

II. STANDING COMMITTEES OF THE COUNCIL

***Pre-Council Report of the
COMMITTEE for CONSTITUTION AND CANONS
to the 170th Council***

(Type of Proposal)	(No. of Proposals)
A - Constitutional proposals, 2nd reading:	3
B - Constitutional proposals, 1st reading:	1
C - Canonical proposals:	2

A. CONSTITUTIONAL AMENDMENTS

(Presented for second reading requiring 2/3rds majority approval from each Order)

**Article 1
AUTHORITY**

EXISTING:

Section 1.1 Accedes to General Constitution and Canons

The Church in the Diocese shall, and does hereby accede to the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and acknowledges its authority.

Section 1.2 Authority in Diocese

The authority of the Church in this Diocese is vested in the Bishop, a Council, and a Standing Committee.

Section 1.3 Authority in Absence of Bishop

If the office of Bishop be vacant, the Ecclesiastical Authority of the Diocese for all purposes in the administration of the affairs of the Diocese under the Constitution and Canons is vested in the Standing Committee.

PROPOSED:

Section 1.1 Accedes to General Constitution and Canons

The Church in the Diocese shall, and does hereby accede to the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and acknowledges its authority.

Section 1.2 Authority in Diocese

The authority of the Church in this Diocese is vested in the Bishop Diocesan, a Council, and a Standing Committee.

Section 1.3 Authority in Absence of Bishop Diocesan

If the office of Bishop Diocesan be vacant, the Ecclesiastical Authority of the Diocese for all purposes in the administration of the affairs of the Diocese under the Constitution and Canons is vested in the Standing Committee.

IF AMENDED:

Section 1.1 Accedes to General Constitution and Canons

The Church in the Diocese shall, and does hereby accede to the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and acknowledges its authority.

Section 1.2 Authority in Diocese

The authority of the Church in this Diocese is vested in the Bishop Diocesan, a Council, and a Standing Committee.

Section 1.3 Authority in Absence of Bishop Diocesan

If the office of Bishop Diocesan be vacant, the Ecclesiastical Authority of the Diocese for all purposes in the administration of the affairs of the Diocese under the Constitution and Canons is vested in the Standing Committee.

SUBMITTED BY: The Executive Board

RATIONALE (by the Executive Board): This proposed change clarifies that the authority of the Church lies specifically in the office of the Bishop Diocesan.

THE COMMITTEE RECOMMENDS THIS PROPOSAL FOR A SECOND READING.

Article 2 THE COUNCIL

EXISTING:

Section 2.1 Membership of the Council

The voting membership of the Council of this Diocese shall consist of the following:

- (a) The Bishop, when there is one, who shall be *ex-officio* President of the Council, and of the Bishop Coadjutor if there be one, and of the Bishops Suffragan, if there be such; and they shall be entitled to all privileges and membership in the Council.
- (b) All Members of the Clergy, canonically resident in the Diocese, whose letters dimissory have been accepted by the Ecclesiastical Authority of this Diocese, or who have been ordained within this Diocese and who have not, in contemplation of removal from this Diocese, applied for letters dimissory.
- (c) Lay Delegates chosen by and representing the several Parishes and Missions of this Diocese, which may, in accordance with the Constitution and Canons of the Diocese, be entitled to such representation.
- (d) Lay Delegates representing College Chaplaincies of this Diocese. "College Chaplaincies" shall mean those colleges and universities, and any branch thereof, in which the work of the Episcopal Church is approved by the Bishop for such representation.
- (e) Pastoral Leaders who have been placed in charge of a Parish or an Organized Mission, or Lay Chaplains who have been placed in charge of a College Chaplaincy, of the Diocese by the Bishop.
- (f) Lay delegates representing the Youth Ministry of the Diocese. The Youth Ministry of the Diocese shall mean those communicants in good standing of a Parish or Organized Mission of the Diocese who are at least 11 years of age and no older than 18 years of age.

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by four Lay Delegates, and each College Chaplaincy in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated, to make such selections as may ensure a full representation in the Council. Lay

Delegates from the College Chaplaincies shall be appointed by the Bishop, after consultation with the Chaplain, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missioner.

