

CALL TO CONVENTION



Nothing will separate us
from the Love of God in Christ Jesus

237th Annual Convention
The Episcopal Church in Delaware

Saturday, November 20, 2021
St. Andrew's School, Middletown, Delaware

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Key deadlines and Web form links

	Open	Closes	Link
Audit of Parish Financials	30 days after audit complete	September 1	N/A
Nominations for Elected Offices	July 1	August 20	Nomination Form
Certification of Delegations	July 1	September 21	Certification of Delegation Form
Certification of Canonical Clergy	July 1	September 21	Certification of Clergy Form
Resolution Submissions	July 1	September 21	Resolution Form
Convention Registration	September 21	November 1	To be issued at a later time

Bishop's Introduction

Let's get ready, my sisters and brothers in Christ Jesus! Our annual convention will be held as a hybrid convention on **Saturday, November 20, 2021**, at St. Andrew's School in Middletown. November 2021 might seem like a long way away, but don't delay: use this *Call to Convention* to get started right away. Here are a few tips (and warnings from experience!) to keep in mind. Put simply,

1. A hybrid convention is one where some individuals will participate in person, while others will take part online. The projected in-person limit is 150 people who have been vaccinated for COVID-19. This will include the following:
 - All clergy who are canonically resident in Delaware,
 - Clergy who are not canonically resident in Delaware but lead a Delaware congregation,
 - All lay delegates,
 - Convention leadership, diocesan staff, and technical support,
 - And anyone presenting at the convention.

Potential online attendees will be:

- Clergy or delegates whose health would be compromised by attending in person (with prior clearance from the Canon to the Ordinary for clergy, and with authorization from the Secretary of Convention for lay delegates),
- Clergy who are canonically resident in Delaware but reside outside of Delaware and further than two hours from Middletown (with permission from the Canon to the Ordinary),
- Members of the diocese who are part of Diocesan Council, Trustees, or Standing Committee who are not clergy or lay delegates,
- Any interested parishioners in the diocese,
- Others as invited.

As we, as a community, along with our state and nation emerge from the global coronavirus pandemic, we continue to seek safe and innovative ways to conduct our business and support our mission.

2. Remember that every parish can expand its delegation simply by electing (and certifying!) a young adult delegate (Article IV, Section 3). Invite and empower more young voices into the leadership of our church! Please, make this a priority now. The deadline for certifying a delegation is coming soon (see below), so don't wait to make this happen.
3. Know the difference between (a) certifying a delegation, and (b) registering for the convention. These are two distinct steps.
 - a. **Certifying a lay delegation** (both delegates and alternates) refers to the official certification by the senior warden (or vestry secretary) of lay members authorized

- by the vestry to represent a parish. Authorized alternates are named as well. Certification determines, among other things, who is allowed voice and vote on the convention floor. There is no fee to certify lay delegates and alternates. (Note: in some prior years, rectors were allowed to make this certification. However, Canon 2 is clear that certification is to be done by the senior warden or vestry secretary.)
- b. **Certification of canonical clergy** – Beginning with the November 2020 convention, potential voting clergy persons were asked to certify that they were planning to attend. This process is simple and easy and will take less than five minutes. Clergy need only answer a few yes/no questions, enter their name, e-mail address, telephone number, street address, name of parish (if applicable), and enter their signature. This is required to participate in our electronic voting process.
 - c. **Registering for convention** means the enrollment of every person who plans to attend in person as described above. Registration enables planners to set up properly for meals, convention seating, worship layout, voting, and a hundred other details. There is a fee to register, paid at the time of registration.
4. Watch out for important canonical deadlines that, if missed, could result in a parish's lay representatives losing their right to speak and vote!
 - a. **Failing to certify a lay delegation 60 days before convention (Canon 2).** The deadline for certification this year is Tuesday, September 21, 2021.
 - b. **Failing to file a parish's last two annual audits by September 1 (Canon 14).** The deadline for filing audits has long been set by Episcopal Church canons (I.7.1(g)) as "not later than 30 days following the date of such report, and in no event, not later than September 1 of each year."
 5. Since online voting was so successful at the November 2020 Convention, we will continue to use this voting methodology for those certified to vote, whether they are attending the convention in person or remotely. It is essential that voting clergy and voting delegates have robust access to the internet on convention day as well as an internet-capable device (computer, tablet, or smartphone) and an e-mail account they are comfortable using. Training will be offered in the fall on the online voting system, and voters are strongly encouraged to think now about how they will access the internet during the convention.
 6. **I strongly encourage anyone who plans to submit a resolution to the convention to do so on time – that is, by September 21, 2021.** This deadline allows delegates the time to properly review and discuss each idea well in advance. This year we will try a process that has been used in other dioceses. Hearing(s) on resolution(s) will be held in advance of convention. This will hopefully reduce the work on resolutions that needs to be done on the day of convention since any resolutions will have already been thoroughly discussed. While our rules of order technically permit late resolutions to be submitted up to convention day, these are only considered when a super-majority of voters approves hearing them. *On convention day I will urge the convention to reject consideration of any late resolution that could have been submitted on time, and instead urge the writer to submit the resolution (on time) for the*

next convention. Having our collective business organized is a major way to help keep our large, hybrid gathering focused on mission and ministry and not bogged down in late legislation.

We have tremendous work ahead of us, and I am eagerly looking forward to a unique, powerful, and memorable annual convention. During the coming months, support the work of the Nominating Committee by actively seeking out individuals for nomination to diocesan-wide positions. You should also prepare by prayerfully listening for the Holy Spirit's guidance as we prepare to come together to support the work of the Episcopal Church in Delaware.

I look forward to another fantastic annual convention.

