

DIOCESAN RESPONSIBILITIES AND FUNCTIONS

FINANCE AND PROPERTY

- Endowment fund management/investment **NC 1.7(b) Fin Com**
- Real estate ownership/management
- Leases
- Budget preparation
- Manage banking relationships
- Oversight of income & expenditures against budget
- Develop and review method of Diocesan funding for Convention action
- Track funding contributions from congregations. Follow up on delinquencies
- Assure audits done by congregations and assist as requested
- Receive, maintain and review congregation parochial reports
- Offer stewardship planned giving training and to congregations
- Inspect and audit, if necessary, all books and financial records of the Diocese, its congregations, and all corporations and other institutions subject to the Canons of the Diocese.
- Report on Diocesan finances to Convention
- Evaluate requests from Missions asking to become parishes
- Evaluate requests from Missions and Parishes wishing to borrow funds requiring Standing Committee approval.
- Do "pre-audit" of the Diocesan books to facilitate the outside audit process and to reduce expense by finding and correcting any discrepancies
- Supervise and coordinate the annual audit of the Diocesan accounts by the independent auditors -**NC 1.7.1 (a), (f) - Finance Com**
- Develop fiscal policies of Diocese, including missions
- Establish guidelines for congregational fiscal policies
- Approve all alienation or encumbrance of property - **NC 1.7.3m - Bishop & Standing Com**
- Desanctification of church property - **NC II.6.2 - Bishop w/ advice of SC**
- Plan and direct the development, implementation, and operation of the Diocesan accounting systems - - **NC 1.7(e) - Fin Com**
- Assist and advise parishes, missions, and institutions and staff of the Diocese in matters of finance and record keeping
- Monitor the financial position of the Diocese, regularly reviewing current status in terms of the contributions, revenues, and expenditures of all accounts
- Prepare, analyze, and interpret the periodic financial statements of all accounts of Diocese

- Provide financial advice to the Bishop, the Canon, Diocesan major bodies and congregations
- Prepare and file general tax reports, payroll taxes, and related governmental reports and taxes
- Educate Diocesan members about planned giving. Foster planned giving work at the local congregation level first, at Diocesan level next.
- Report annually to Convention on financial accounts – **NC 1.7(i) – Fin Com**

CLERGY ISSUES

- Advise and assist the Bishop: - **NC III.3.2 – Comm on Ministry**
 - a. In the implementation of Title III of the National Canons.
 - b. In the determination of present and future opportunities and needs for the ministry of all baptized persons.
 - c. In the design and oversight of the ongoing process for recruitment, discernment, formation for ministry, and assessment of readiness therefore.
- Appoint some members of Bishop Joint Nominating Comm. – **NC III.16.1(c)**
- Manage ecclesiastical discipline procedures – **NC IV – Bishop, Dioc Review Comm, Ecc. Trial court**
- Participate in Ecclesiastical discipline – **NC IV.8, 10, 12, 13**
- Approve ordinations- **NC.III.6 for Deacons, III.8 for Priests – Bishop with consultation with Comm Ministry; III.8.7 certification- Standing Comm.**
- Council of advice for the Bishop **NConst Art. IV – Standing Comm**
- Approve all elections of Bishops – **NC III.16.6 – Standing Comm**
- Approve rector selection – **NC.III.9.3 – Ecc. Auth**
- Appoint Priest-in-charge – **NC III.9.3(b)- Bishop**
- Appoint and oversee mission vicars – **NC I.13.2(b) - Bishop & SC advice**
- Issue, accept letters dimissory – **NC III.9.4 - Bishop**
- Assist congregations in clergy deployment
- Advise on conflict management – **NC III.15 – Bishop**
- Dissolution of pastoral relationship – **NC III.15.4 – Bishop w/ advice of SC**
- Assist and counsel clergy seeking new positions and congregations in the search process; attend meetings of provincial and national deployment officers, Diocesan executive officers, etc.
- Assist congregations and clergy in conflict resolution – **NC III.14, 15 – Ecc Auth**
- Pastoral role of caring for the Church (Clergy and Lay)