Section 2.3 Qualifications of Delegates

All Lay Delegates representing Parishes and Organized Missions shall be confirmed communicants in good standing of the Parish or Mission they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All Lay Delegates from the College Chaplaincies shall be confirmed communicants in good standing of a Parish or Organized Mission of the Episcopal Church, registered students at the institution they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All Lay Vicars in charge of an Organized Mission, or Lay Chaplains in charge of a College Chaplaincy must be confirmed communicants in good standing of a Parish or Organized Mission of the Diocese and placed in charge of the institution they represent by the Bishop. All Lay Delegates from the Youth Ministry of the Diocese shall be confirmed communicants in good standing of a Parish or Organized Mission of the Diocese in the particular convocation they represent, at least 14 years of age, and shall possess such other qualifications as may be required by Canon.

PROPOSED:

Section 2.1 Membership of the Council

The voting membership of the Council of this Diocese shall consist of the following:

- (a) The Bishop, when there is one, who shall be *ex-officio* President of the Council, and of the Bishop Coadjutor if there be one, and of the Bishops Suffragan, if there be such; and they shall be entitled to all privileges and membership in the Council.
- (b) All Members of the Clergy, canonically resident in the Diocese, whose letters dimissory have been accepted by the Ecclesiastical Authority of this Diocese, or who have been ordained within this Diocese and who have not, in contemplation of removal from this Diocese, applied for letters dimissory.
- (c) Lay Delegates chosen by and representing the several Parishes and Missions of this Diocese, which may, in accordance with the Constitution and Canons of the Diocese, be entitled to such representation.
- (d) Lay Delegates representing ~~College Chaplaincies~~Campus Ministries of this Diocese. "~~College Chaplaincies~~Campus Ministries" shall mean those

colleges and universities, and any branch thereof, in which the work of the Episcopal Church is approved by the Bishop for such representation.

- (e) Pastoral Leaders who have been placed in charge of a Parish or an Organized Mission, or ~~Lay Chaplains~~Missioners who have been placed in charge of a ~~College Chaplaincies~~Campus Ministry, of the Diocese by the Bishop.
- (f) Lay delegates representing the Youth Ministry of the Diocese. The Youth Ministry of the Diocese shall mean those communicants in good standing of a Parish or Organized Mission of the Diocese who are at least 11 years of age and no older than 18 years of age.

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by four Lay Delegates, and each ~~College Chaplaincy~~Campus Ministry in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated, to make such selections as may ensure a full representation in the Council. Lay Delegates from the ~~College Chaplaincies~~Campus Ministries shall be appointed by the Bishop, after consultation with the ~~Chaplain~~Campus Missioner, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missioner.

Section 2.3 Qualifications of Delegates

All Lay Delegates representing Parishes and Organized Missions shall be confirmed communicants in good standing of the Parish or Mission they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All Lay Delegates from the ~~College Chaplaincies~~Campus Ministry shall be confirmed communicants in good standing of a Parish or Organized Mission of the Episcopal Church, registered students at the institution they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All ~~Lay Vicars~~Pastoral Leaders in charge of an Organized Mission, or ~~Lay Chaplains~~Missioners in charge of a ~~College Chaplaincy~~Campus Ministry must be confirmed communicants in good standing of a Parish or Organized Mission of the

Diocese and placed in charge of the institution they represent by the Bishop. All Lay Delegates from the Youth Ministry of the Diocese shall be confirmed communicants in good standing of a Parish or Organized Mission of the Diocese in the particular convocation they represent, at least 14 years of age, and shall possess such other qualifications as may be required by Canon.

IF AMENDED:

Section 2.1 Membership of the Council

The voting membership of the Council of this Diocese shall consist of the following:

- (a) The Bishop, when there is one, who shall be ex-officio President of the Council, and of the Bishop Coadjutor if there be one, and of the Bishops Suffragan, if there be such; and they shall be entitled to all privileges and membership in the Council.
- (b) All Members of the Clergy, canonically resident in the Diocese, whose letters dimissory have been accepted by the Ecclesiastical Authority of this Diocese, or who have been ordained within this Diocese and who have not, in contemplation of removal from this Diocese, applied for letters dimissory.
- (c) Lay Delegates chosen by and representing the several Parishes and Missions of this Diocese, which may, in accordance with the Constitution and Canons of the Diocese, be entitled to such representation.
- (d) Lay Delegates representing Campus Ministries of this Diocese. "Campus Ministries" shall mean those colleges and universities, and any branch thereof, in which the work of the Episcopal Church is approved by the Bishop for such representation.
- (e) Pastoral Leaders who have been placed in charge of a Parish or an Organized Mission, or Lay Missioners who have been placed in charge of a Campus Ministry, of the Diocese by the Bishop.
- (f) Lay delegates representing the Youth Ministry of the Diocese. The Youth Ministry of the Diocese shall mean those communicants in good standing of a Parish or Organized Mission of the Diocese who are at least 11 years of age and no older than 18 years of age.

