

The Episcopal Diocese of Albany **Disciples Making Disciples**

General information for clerical members, lay members and alternate members:

A) From Article II of the Diocesan Constitution. About Deputies:

“The Convention shall consist of...Clergy canonically resident in the Diocese...**and of Lay Deputies** consisting of not more than three deputies from each Church in union with the Convention, who shall be communicants, and shall have been duly chosen, and shall hold office until the next annual meeting of the Convention. **Alternate Deputies** may be elected by said Churches. Any vacancy in lay deputations shall be supplied from its alternates who shall have all power and authority, while so serving, of the deputy whose place he/she shall take. The Convention shall be the final judge of the qualifications of its members.”

“Licensed clergy” are not the same as “canonically resident clergy. (Licensed clergy in the Diocese of Albany means that such clergy are canonically resident in another diocese and would vote there.) Canonically resident clergy include the canonically resident bishops, priests, and deacons in the Diocese, and they are members of the Convention. The Secretary of the Diocese keeps the official list of the canonically resident and licensed clergy; but the official notification about the canonical status of clergy is conveyed to the Secretary by the Diocesan Office.

Deputies are to be **communicants** who are members of the Episcopal Church and who have received Holy Communion in the Episcopal Church at least three times during the preceding year, in accordance with the 2003 Canons of the Episcopal Church – Title I, Canon 17, section 2.

B) From Diocesan Canon 1.1. About elections for Lay Deputies/Alternates:

“Deputies and Alternate Deputies from the...Churches shall be elected annually by their vestry or governing body, at a meeting duly held, or by a duly summoned meeting of the congregation. Persons of less than full age but of the age of eighteen years or more shall be eligible to serve and vote as Lay Deputies or Alternate Deputies and shall be eligible for election or appointment to any lay office of the diocese.”

Send the names of the elected Lay Deputies and Alternate Deputies to **The Rev. Marian M. Sive, Secretary of the Diocese, Christ the King Center, 575 Burton Road, Greenwich, N.Y. 12834** on the accompanying “Certificate of Election” form. (See section C below).

C) From Diocesan Canon 1.3. The Certification of Election

“A certificate of election of Deputies and Alternate Deputies shall be transmitted by each Church to the Secretary at least 10 days before the opening session of the Convention and shall be in the form prescribed by the Secretary.” While the canonical deadline to send back the certificate of election is 10 days before Convention, it would be helpful to hold the election and **mail the certificate to the Secretary at the Christ the King Center address by Friday, April 6, 2018.**

PLEASE NOTE: EACH DEPUTY MUST ALSO REGISTER FOR THE CONVENTION THROUGH THE DIOCESAN OFFICES. BEING CERTIFIED AS A DEPUTY IS NOT THE SAME AS BEING REGISTERED FOR THE CONVENTION.

D) What do Deputies do?

Each church in union with the Convention – regardless of size – may elect and send up to three Lay Deputies and three Alternate Lay Deputies to the Convention. (Canonically resident clergy of the respective congregations are automatically members and may therefore vote. Licensed clergy however, are not members of the Diocese of Albany and may not vote. Deputies are independent agents and are empowered to act without further instruction from those who chose them.

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Deputies attend and vote at the business meetings of the Convention. The Call to Convention, Pre-Convention Booklet, and Convention Booklet inform the Deputies and Members about proposed business at the Convention. (New Deputies may wish to review the minutes of the previous convention found in the Diocesan Journal on our diocesan website (albanyepiscopaldiocese.org) to get an overview of the business typically conducted at the convention business meeting.)

Each Deputy may vote in a plurality vote, but only one vote may be cast by each lay deputation in a "Vote by Orders." (A single ballot representing a combined vote on behalf of all the lay deputies of a particular congregation.)

Deputies also elect nominees to specific offices as part of the convention business, including:

The Great Chapter of the Cathedral of All Saints. The Chapter is the corporate body that governs the Cathedral of the Diocese of Albany. The members who are elected at each Convention become members of the Great Chapter. Members should expect to contribute their time and talent for the support of the Cathedral and its mission. The election of Chapter members is not a canonical requirement, but is held at Convention at the request of the Cathedral, which is a church in union with the Convention, in accordance with the Cathedral Charter. (Plurality vote)

The Disciplinary Board. The Disciplinary Board only meets if charges are brought against a Priest or Deacon of the Diocese. Members should be aware that they might be called upon to hear testimony and issue a decision in cases of alleged clergy misconduct. Both fairness and compassion are needed. Members of the Court should plan to meet with the Secretary of the Diocese at the Convention, after the election, to set a meeting date for the yearly election of the Disciplinary Board President. (Vote by orders)

The Standing Committee. The Standing Committee is primarily the Bishop's Council of Advice. The duties of the Standing Committee may range from (but are not limited to) certain aspects of ordinations and consecrations to certain aspects of the sale or mortgage of church property. Members should have a broad knowledge of the Diocese of Albany and acquire at least a basic understanding of the role of the Standing Committee in the Canons of the General Convention, the Canons of the Diocese of Albany, and in the New York State Religious Corporations Law. (Vote by Orders)

The Trustees of the Diocese. The Trustees invest, manage, and control all the real and personal property of the Diocese, subject to the control and discretion of the Convention. They may also hold title to and act in a fiduciary capacity in other ways as well. Members should have some background in finance, investments, real estate, or building management and maintenance. (Plurality vote)