in October fpr Alleluia Fund grants. Two or three site visits made to grant requesters in the spring and fall. Participation in at least two educational forums about ACTS/VIM around the diocese in the calendar year; e.g. district meetings, convention, workshops organized by ACTS/VIM.

- Desirable, but not essential, experience: grant writing, reviewing grants, starting or expanding programs.

2) **CONSTITUTION AND CANONS COMMITTEE** (10 members and the Chancellor and Vice Chancellor)

To be elected: 10 members - (lay or clergy)
Multiple nominations; require 11 candidates; clergy or lay.

The committee serves from the adjournment of the convention at which it is elected until the adjournment of the next annual convention. It reviews the Constitution and Canons and makes recommendations for the amendment thereof and reports to the convention on amendments proposed by others. The committee also reviews Opinions of the Chancellor, as outlined in Canon 20.

- The committee meets at the beginning of December to prepare for the annual convention, during convention as necessary, and when called into special session as described in Canon 20.
- The Chancellor is a member ex officio and the chair.
- Desirable, but not essential, experiences: church law, revising parish constitutions.

3) **DISCIPLINARY BOARD** (11 members: 6 clergy, 5 lay)

To be elected: Clergy Class of 2022 (1 for six year term)
To be elected: Lay Class of 2021 (1 for five year term)

One nomination necessary for each office.

The Disciplinary Board oversees matters of clergy discipline under Title IV of the Canons of the Episcopal Church. Each diocese must have a Disciplinary Board. The committee is made up of lay persons and priests and deacons. The members are elected by diocesan convention.

4) **THE STANDING COMMITTEE** (8 members)

To be elected: Class of 2020 **1 clergy/1 lay members**
To be elected: Class of 2018 **1 clergy member**

Multiple nominations; require 3 clergy and 2 lay candidates.

4 clergy and 4 lay members are elected by Convention for a four (4) year term. A maximum of eight (8) consecutive years may be served.

The Standing Committee is the Bishop's council of advice and the ecclesiastical authority when there is no bishop in charge. Additionally, the Committee:
- gives consent to elections and resignations of bishops;
- approves any encumbrance of real property and sale of real property;
- approves modifications or revisions of judicial sentences;
- recommends postulants for candidacy, candidates for ordination to the diaconate and deacons to be ordained priests.

- Attendance is required at ten monthly meetings.
- Currently the Standing Committee meets the first Wednesday of each month (except July and August) at 12:30 p.m. The body is open to a time change to 7:30 a.m. (same day) as an accommodation to different schedules. Video conferencing is also an option that will be considered.
- Committee assignments as required.
- Desirable, but not necessary, experience: law, real estate, vestry/executive committee, diocesan groups.

5) **TRINITY & ST. PHILIP'S CATHEDRAL CHAPTER** (18 members)

To be elected: Class of 2019 **1 clergy/1 lay members**

Multiple nominations; require 2 clergy and 2 lay candidates.

The membership of the Chapter is as follows:
- The Diocesan Bishop as President
- Bishops
- The Dean
- Archdeacons, if any
- 3 clergy & 3 lay persons elected by Convention for a one 3-year term
- 3 clergy or 3 lay members appointed by the Bishop for a one 3-year term
- 2 wardens, 1 treasurer, 1 clerk and 12 lay members elected from and by the congregation

Under the joint consolidation agreement and the Constitution of the Cathedral, the Chapter shall have the regulation, management and administration of temporal affairs of the Cathedral and the decision in such spiritual matters pertaining to its administration as may be referred to the Chapter by the Bishop or the Dean.

Attendance is required at quarterly meetings. Desirable, but not necessary, experience: vestry, diocesan groups.

6) **TRUSTEES OF THE EPISCOPAL FUND & DIOCESAN PROPERTIES**

To be elected: Class of 2021 - 3 members - either clergy or lay

Multiple nominations; require 4 candidates; clergy or lay.

The Trustees hold and manage various capital assets for the benefit of the diocese, its churches and some affiliated organizations. These assets include both investments held by the Diocese for its benefit and the benefit of members churches as well as real estate including the property and assets of Mission Churches and closed churches. The responsibility and authority of the Trustees is governed by both state and canon law. The Trustees meet at least four times per year and must be members in good standing of a Church in the Diocese and must reside within the geographic area of the diocese. Legal, financial, management and real estate expertise is welcomed.

7) SECRETARY OF CONVENTION

One nomination necessary. Candidate requirement: Communicant in good standing.

The Secretary shall give notice of all Conventions as required by the Constitution, take Minutes of the proceedings, preserve the journals and records, attest the public acts of the Convention, and perform such other services as may from time to time be prescribed by the Canons or by the Convention.

The Secretary of the Convention shall also be a Secretary of the Diocesan Council.

8 & 9) TREASURER & ASSISTANT TREASURER

One nomination necessary for each office. Candidate requirement: Communicants in good standing.

The Treasurer and Assistant Treasurer each shall give satisfactory security for the faithful performance of his/her duties. The Treasurer shall be entitled to a seat in the Convention and shall submit a statement of the accounts to each Annual Convention. The Assistant Treasurer shall perform such duties as may be assigned by the Treasurer of the Convention.

The Treasurer of the Convention shall also be Treasurer of the Diocesan Council.

Diocese of Newark • 142nd Annual Convention

NOMINATION FORM • DUE DATE: December 4, 2015 @ noon

Please use a separate form for EACH OFFICE! Feel free to copy this form for each nomination.

On-Line nomination is available at
http://www.dioceseofnewark.org/form/convention-nominations

(Please type or block print in black ink. C & L = clergy & lay)

NOMINATION FORM FOR:

- ◯ **ACTS/VIM**
- ◯ **CONSTITUTION & CANONS**
- ◯ **DISCIPLINARY BOARD**
- ◯ **STANDING COMMITTEE**
- ◯ **CATHEDRAL CHAPTER**
- ◯ **TRUSTEES**
- ◯ **SECRETARY OF CONVENTION**
- ◯ **TREASURER OF CONVENTION**
- ◯ **ASSISTANT TREASURER**

◯ **I, _____, would like to be considered:**

◯ **I, _____, would like to nominate the person named below and permission has been given to place her/his name in nomination.** ***(Please have the person you have nominated fill out the balance of this form and submit it.)***

◯ ***Mr.*** ◯ ***Ms.*** ◯ ***Rev.*** ◯ ***Other_____***

Name: _____

Phone: (W) _____ **(H)** _____

Email: _____

Address:

_____

_____**(zip)** _____

Church affiliation (name/town):

_____

Statement: Briefly, 1) list your past and present **experience** (congregation and/or diocesan leadership, professional and civic experience) that highlights the skills you bring to this position, and 2) give a **personal statement** explaining why you seek the office. [Statements longer than 75 words will be edited for consistency.]

Photo requirements: A full face, well-lit **headshot**, as a high resolution JPG should be emailed to mfrancaviglia@dioceseofnewark.org. It is strongly preferred that you send the original, unedited JPG file as it came off the camera; we will crop as needed.

If you only have a print photograph, **mail it along with the completed nomination form to Diocese of Newark, Attn: Michael Francaviglia, Assistant Secretary of Convention, 31 Mulberry Street, Newark, NJ 07102**.

Canon 2(6)Compliance:

◯ I have completed anti-racism dialogues as approved by Namaste (formerly Mission to Dismantle Racism).

- or –

◯ I have notified the Director of Resources & Training of my intent to participate on _____

This information will be published prior to the pre-convention meetings, in the Voice Online, on the diocesan website (www.dioceseofnewark.org) and in Convention materials.