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by four Lay Delegates, and each Campus Ministry in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the

Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated, to make such selections as may ensure a full representation in the Council. Lay Delegates from the Campus Ministries shall be appointed by the Bishop, after consultation with the Campus Missioner, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missioner.

Section 2.3 Qualifications of Delegates

All Lay Delegates representing Parishes and Organized Missions shall be confirmed communicants in good standing of the Parish or Mission they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All Lay Delegates from the Campus Ministry shall be confirmed communicants in good standing of a Parish or Organized Mission of the Episcopal Church, registered students at the institution they represent, at least 18 years of age, and shall possess such other qualifications as may be required by Canon. All Pastoral Leaders in charge of an Organized Mission, or Lay Missioners in charge of a Campus Ministry must be confirmed communicants in good standing of a Parish or Organized Mission of the Diocese and placed in charge of the institution they represent by the Bishop. All Lay Delegates from the Youth Ministry of the Diocese shall be confirmed communicants in good standing of a Parish or Organized Mission of the Diocese in the particular convocation they represent, at least 14 years of age, and shall possess such other qualifications as may be required by Canon.

SUBMITTED BY: The Executive Board

RATIONALE (by the Executive Board): In sections 2.1, 2.2 and 2.3, College Chaplaincy, Chaplains (in relation to campus ministry), and Lay Vicar are all archaic terms no longer in use in the Diocese. The replacement terms align these sections with the terminology used in the Diocese.

THE COMMITTEE RECOMMENDS THIS PROPOSAL FOR A SECOND READING.

Article 4 OFFICERS AND ELECTIONS

EXISTING:

Section 4.6 Deputies to General Convention

- (a) The Annual Council next preceding the date which is one year prior to the next regular meeting of the General Convention of the Church shall elect four Clerical Deputies and four Lay Deputies to represent this Diocese in the said General Convention at any regular or called meeting of the General Convention. The Clerical Deputies shall be Presbyters or Deacons, in either case canonically resident in the Diocese. The Lay Deputies shall be at least 18 years of age and shall be confirmed communicants in good standing resident in the Diocese.
- (b) There may be elected at the same time four Clerical Alternates and four Lay Alternates from whom the Bishop may designate one or more as necessary to supply any deficiency in the representation. If there be no Bishop, the power of designation shall be exercised by the Standing Committee.
- (c) To assure a full representation of this Diocese in the General Convention, the Standing Committee, when necessary, shall appoint qualified representatives to supply any deficiency and such appointments shall have the full force and effect of an election by the Council.
- (d) The four clerical deputies and the four lay delegates so elected shall also serve as delegates to the Provincial Synod preceding General Convention.

PROPOSED:

Section 4.6 Deputies to General Convention

- (a) The Annual Council next preceding the date which is one year prior to the next regular meeting of the General Convention of the Church shall elect four Clerical Deputies and four Lay Deputies to represent this Diocese in the said General Convention at any regular or called meeting of the General Convention. The Clerical Deputies shall be Presbyters or Deacons, in either case canonically resident in the Diocese. The Lay Deputies shall be at least 18 years of age and shall be confirmed communicants in good standing resident in the Diocese.
- (b) There may be elected at the same time four Clerical Alternates and four Lay Alternates from whom the Bishop may designate one or more as necessary to supply any deficiency in the representation. If there be no Bishop, the power of designation shall be exercised by the Standing Committee.
- (c) To assure a full representation of this Diocese in the General Convention, the Standing Committee, when necessary, shall appoint qualified

representatives to supply any deficiency and such appointments shall have the full force and effect of an election by the Council.

- (d) The four ~~clerical deputies~~ Clerical Deputies and the four ~~lay delegates~~ Lay Deputies so elected shall also serve as delegates to the Provincial Synod preceding General Convention.