- Build, supervise and support a team of consultants to work with congregations on issues of evangelism and church growth, developing goals and objectives, mutual ministry evaluations, etc.
- Determine present and future needs for ministry in the Diocese
- Recruit and select persons for Holy Orders – **NC III.3- Bishop and Comm Ministry**
- Present candidates for ordination – **NC III.8.5(a)(2) -Vestry**
- Admission to, removal from, postulancy, candidacy for ordination – **NC III.8.3, III.8.5(e) - Bishop**
- Guide and examine Aspirants, Postulants, Candidates and Transitional Deacons in training – **NC III.8.4 – Bishop and Comm Ministry**
- Ordain deacons – **NC III.8.6(g) - Bishop**
- Ordain Priests – **NC III 8.7(d)- Bishop**
- Transfer candidate for ordination to another Diocese – **NC III.8.5(d) - Bishop**
- Review results of the General Ordination Examinations (GOE) of Diocesan seminarians – **NC III.25 – Comm Ministry**
- Recommend corrective actions for seminarians who fail one or more portions of the GOEs – **NC III.25**
- Create, administer and grade Diaconal Ordination exams for candidate for the Vocational Diaconate **NC III.25 – Comm. Ministry**
- Evaluate/review the educational proficiency of those ordained candidates from other denominations seeking reception/ordination in the Episcopal Church. Recommend course of study, if deemed necessary. **NC III.10, 11, 12 – Comm Ministry, Bishop, Standing Comm**
- Guide and place deacons – **NC III.7.1 - Bishop**
- Promote continuing education of Clergy and lay professionals employed by the Church
- Support the development, training, utilization and affirmation of the ministry of the laity in the world.
- License Pastoral leaders, worship leaders, preachers, eucharistic ministers, Eucharistic visitors or catechist – **NC III.4 – Bishop with consultation with Comm Ministry**
- Visit each congregation every three years, pastoral letters, report annually to Convention – **NC III.8 – Bishop**
- Administer Confirmation – **NC I.17(c) – Bishop**
- Install rectors and vicars

CONGREGATIONS

- Fund and counsel outreach programs

- Collect and distribute information on best practices
- Encourage new church plants
- Develop and promote a Diocesan strategy for evangelism and growth
- Recommend strategies for evangelism and growth
- Promote the development of plans for ministry to the surrounding community
- Act as a resource in mutual ministry reviews
- Promote the development of interpersonal and multicultural skills
- Model and promote shared ministry between Diocese and congregations
- Teach strategies for evangelism and growth
- Provide counsel to rectors and lay leaders
- Promote the development of multicultural skills
- Assist rectors and vestries in strategic planning
- Assist rectors and vestries in the evaluation of congregational Ministries
- Assist the Ecclesiastical Authority in developing and maintaining lines of communication with vestries and bishop's committees, deaneries, and various meetings of the clericus.

MISSIONS

- Help missions develop strategies for evangelism and growth
 - Supervise financial planning and evaluation
 - Guide the development of plans for ministry to the surrounding community, and supervises mutual ministry reviews
 - Develop budget, provide support and planning with and for missions
 - Maintain the Episcopal tradition within the mission structure
 - Advise Bishop in area of mission development and church planting
 - Manage the allocation of funds and support for missions
 - Prepare overall budget for funding of missions by Diocese
 - Help missions develop strategic plans
 - Provide specific milestones and growth targets for missions
 - Promote the development of multicultural skills
 - Guide vicars and bishop's committees in the development of congregational goals
 - Guide vicars and bishop's committees in the evaluation of congregational ministries
 - Act as a resource for mutual ministry reviews
 - Develop and implement standard for progression of mission to parish or decide mission should stay as mission
 - Formation of new parishes; supervision of missions and vicars - NC
- I.13.2(b) - Bishop & SC advice**

PERSONNEL

- Develop and approve position descriptions for Diocesan personnel
- Develop minimum compensation for clergy
- Develop compensation matrix for clergy
- Seek out most advantageous and cost effective benefit program for Diocesan and congregational personnel
- Periodically update personnel policies
- Advise on personnel discipline and other issues
- Supervise the administration of the Diocesan office and all administrative staff (includes: Accountant/Bookkeeper and Administrative Assistant).
- Perform annual reviews of staff
- Develop wage and salary structure for Diocesan staff
- Recommend annual merit increases for Bishop and staff
- Prepare and file reports with Church Pension Fund, insurers, etc.

COMMUNICATION

- Produce and distribute Diocesan news vehicle
- Manage Diocesan website with appropriate policy
- Manage use of Diocesan email lists
- Foster communication between congregations and between congregations and Diocese
- Foster communication to and from the National Church with ECR people, congregations and diocese
- Between Diocesan bodies
- With national church

SECRETARY

Can. 1.3 Receive certified list of lay delegates and alternates from each congregation not later than 20 February of each year.

