

The Episcopal Diocese of Newark  
**ANNUAL DIOCESAN CONVENTION BUSINESS INFORMATION PACKET**

For the Clerical and Lay Deputies of the 150<sup>th</sup> Annual Convention of the Episcopal Diocese of Newark:

The Convention will be held on **Friday, November 8 and Saturday, November 9, 2024**

at:

**The Hilton Meadowlands, 2 Meadowlands Plaza  
East Rutherford, NJ 07073**

**Event Check-In will begin at 8:30 AM on Friday.**

**The Business Session will be Called to Order at 11:00AM\***

There will be a Diocesan Wide Service of The Holy Eucharist on Saturday at 9:00AM - all are welcome.

All Convention Business materials will be e-mailed to deputies and available on the website. [www.dioceseofnewark.org/convention](http://www.dioceseofnewark.org/convention)

**Please direct any questions to John A. King, Secretary of Convention – [jking@dioceseofnewark.org](mailto:jking@dioceseofnewark.org)**

*\*Times subject to change, please watch for further announcements on specifics.*

*In accordance with the Diocesan Constitution, (Article II.3) and the Rules of Order (Sec. VI.C.) Notice of the Convention was given by mail as a postcard to each congregation and canonically resident clergy members on **Thursday, May 23, 2024***

### Schedule of Deadlines

<b>Fri, Aug 23, 2024</b>	Resolutions Canonical Amendments Constitutional Amendments Items of business to be proposed at Convention
<b>Fri, Sep 13, 2024</b>	Nominations for Elected Offices
<b>Mon, Sep 16, 2024</b>	Exhibits Space Request (first come, first served or sooner if all space assigned) Congregation Deputation Registration/Certification Forms Due Preliminary Dinner Guest Count Due
<b>Fri, Nov 1, 2024</b>	Late Nominations for Elected Offices
<b>Fri, Nov 8, 2024</b>	Names for <i>The Commemoration of the Departed</i> (The Necrology)

\* The Necrology is for clergy and those individuals who have been active on committees, commissions, councils and other bodies of the Diocese of Newark or the wider church. **Names for the Necrology should be submitted as soon as they are available**; last-minute additions can be accepted through 12 noon on the first day of Convention. A high-resolution photo is appreciated but not required.

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## NOTICE OF MEETING OF THE COMMITTEE ON RESOLUTIONS

Pursuant to Rules of Order - Section VII

**Resolutions are due no later than Friday, August 23, 2024**

Resolutions to Secretary of Convention, Episcopal Diocese of Newark

Instructions for submitting resolutions - <http://www.dioceseofnewark.org/convention/resolutions.html>

31 Mulberry Street, Newark NJ 07102 or [jking@dioceseofnewark.org](mailto:jking@dioceseofnewark.org) (973)-430-9919

The Committee on Resolutions for the 150<sup>th</sup> Convention is tentatively scheduled to meet on Monday, September 9, 2024, 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 John King, Secretary of Convention, for more information.

Resolutions to be considered by this Convention may be only one of three types: (1) those submitted by Standing Committees and bodies required to report to Convention; (2) Resolutions concerning the budget of the Diocese; and (3) all other Resolutions. The Committee on Resolutions shall be responsible for receiving all Resolutions of the third type; the Diocesan Council Budget & Finance Committee shall be responsible for receiving all Resolutions of the second type. (Rules governing all budgetary Resolutions are found in the Rules of Order, Section XVI.)

A. Except for Resolutions submitted by Standing Committees and bodies required to report to Convention, only Deputies may submit Resolutions to be considered by this Convention.

B. 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 the Annual Convention. Resolutions shall be double-spaced and typed or in electronic format. 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 on Resolutions all Resolutions that are not 1) submitted by Standing Committees, 2) submitted by bodies required to report to this Convention and 3) Resolutions concerning the budget of this Diocese.

C. The Committee on Resolutions shall hold hearing(s) prior to the Annual Convention on all Resolutions submitted timely. The Committee on Resolutions shall publicize at least eighty-five (85) days prior to the Annual 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.