IF AMENDED:

Section 4.6 Deputies to General Convention

- (a) The Annual Council next preceding the date which is one year prior to the next regular meeting of the General Convention of the Church shall elect four Clerical Deputies and four Lay Deputies to represent this Diocese in the said General Convention at any regular or called meeting of the General Convention. The Clerical Deputies shall be Presbyters or Deacons, in either case canonically resident in the Diocese. The Lay Deputies shall be at least 18 years of age and shall be confirmed communicants in good standing resident in the Diocese.
- (b) There may be elected at the same time four Clerical Alternates and four Lay Alternates from whom the Bishop may designate one or more as necessary to supply any deficiency in the representation. If there be no Bishop, the power of designation shall be exercised by the Standing Committee.
- (c) To assure a full representation of this Diocese in the General Convention, the Standing Committee, when necessary, shall appoint qualified representatives to supply any deficiency and such appointments shall have the full force and effect of an election by the Council.
- (d) The four Clerical Deputies and the four Lay Deputies so elected shall also serve as delegates to the Provincial Synod preceding General Convention.

SUBMITTED BY: The Executive Board

RATIONALE (by the Executive Board): In Section 4.6(d), the term “Delegates” is changed to “Deputies” and the references to Clerical and Lay Deputies is capitalized to make the language of this section consistent with prior sections.

THE COMMITTEE RECOMMENDS THIS PROPOSAL FOR A SECOND READING.

B. CONSTITUTIONAL AMENDMENTS
(Presented for publication on first reading)

Article 2
THE COUNCIL

EXISTING:

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by four Lay Delegates, and each College Chaplaincy in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated, to make such selections as may ensure a full representation in the Council. Lay Delegates from the College Chaplaincies shall be appointed by the Bishop, after consultation with the Chaplain, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missionary.

PROPOSED:

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by ~~four~~ three Lay Delegates, and each College Chaplaincy in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated,

to make such selections as may ensure a full representation in the Council. Lay Delegates from the College Chaplaincies shall be appointed by the Bishop, after consultation with the Chaplain, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missioner.

IF AMENDED:

Section 2.2 Lay Representation in Council

Each Parish in union with the Council shall be entitled to representation therein by three Lay Delegates, and each College Chaplaincy in union with the Council shall be entitled to one Lay Delegate. Lay representation for each Mission in union with the Council shall be based on the Mission's Average Sunday Attendance reported in the Journal of the previous year's Council: Each Mission reporting up to 200 shall be entitled to one Lay Delegate; each Mission reporting between 201 and 400 shall be entitled to two Lay Delegates; and each Mission reporting 401 or more shall be entitled to three Lay Delegates. The Youth Ministry of the Diocese shall be entitled to one Lay Delegate from each convocation within the Diocese. Delegates from Parishes and Missions shall be elected by the congregation, or by the Vestry or Bishop's Committee, as the case may be, which may, at the same time, choose an equal number of alternates. In the event that, of those elected, less than the number permitted is able to attend the Council, the Rector or Priest in Charge is authorized, and is hereby obligated, to make such selections as may ensure a full representation in the Council. Lay Delegates from the College Chaplaincies shall be appointed by the Bishop, after consultation with the Chaplain, if there be one. Upon being seated by the Council, those so selected shall have the same standing as those elected. Lay Delegates from the Youth Ministry of the Diocese shall be appointed by the Bishop after consultation with the appropriate youth missioner.

SUBMITTED BY: The Executive Board

RATIONALE (by the Executive Board): As the number of congregations in the Diocese grows, the options for workable Council locations become more limited. Based on a number of factors, including capacity of primary meeting space, capacity for vendors, additional meeting and support space, contract requirements, available lodging, and overall costs, the Diocese currently has three workable venues: Galveston, Waco and The Woodlands. Of these three workable venues, The Woodlands is at capacity and may be unworkable in the near future. This proposal keeps the three current venues available, saves parishes money on registration fees and other costs associated with lay delegates attending Council, maintains the "balance of power" in Council with the lay order, and may make other venues around the Diocese workable for hosting Council.

THE COMMITTEE RECOMMENDS THIS PROPOSAL FOR A FIRST READING.