Can. 2.5 Mail notice of each meeting of Convention or changes, at least 30 days in advance of the meeting to canonically resident clergy and delegates of each congregation.

Can.2.6 Send to each minister in charge of each congregation forms or certificates of election of delegates and alternates at least 30 days prior to the time appointed for any annual or special convention

Can. 3.2 ex officio Secretary of Convention, record the minutes and proceedings of Convention,

Can. 3.2 Prepare and distribute the Journal of Convention,

Can. 3.2 Preserve and deliver all records to successor.

Can. 3.2 Annually report official acts to Convention.

Can. 3.4 Send to Secretary of the General Convention certificate of election of clerical and lay deputies.

Can. 3.4 Other duties as may be required by the Secretary of the General Convention

Can. 3.5 Chair Convention Agenda Committee with Dispatch of Business.

Can. 3.6 Appoint one or more Assistant Secretaries as needed.

Can. 3.10 Have records available at all times for inspection by the Ecclesiastical Authority, Standing Committee and Convention.

Can. 5.2.a ex officio Secretary of Diocesan Council

Can. 3.3 Cause the minutes of the proceedings of Diocesan Council to be prepared, and after approval to be recorded in a book.

Can. 3.3 Deliver to successor all books and papers relating to Convention.

Can. 12.1 ex officio Secretary Director of the Diocesan Corporation

Can. 22.2 Receive proposed amendments to the canons at least 60 days prior Annual Meeting

Can. 22.2 Refer the proposals to Committee on Constitution & Canons for review and/or alteration.

Can. 22.2 Mail the proposed or altered with pro & con arguments to all members of Convention at least 20 days prior to the Annual Meeting.

RoO. Sect. 1.1 Receive filing of resolutions for any Convention not arising out of the business of Convention, the Bishop's address or the report of any Diocesan body at least 60 days prior to the meeting.

RoO. Sect. 5.1 Receive filing of resolutions not arising out of the business of Convention, the Bishop's address or the report of any official Diocesan body in writing with sufficient copies for distribution to all members, prior to the first report of the Committee on Resolutions.

RoO. Sect. 1.2 Submit a copy of each resolution to Committee on Resolutions or to Constitution & Canons if effecting the Constitution or Canons.

RoO. Sect. 1.5 Cause all resolutions to be printed in the packet of information sent to all members either as received or as revised by the Committee on Resolutions.

RoO. Sect. 1.7 Receive any amendments to resolutions at or before the opening of Convention and refer to Chair of Committee on Resolutions.

RoO. Sect. 3.9 Certify the minutes of Convention along with the President of Convention and the Chair of Convention.

Minutes of Convention	Annual
Journal of Convention	Annual
Report of Official Acts	Annual
Minutes, Diocesan Council	Monthly Following Approval
Minutes, Diocesan Corporation	Monthly Following Approval

OTHER

- Manage information systems and communication media
- Staff liaison to the Personnel Commission, Risk Management Committee, Budget Committee, ECR Foundation, and Santa Maria Urban Mission
- Edit and publish the Journal of Convention, as well as the current edition of the Constitution and Canons of the Diocese.
- Prepare the Annual Report of the Diocese to the Episcopal Church and review, audit, and analyze the annual Parochial Reports.
- Work with the Diocesan Risk Manager (consultant) to implement the risk management program (property, liability, and workmen's compensation insurance) and the group life and health insurance program. **Property ins - NC 1.7(h) - Fin Com**
- Manage the Web Sacristan, the Editor of Along the King's Highway, the Translator, and other consultants
- Staff coordination of the Annual Meeting of the Convention of the Diocese.
- Document and communicate meeting minutes - Convention, Major Bodies
- arrange set up of displays at Convention
- Develop and implement educational and leadership opportunities and training for children, youth and adults
- Develop, manage and maintain Diocesan youth events
- Provide legal counsel
- Update Constitution and Canons
- Oversee campus ministries
- Develop and nurture outreach programs
- Develop and maintain Diocesan policies
- Develop and nurture Diocesan programs
- Prepare for Diocesan Conventions
- Review proposed Diocesan resolutions for consistency and canonical compliance
- Recruit Diocesan leaders
- Provide strategic planning for the future of the Diocese.
- Maintain Diocesan records
- Provide for representation at General Convention and communication of issues