D. Upon submission of any Resolution that in the Secretary's opinion after consultation with the Chair of the Resolutions Committee may affect insurance, s/he shall submit a copy to the Chair of the Diocesan Insurance Committee for review and comment. Upon submission of any Resolution that in the Secretary's opinion after consultation with the chair of the Resolutions Committee may have canonical or legal implications, s/he shall submit a copy to the Chancellor for review and comment. Such comments shall be submitted to the chair of the Committee on Resolutions prior to the initial meeting of the Committee. All Resolutions concerning the budget of the Diocese shall be referred to the Budget & Finance Committee of the Diocesan Council.

E. The Committee on Resolutions 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.

F. The Committee on Resolutions 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 **distributed** by the Secretary to each deputation prior to pre-convention meetings. 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.

G. Any Resolution that the Committee on Resolutions 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 at the start of the first business session of Convention.

H. Where exigent circumstances exist, and a Resolution was not submitted to the Committee on Resolutions in accordance with the above Rules, a Resolution will be permitted from the floor upon a two-thirds vote only at the start of the first business session of Convention and only when it carries a clear statement in writing of the circumstances that led to the request for its consideration. Such Resolutions should be duplicated in advance by the presenter(s) with sufficient copies available for distribution to all convention Deputies (550 copies are needed). Mere failure to meet the deadlines set forth in these Rules is not an exigent circumstance.

I. 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, and the Secretary of Convention must receive exclusion requests before the start of the first business session in writing, signed by at least two lay Deputies from each of three congregations and at least three clergy listed on the roll of clergy entitled to vote in the Convention. 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.

– Rules of Order, Section VII  
(Last Revised 2019 at the 145th Convention)

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## **PRELIMINARY REPORT OF THE CONVENTION NOMINATIONS COMMITTEE**

The Nominations Committee is currently preparing a slate of candidates for the 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 **Friday, September 13, 2024**, 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 **Friday, September 13, 2024** for distribution prior to pre-convention meetings.

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

The deadline for nominations to diocesan offices is **Friday, September 13, 2024**. Nominations can be submitted electronically through the on-line form that can be found on the website – <https://dioceseofnewark.org/form/convention-nominations>

**Late nominations** can be submitted **until noon on Friday, November 1, 2024**. Late Nominations can use the same form as found above. Late Nominations will be furnished to deputies in the Convention day packet.

### **REGARDING CANON 2(6) ANTI-RACISM DIALOGUES and ANTI-SEXISM TRAINING FOR ELECTED DIOCESAN LEADERSHIP**

*Reminder: Candidates seeking office must complete participation in anti-racism and anti-sexism dialogues. “6. 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 and anti-sexism training as approved by the Bishop after consultation with the Diocesan bodies responsible for each training. The anti-sexism training provisions of this Article shall be a requirement after February 1, 2023.” (Diocesan Canon 2(6)) [last revised January 2020]*

### **METHOD OF VOTING AT CONVENTION – IT IS YOUR RESPONSIBILITY TO COME PREPARED.**

The Convention of the Diocese of Newark has adopted a mobile App - *Election Runner* as the platform for conducting our elections to Diocesan Offices. All deputies will be issued a unique User ID and Passcode, which they will receive upon registration the day of Convention. **DO NOT SHARE THIS LOGIN INFO.**

The *Election Runner* app is available on both iOS and Android Platforms, and can also be accessed via web browsers on laptops. All eligible voters will receive an email invitation to participate in a specific vote, or they can login independently from their Mobile App at the appropriate time. Balloting timeframes, or 'windows', will be announced prior to the vote commencing. Times may vary based on the nature and scope of the vote being taken.

The Convention will provide a number of devices and tech support for those deputies who may require technical assistance. The Secretary of Convention will announce the location of the balloting office prior to each vote. Because of the unique user IDs & Passwords, a single mobile device may be utilized by multiple people during an balloting window. (ie., someone may share their device with another deputy after they have logged in, voted and logged out; the next deputy can then login in with their credentials)

**Download *Election Runner* prior to your arrival at the Convention.**

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# OFFICES FOR ELECTION AT THE 150<sup>th</sup> DIOCESAN CONVENTION

*No person shall seek election unless that person shall have first completed or arranged for the completion of anti-racism dialogues (Diocesan Canon 2(5))*

## **ACTS/VIM (A Commitment To Serve/Ventures In Mission)**

### **CLASS of 2027**

3 Positions to be elected this convention: 1 Clergy; 2 Laity for a three year term

This committee funds program proposals to address things such as:

- Congregational development and community outreach.
- Promote inclusivity and welcoming of outsiders (or program beneficiaries) into the Episcopal Church
- Foster and broaden clergy and lay leadership in the congregation
- Demonstrate responsible stewardship of resources
- Offer creative vision for the church's witness and presence in the community
- Promote collaboration and cooperation
- Provide initial resources for new endeavors (seed money), which might otherwise be difficult to fund.