C. CANONICAL AMENDMENTS

TITLE III CONGREGATIONS, COMMUNITIES, AND SCHOOLS

Canon 4 PARISH REGISTER AND PAROCHIAL REPORTS

EXISTING:

Section 4.1 Parish Register

- (a) In the Parish Register required by the Canons of the Episcopal Church to be kept in every Parish and Mission, there shall be recorded by the Head of Congregation of such Parish or Mission the name and date of birth of all persons baptized, with the names of the sponsors and parents; the names of all parties married and two or more witnesses present, and the place where the marriage was solemnized; the names of all persons buried, place of interment, and the date and time when each rite was performed.
- (b) The Register shall embrace a list of all communicants in the Parish or Mission as nearly as can be ascertained, a list of all families and adult persons within the Parish or Mission, and the names of persons confirmed, and dates of confirmation by the Bishop.
- (c) The Register shall be kept by the Head of Congregation and shall be preserved by the Vestry or Bishop's Committee, as the case may be, as a part of the Records of the Church, and in the absence of a Head of Congregation it shall be kept by the Senior Warden or Bishop's Warden and the Vestry or Bishop's Committee, as applicable.
- (d) Old Registers, filled up or no longer in current use, shall be deposited with the Archivist of the Diocese, who shall provide the Parish or Mission with a microfilm copy thereof; provided that, should the Parish or Mission desire to retain the old Registers, they shall be microfilmed and the film deposited with the Archivist. The same procedure shall be followed with the Minutes Books of the Vestry or Bishop's Committee and Registers of Services.

PROPOSED:

Section 4.1 Parish Register

- (a) In the Parish Register required by the Canons of the Episcopal Church to be kept in every Parish and Mission, there shall be recorded in hand-written form by the Head of Congregation of such Parish or Mission the name and date of birth of all persons baptized, with the names of the sponsors and parents and the date of the baptism; the names of persons

confirmed and date of confirmation by the Bishop; the names of all parties married and two or more witnesses present; and the date and place where the marriage was solemnized; and the names of all persons buried; and the date and place of interment; and the date and time when each rite was performed.

- (b) The Register shall embrace a list of all communicants in the Parish or Mission as nearly as can be ascertained ~~a list of all families and adult persons within the Parish or Mission, and the names of persons confirmed, and dates of confirmation by the Bishop.~~ This list of communicants may be kept electronically.
- (c) The Register shall be kept by the Head of Congregation and shall be preserved by the Vestry or Bishop's Committee, as the case may be, as a part of the Records of the Church, and in the absence of a Head of Congregation it shall be kept by the Senior Warden or Bishop's Warden and the Vestry or Bishop's Committee, as applicable. The Register shall be stored in a manner that guards against damage.
- (d) Old Registers, filled up or no longer in current use, shall be deposited with the Archivist of the Diocese, who shall provide the Parish or Mission with a microfilm or suitable electronic copy thereof as requested by the Parish or Mission; provided that, should the Parish or Mission desire to retain the old Registers, they shall be microfilmed or otherwise preserved and the ~~film~~ preserved records deposited with the Archivist. The same procedure shall be followed with the Minutes Books of the Vestry or Bishop's Committee and Registers of Services.

IF AMENDED:

Section 4.1 Parish Register

- (a) In the Parish Register required by the Canons of the Episcopal Church to be kept in every Parish and Mission, there shall be recorded in hand-written form by the Head of Congregation of such Parish or Mission the name and date of birth of all persons baptized, with the names of the sponsors and parents and the date of the baptism; the names of persons confirmed and date of confirmation by the Bishop; the names of all parties married and two or more witnesses present and the date and place where the marriage was solemnized; and the names of all persons buried and the date and place of interment.
- (b) The Register shall embrace a list of all communicants in the Parish or Mission as nearly as can be ascertained. This list of communicants may be kept electronically.
- (c) The Register shall be kept by the Head of Congregation and shall be preserved by the Vestry or Bishop's Committee, as the case may be, as a

part of the Records of the Church, and in the absence of a Head of Congregation it shall be kept by the Senior Warden or Bishop's Warden and the Vestry or Bishop's Committee, as applicable. The Register shall be stored in a manner that guards against damage.

- (d) Old Registers, filled up or no longer in current use, shall be deposited with the Archivist of the Diocese, who shall provide the Parish or Mission with a microfilm or suitable electronic copy thereof as requested by the Parish or Mission; provided that, should the Parish or Mission desire to retain the old Registers, they shall be microfilmed or otherwise preserved and the preserved records deposited with the Archivist. The same procedure shall be followed with the Minutes Books of the Vestry or Bishop's Committee and Registers of Services.

