

How to Attend

168th Annual Diocesan Convention of The Episcopal Diocese of Iowa

Registration Timeline:

- ASAP** Elect lay delegates, and let Bishop’s office know whether (or not) you’ll have delegates representing your congregation.
- Sept 15** Certify Lay Delegates (Certification forms must be signed by Clerk of the Vestry and Cleric/Warden)
- Sept 15** ALL Clergy should be registered by this date. VISITORS please register by Sept. 15 as well.
- Sept 23** ALL Delegates and visitors will receive an important e-mail.
- Oct. 10 and/or 17** Connectivity tests and ZOOM practice 10am
- Oct 19** Attendees will receive last minute instructions and Delegates will receive voting codes
- Oct 24** VIRTUAL CONVENTION 10:am – 5pm

What your CHURCH needs to do to CERTIFY:

PLEASE DO THIS RIGHT AWAY: Let Diocesan office know whether or not you will send Delegates

- a) if you will NOT send anyone to convention, please let us know by Sept. 15
- b) if you will send delegates, please send an e-mail to diocese@iowaepiscopal.org to confirm the correct e-mail addresses of your congregation’s Clerk of the Vestry AND Cleric or Sr. Warden.

BEFORE SEPTEMBER 15, 2020

- 1) **Certify** how many Lay Delegates your congregation is entitled to. This is based on the number of communicants (see FAQ).
- 2) **Elect** Lay Delegates (and Alternate Delegates)
 - a) Elect your delegates at a Vestry or Bishop’s Committee meeting
 - b) Provide Lay Delegates and Alternate Delegates names and contact information on the form
 - c) Signatures of BOTH your Clerk and Cleric must be on the form (see FAQ)
- 3) **Pay** the Delegation Fee of 10.00 per voting delegate (Clergy and Lay Delegates pay this per person fee, but Alternate Delegates do not). Pay by check mailed to the Diocesan Office, or online by credit card (do NOT send credit card information in the mail)
- 4) **Host** if your delegates will gather to participate in the Virtual Convention at your church someone should test your equipment in advance at one of the test meetings prior to the Convention.

What ATTENDEES need to do to REGISTER:

Lay and Alternate Delegates	ALL Clergy	Visitors are welcome to attend for FREE
Will receive 3 e-mails from diocese@iowaepiscopal.org 1) confirmation e-mail 2) September 23 e-mail with important documents they will need to review 3) Oct 19 voting instructions	Must register online before Sept 15 using their preferred e-mail: www.iowaepiscopal.org/diocesan-convention . They will also receive the 9/23 and 10/19 e-mails	Visitors MUST register in advance and will remain muted during the sessions. <ul style="list-style-type: none"> • Visitors attend for FREE • VIRTUAL EXHIBIT HALL will be open to all (tables selling items will pay a small fee)

FAQ for 1 and 2

Who can be counted as a “Communicant” in the **first blank of PART 1 of this form?**

CANONS OF THE GENERAL CONVENTION TITLE I, CANON 17 Communicants

- Sec. 2 (a)** All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.
- (b)** For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.
- Sec. 3.** 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.
- Sec. 2** For the purposes of statistical consistency throughout the Church, communicants sixteen years of age and over are to be considered adult communicants.

How many Lay Delegates is my church entitled to in the **second blank of PART 1 of this form?**

THE CONSTITUTION of the DIOCESE OF IOWA: ARTICLE III Of Members of the Convention

- Sec. 4 (a)** The representation of Congregations in the Convention shall be determined by the number of communicants in good and regular standing in the Congregation. Each Congregation shall be entitled to one delegate for each 75 communicants or fraction thereof.
- (b)** The number of communicants in a Congregation shall be determined by a certificate of the Rector or Minister-in-charge, or of a Warden, if there be no Rector or Minister-in-charge, certifying the number of persons whose names appear on the Parish Register as communicants in good and regular standing as defined by the Canon Law of the Diocese. This certificate shall be included in the form of credentials of the delegates.
- Sec. 5** Before any lay delegate shall be entitled to a seat and a vote in the Convention there shall be delivered to the Secretary of the Convention a certificate of his election according to the form required by the Convention.

Each Congregation shall be entitled to one lay delegate for each 75 communicants.

Communicants	Delegates
1-75	1
76-150	2
151-225	3
226-300	4
301-375	5
376-450	6
451-525	7
526-600	8

Who can be elected as a Lay Delegate from our church and can be listed in **PART 2 of this form?**

THE CONSTITUTION of the DIOCESE OF IOWA: ARTICLE III Of Members of the Convention

- Sec. 3 (a)** Each organized Congregation in union with the Church in this Diocese shall by its Vestry or Bishop's Committee, as the case may be, choose a delegate or delegates to the Diocesan Convention; and only confirmed adult communicants of this Church in good standing and qualified electors of the Congregation shall be eligible to serve as delegates. A vacancy caused by the absence of any delegate from the Convention may be filled by the Rector or Minister-in-charge together with the delegate or delegates present.
- (b)** All references to layman, laymen, vestryman, vestrymen and other lay people and ordained ministers in this Constitution and Canons of this Diocese, together with such personal and possessive pronouns which pertain thereto, shall be regarded, understood and interpreted as generic in reference and applicable to both sexes.

THE CANONS of the DIOCESE OF IOWA: CANON 2 Of Lay Members of the Convention

- Sec. 1** Lay Delegates from Parishes, to either Annual or Special Convention, shall be elected by the Vestry, at a meeting held as provided in Article III, Sec. 3 of the Constitution. A vacancy in the delegation shall be filled as provided for in Article III, Sec. 3 of the Constitution.
- Sec. 5** The Parishes and Missions shall pay the necessary traveling expenses of the Lay delegates incurred in attending the Diocesan Convention.

Who can sign **PART 1 and 2 of this form?**

THE CANONS of the DIOCESE OF IOWA: CANON 2 Of Lay Members of the Convention

- Sec. 2** The evidence of the election of a Lay Delegate **from a Parish**, in accordance with Article III, Sec. 3 of the Constitution, shall be a certificate signed by the Rector of the Parish or by the Clerk of the Vestry. If there be no Rector, or if the election shall have been made at any legal Vestry meeting held in the absence of the Rector, then such certificate shall state that fact, and shall be signed by the Warden who presided at the meeting at which such Delegate was elected, and also by the Clerk of the Vestry. The certificate must show upon its face that the election has been held in accordance with all the requirements of the Canon, and shall certify that the Delegate is a Lay Member of the Parish represented, to vote on behalf of the Vestry.
- Sec. 3** The evidence of the election of a Lay Delegate **from an Organized Mission** in union with the Convention shall be a certificate of the Bishop's Committee of the Mission, showing conformity to the requirements of Article III, Sec. 3 of the Constitution, and showing the approval thereof, which shall be made in writing.
- Sec. 4** It shall be the duty of the Clerk of each Vestry and Bishop's Committee to provide the Secretary of the Diocese with the names and addresses of all Delegates and Alternates to the Annual Convention not less than thirty days prior to the call to order of the Convention.