12 Members, each serving 3 year terms

3 Clergy / 6 Lay

3 Bishop's Appointees

Term Limit: 2 Consecutive Terms

IMPACTFUL: DISTRIBUTES OVER \$350,000 TO CHURCHES & ORGANIZATIONS EACH YEAR

The committee also performs site visits for ACTS/VIM grants and also distributes grants through The Alleluia Fund.

Candidate expectations:

Attendance at two funding cycles per year when proposals are being considered for funding.

Two meetings between the second week in March and last week in April. Two meetings between the second week in October and the last week in November.

For the ACTS/VIM: two or three site visits made to grant requesters in the spring, likewise for the Alleluia Fund in the fall.

Also, as needed, participation in at least two educational forums about ACTS/VIM around the diocese in the calendar year; e.g. district meetings, convention, as well as workshops organized by ACTS/VIM.

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

## **TRINITY & ST. PHILIP'S CATHEDRAL CHAPTER**

### **CLASS of 2027**

2 Members to be elected this convention: 1 Clergy & 1 Laity

Under the joint consolidation agreement and the Constitution of the Cathedral, the Chapter has 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

9 Members, each serving 3 year terms

3 Clergy / 3 Lay

3 Bishop's Appointees

The Bishop as President,

The Archdeacons (if any)

Along with The Dean, the Wardens, Treasurer, Vestry & Clerk of the Vestry of the Cathedral Congregation

*HOW MIGHT GOD BE CALLING YOU TO SERVE?*

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## CONSTITUTIONS AND CANONS COMMITTEE

10 Members to be elected at this Convention, regardless of Order.

While the committee generally meets only if amendments to the Diocesan Constitution or Canons are proposed by others, we have been asked upon occasion to undertake an update or review of the Constitution and Canons for clarity and consistency. In that instance, we met over the course of several months prior to Convention. Normally, however, we only meet once or twice a year between November and December.

For fans of Roberts Rules of Order and church governance, this is an excellent opportunity to learn about the constitution and canons of our church. The Committee is created by canon and accepts amendment(s) from a proponent or proponents and decides whether or not to recommend the offered amendment to the Convention for approval. The Committee may also decide to offer suggestions to the proponent of the amendment that would result in the amendment gathering the favorable support of the Committee.

The Committee is also charged with reviewing and voting on formal opinions that the Chancellor is asked to render relative to canonical questions.

The committee serves from the adjournment of one Annual Convention to the next Convention. The committee reports to the convention on proposed amendments. The Committee also reviews opinions of the Chancellor.

Nominees need not have prior experience, but the Committee tends to attract those who are interested in law, governance and the workings of the Canons of the church.

10 Members, each serving 1 year  
Chancellor & Vice –Chancellor(s)  
Term Limit: none.

Provides a broad understanding of the structure and polity of the Diocese and the Episcopal Church

## THE DISCIPLINARY BOARD CLERGY CLASS of 2030 ; LAY CLASS of 2029

2 Positions to be filled this convention: 1 Clergy 1 Laity

The disciplinary board oversees matters of clergy discipline under the canons of the Episcopal Church. The core work of this judicial board is the safety and fairness of our church. The work of this board is very sensitive in nature.

The process for this board is based in theological context: By virtue of baptism all members of the clergy are called to a holy life and are accountable to one another.

As such, the church and diocese shall support and seek to resolve conflicts by promoting healing, forgiveness, justice, restitution, amendment of life and reconciliation among all involved

One mandatory meeting is held in February or March (within 60 days of Convention as mandated by Canon). Additional meetings are only scheduled as circumstances arise.

Desirable but not necessary experience: law, finance, trauma-informed care.