SUBMITTED BY: The Executive Board

RATIONALE (by The Executive Board): The proposed changes to section 4.1 of Canon 4 of Title III bring this canon more in line with current technology and best practices. Although the current section 4.1 does not specifically require hand-written paper registers, it strongly suggests that they are required for all parts of the Parish Register. The new wording continues to require hand-written records of baptisms, marriages, burials, and confirmations. But it also allows the use of electronic recording methods for the service log and list of communicants should a congregation chose to do so. The other changes allow a Parish or Mission to request an electronic copy of old Parish Registers when deposited with the Archivist of the Diocese because microfilm readers are no longer commonly in use.

THE COMMITTEE RECOMMENDS THE ADOPTION OF THIS PROPOSAL.

Canon 11 EPISCOPAL SCHOOLS

EXISTING:

Section 11.1 Relationship to the Diocese

All schools or other educational facilities providing secular education for young people equivalent to that provided by nursery schools or on the kindergarten, grade school, grammar school, or high school level, and located on any premises used for the benefit of or operated under the control, auspices, or approval of any Parish, Mission, organization, or institution of the Diocese, or any combination or group thereof, shall be an Episcopal School of the Diocese, and no such school shall be established, maintained, or operated without the written approval and consent of the Bishop of the Diocese of Texas. The Head of School of an Episcopal School of the Diocese shall be a confirmed communicant in good standing of a Parish or Mission of the Diocese. The Bishop may make exception of the requirement set forth in the preceding sentence, within such limitations and conditions as the Bishop may prescribe. The Head of

Congregation (or if there be none, the Senior Warden) of the sponsoring Parish or Mission shall be a member ex-officio and Chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Head of Congregation, a designee of the Head of Congregation may serve from time to time as Chair.

Section 11.2 Standards of Compliance

- (a) The Bishop shall establish a Diocesan Commission on Schools consisting of no less than 5 nor more than 12 communicants in good standing in the Diocese. It shall be the duty of the Commission to publish (subject to the Bishop's approval) Standards for Episcopal Schools in this Diocese, give general supervision to all such schools, and perform such other functions regarding such schools as the Bishop may require. All schools shall comply with such Standards as well as the other provisions of this Canon.
- (b) Each school shall comply with health, safety, fire, and sanitation standards at least equal to those required at any time by state, county, and municipal health, safety, fire, and sanitation codes for the locality in which such school is located, and the Bishop or the Bishop's representative shall inspect, or cause to be inspected, at least annually, all schools in order to ascertain compliance with such codes and standards. In addition, each school shall maintain standards in all respects that will enable the Diocese to certify to all governmental authorities that such school is entitled to the benefit of exemption from all licensing provisions imposed by such governmental authority.

Section 11.3 Failure of Compliance

Any such school that fails to comply with the provisions of this Canon shall not be entitled to be located on any property that is used for the benefit of any Parish, Mission, institution, or organization of the Diocese of Texas; and neither shall it be entitled to be operated under the control, auspices, or approval of any such Parish, Mission, institution, or organization of the Diocese of Texas.

Section 11.4 Reports and Inspections

The Bishop shall have the right at any time, and from time to time, to require and obtain such information and reports as may be deemed necessary by the Bishop to ensure compliance with this Canon, and the Bishop shall likewise have the right at any time, and from time to time, to inspect or cause to be inspected, each such school in order to monitor compliance with the provisions of this Canon. The Bishop shall have the right at any time to appoint one or more representatives to assist the Bishop in ensuring compliance with the Canon.

PROPOSED:

Section 11.1 Relationship to the Diocese

All schools or other educational facilities providing secular education for young people equivalent to that provided by nursery schools or on the kindergarten, grade school, grammar school, or high school level, and located on any premises used for the benefit of or operated under the control, auspices, or approval of any Parish, Mission, organization, or institution of the Diocese, or any combination or group thereof, shall be an Episcopal School of the Diocese, and no such school shall be established, maintained, or operated without the written approval and consent of the Bishop of the Diocese of Texas. The Head of School of an Episcopal School of the Diocese shall be a confirmed communicant in good standing of a Parish or Mission of the Diocese. The Bishop may make exception of the requirement set forth in the preceding sentence, within such limitations and conditions as the Bishop may prescribe. The Head of Congregation (or if there be none, the Senior Warden) of the sponsoring Parish or Mission shall be a member ex-officio and Chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Head of Congregation, a designee of the Head of Congregation may serve from time to time as Chair.

Section 11.2 Standards of Compliance

- (a) The Bishop shall establish a Diocesan Commission on Schools consisting of no less than 5 nor more than 12 communicants in good standing in the Diocese. It shall be the duty of the Commission to publish (subject to the Bishop's approval) Standards for Episcopal Schools in this Diocese, give general supervision to all such schools, and perform such other functions regarding such schools as the Bishop may require. All schools shall comply with such Standards as well as the other provisions of this Canon.
- (b) Each school shall comply with licensing, health, safety, fire, and sanitation standards ~~at least equal to those required at any time by state, county, and municipal health, safety, fire, and sanitation codes for the locality in which such school is located _____, and the Bishop or the Bishop's representative shall inspect, or cause to be inspected, at least annually, all schools in order to ascertain compliance with such codes and standards. In addition, each school shall maintain standards in all respects that will enable the Diocese to certify to all governmental authorities that such school is entitled to the benefit of exemption from all licensing provisions imposed by such governmental authority.~~

Section 11.3 Failure of Compliance

Any such school that fails to comply with the provisions of this Canon shall not be entitled to be located on any property that is used for the benefit of any Parish, Mission, institution, or organization of the Diocese of Texas; and neither shall it be entitled to be

operated under the control, auspices, or approval of any such Parish, Mission, institution, or organization of the Diocese of Texas.

Section 11.4 Reports and Inspections

The Bishop shall have the right at any time, and from time to time, to require and obtain such information and reports as may be deemed necessary by the Bishop to ensure compliance with this Canon, and the Bishop shall likewise have the right at any time, and from time to time, to inspect or cause to be inspected, each such school in order to monitor compliance with the provisions of this Canon. The Bishop shall have the right at any time to appoint one or more representatives to assist the Bishop in ensuring compliance with the Canon.

IF AMENDED:

Section 11.1 Relationship to the Diocese

All schools or other educational facilities providing secular education for young people equivalent to that provided by nursery schools or on the kindergarten, grade school, grammar school, or high school level, and located on any premises used for the benefit of or operated under the control, auspices, or approval of any Parish, Mission, organization, or institution of the Diocese, or any combination or group thereof, shall be an Episcopal School of the Diocese, and no such school shall be established, maintained, or operated without the written approval and consent of the Bishop of the Diocese of Texas. The Head of School of an Episcopal School of the Diocese shall be a confirmed communicant in good standing of a Parish or Mission of the Diocese. The Bishop may make exception of the requirement set forth in the preceding sentence, within such limitations and conditions as the Bishop may prescribe. The Head of Congregation (or if there be none, the Senior Warden) of the sponsoring Parish or Mission shall be a member ex-officio and Chair of the governing board of the school; provided that, in the absence of or at the pleasure of the Head of Congregation, a designee of the Head of Congregation may serve from time to time as Chair.

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- (b) Each school shall comply with licensing, health, safety, fire, and sanitation standards required at any time by state, county, and municipal health, safety, fire, and sanitation codes for the locality in which such school is located.

Section 11.3 Failure of Compliance

Any such school that fails to comply with the provisions of this Canon shall not be entitled to be located on any property that is used for the benefit of any Parish, Mission, institution, or organization of the Diocese of Texas; and neither shall it be entitled to be operated under the control, auspices, or approval of any such Parish, Mission, institution, or organization of the Diocese of Texas.

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SUBMITTED BY: The Rev. David Dearman, Chair, The Commission on Schools

RATIONALE (by Rev. Dearman): The stricken language of Section 11.2(b) is misleading. Episcopal schools are not exempt from state licensing for childcare. They are also not exempt from government safety inspections, and the Diocese cannot and does not certify that any school is exempt from such inspections. Finally, while the right of the Bishop or the Bishop's representative to inspect schools for compliance is correctly set forth in Section 11.4, the Bishop or the Bishop's representative does not inspect all Episcopal schools annually, as the stricken language of Section 11.2(b) implies.

THE COMMITTEE RECOMMENDS THE ADOPTION OF THIS PROPOSAL.

Maria Boyce, Chair