11 Members  
5 Laity serving 5 year terms  
6 Clergy serving 6 year terms  
Term Limit: 2 Consecutive Terms

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## THE DIOCESAN COUNCIL CLASS of 2027

6 Positions to be elected this convention:

3 Clergy & 3 Laity

Diocesan Council is the Convention between Conventions, meaning that those on Council meet throughout the year to ensure that the business of the convention is acted upon. We are responsible for long-range planning and determining program priorities of our diocese, including the approval of grant allocations by diocesan boards, and the review, approval, and oversight of the diocesan budget. Those who serve consider ways to empower, engage, and equip our parishes to live out their gospel call in the world. Council also develops diocesan wide programs, including the Advent & Lenten meditations and Church Leader University. Serving on Council is a ministry to which the members feel called, and where they can use the spiritual gifts God has given to them on behalf of this part of the Episcopal branch of the Jesus Movement.

27 Members, each serving 3 year terms

9 Clergy / 9 Lay

9 Bishop's Appointees

Term Limit: 2 Consecutive Terms

Council's Canonical Responsibilities include: (Canon 5.4)

- a) Analyze needs, determine primary concerns and program priorities, and develop goals and policy for the Diocese.
- b) Review and evaluate the program of the Diocese, set standards, gather and analyze data, and compare results with goals and policy.
- c) Establish such planning groups as the Council may deem appropriate to carry out its purposes and duties.
- d) Engage consultants and utilize resources sufficient to accomplish the planning process.
- e) Supervise the financial affairs of the Convention, including budgetary matters.
- f) Submit annually to the Convention a unified budget for the ensuing year to provide for the total operation of the Diocese.
- g) In the event the Convention fails to adopt a unified budget at its annual Convention, to provide for such a budget for the ensuing year in accordance with any general or specific mandates of the Convention.
- h) Adopt a working budget annually.
- i) Provide for the maintenance of sound and accepted business practices in the affairs of the Diocese,
- j) Give recognition to accredited organizations, institutions, and other activities of the Diocese and provide regulations whereby such recognition can be given.
- k) Approve ACTS/VIM, Ward J. Herbert and Congregational Growth and Development Fund grants.
- l) Together with the Diocesan Staff, to encourage the timeliness and accuracy of parochial reports.

Meetings are generally held on the second Wednesday evening of every month (Except July & August) and Council will meet in the various congregations of the Diocese. Meetings typically last from 6 – 8:30 pm and dinner is served.

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## **THE STANDING COMMITTEE**

**CLASS of 2028**

2 Positions to be elected this convention: 1 Clergy & 1 Laity

The standing committee is the Bishop's council, offering advice and consent. The committee is also the ecclesiastical authority when no Bishop is in place.

The committee:

- Gives consent to elections and resignations of Bishops from across the Episcopal Church
- Approves any encumbrance of real property and sale of real property of active Parishes & Missions
- Approves modifications or revisions of judicial sentences
- Recommends candidates for Holy Orders

8 Members serving 4 year terms

4 Clergy / 4 Lay

Term Limit: 2 Consecutive Terms

Currently the standing committee meets the first Wednesday of each month from 12:30pm – 3:00pm, at Episcopal House. Lunch is served.

Attendance is required at ten monthly meetings

Committee assignments as required.

Desirable, but not necessary, experience: law, real estate, vestry/executive committee experience.

## **THE TRUSTEES OF THE EPISCOPAL FUND & DIOCESAN PROPERTIES**

**CLASS of 2029**

3 Members to be elected at this convention.

The trustees are a major governing body of the diocese. The trustees hold title to and administer the funds and real estate for the benefit of the diocese.

The trustees review and approve the sale of closed churches and institutions of the diocese.

Financial responsibility and responsibility for the maintenance of the diocesan headquarters, The Bishop's Residence, Mission Churches, all closed churches and their holdings, and all properties are the responsibility of the trustees.

The members must live within the geographical boundaries of the diocese.

The trustees meet four times a year. They typically meet the first Wednesday of each quarter at Episcopal House from 3pm – 5pm.

Desirable but not necessary experience: Vestry, real estate, finance, legal.

12 Members serving 5 year terms

Clergy or Lay, Regardless of Order

Term Limit: 1 Term

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## **TREASURER (& ASSISTANT TREASURER) OF THE CONVENTION**

Term: one year with no limit on service

The treasurer (and assistant treasurer) 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.

Candidate requirements:

Communicant in good standing.

## **SECRETARY OF THE CONVENTION**

Term: one year with no limit on service

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 the secretary of the Diocesan Council.

Candidate requirement: Communicant in good standing

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