In Christ,

+ 

Convention Highlights

- Convention begins with sign-in at 8:00 a.m. on Saturday, November 20, 2021, and concludes at 3:30 p.m. the same day. This year's theme will be *"Nothing will separate us from the Love of God."*
- The bishop will host one half-hour on line welcome orientation for new delegates on Friday, November 19, 2021 at 4:30 p.m. It is open to all.
- We will elect new diocesan leaders.
- Refreshments and meals are included with convention registration for in-person attendees (Saturday, November 20, 2021). This includes:
 - Morning coffee and juice bar
 - A box lunch will be provided
 - Snack for the ride home
- If weather or other unforeseen circumstances require a postponement, the alternate date is Saturday, December 4, 2021, for a single-day, online convention. Rely upon delaware.church as the official source for any postponement announcements.
- The *Pre-Convention Journal* will be distributed electronically (via Convention eNews) by late October to folks registered for convention. It will include the list of nominees for election, resolutions submitted, and a detailed agenda. All **members of convention are asked to have their copies (either printed or online) of the Pre-Convention Journal handy during the Convention.**

Preliminary Agenda (all sessions via Zoom)

Late October and early November training and presentations:

- **Presentations:** Finance and Budget presentation sessions are scheduled for
 - Wednesday, November 10, 2021, 4:30 p.m. to 6:00 p.m. and
 - Saturday, November 13, 2021, 9:00 a.m. to 10:30 a.m. (open to any interested attendee.)
- **Training:** How to use Zoom (open to any interested attendee, date and time to be announced.)
- **Training:** Online voting system (voting clergy and certified delegates / alternates only, dates and times to be announced.)

Friday,

November 19 4:30 p.m. Bishop Brown's Zoom orientation for new delegates (open to any interested attendee);

Saturday,

November 20 8:00 a.m. Arrival, check-in and confirmation of voter authentication – to be completed by 8:45 a.m.

9:00 a.m. Call to Order and Business Session I
First ballot, reading of resolutions, ministry presentations, special recognitions

11:30 a.m. Lunch break

12:15 p.m. Business Session II

Report on elections, ministry presentations, additional balloting as needed, voting on resolutions

2:00 p.m. Holy Eucharist (sermon to include the bishop's address)

Adjournment at the conclusion of the Eucharist.

All sessions on Saturday will be available online for those interested.

Electing & Certifying Lay Delegates and Alternates and Certification of Canonical Clergy

Selecting Lay Delegates and Alternates

1. Lay delegates and alternates are elected as determined by each congregation, typically by the vestry.
2. Delegates must be communicants in good standing, possess the canonical qualifications required for vestry members, and have been canonically resident in the diocese for three months previous to convention. The Constitution and Canons of the Episcopal Church in Delaware no longer specify a two-year term for delegates.
3. Each congregation may be represented by two (2) lay delegates, plus one (1) **additional** lay delegate provided this third delegate is no more than thirty years of age at the time of convention. All three serve with full privileges of seat, voice, and vote.
4. For each lay delegate elected, a lay alternate should be chosen to serve in the event one or more delegates cannot serve. All qualifications and provisions above apply to the selection of alternates.
5. Voting will again be entirely online. *It is essential that all eligible convention voters [(delegates, alternates (potentially), and voting clergy)] have ready access to the internet, an email account, and a Zoom-capable computer or device throughout the entire convention.* For example, online voting will use an email account to send voters a ballot for each vote, and voters will then need an internet-connected web browser to place a vote.
6. Multiple training sessions will be offered on the voting system via Zoom in the weeks before the convention begins. **All voters, particularly those who are using this system for the first time should plan to attend one training session.** The voting system is simple and easy to learn. Voting training will NOT be offered during the convention; we'll jump right in and start voting when the time comes. **Thus, all voters are expected to have committed themselves to learn the system in advance.**

Instructions for Certifying a Delegation

1. Complete and submit the [Certification of Delegation Form](#) online. This must be completed by the senior warden or, if the senior warden is not available, the secretary of the vestry.
2. Deadline for submission is **Tuesday, September 21, 2021** (Canon 2). Failure to meet this deadline means a parish's lay delegates will very likely lose their right to be seated (and thus to speak or vote) on the convention floor.

Instructions for Certifying Canonical (voting) Clergy

1. Complete and submit the [Certification of Clergy Form](#) online. Please sign the form. The submission of the form will not complete properly without the signature.
2. Deadline for clergy certification is **Tuesday, September 21, 2021**.

Understanding the Nominations Process

As members of the Episcopal Church, we all share in its leadership and oversight, often by serving on parish and diocesan teams and committees. Our church and our witness to the world are stronger when we are led by diverse and energetic folks from across our community. **To elect diverse leadership teams we must first nominate diverse slates of candidates!** Therefore, it is important that we nominate faithful women and men from across all Delaware counties, of varying ages, colors, orientations, and economic circumstances, and from parishes small and large, to represent us on these committees.

The positions open at the next annual convention are listed below. Terms of office begin on the first day of the second month following convention (for the November convention this will be January 1, 2022).

Any active Episcopalian in the Episcopal Church in Delaware may nominate someone to serve on a diocesan-wide body. **You may nominate yourself as well.** Please prayerfully consider who you know who might be ready to serve at the diocesan level. If you have questions, feel free to contact **John Michael Sophos**, nominations chairperson, nominations@delaware.church or **Kay Keenan**, Secretary of Convention, convention@delaware.church.

The deadline for nominating someone else – or yourself – is Friday, August 20, 2021. The Nominations Committee is asked to review all nominees to confirm they are eligible and, for positions where insufficient numbers of nominees are received, to nominate diverse candidates for these roles.

CONSTITUTIONS AND CANONS

To Be Elected for Term January 1, 2022 - December 31, 2026

Clergy

One clergy for a five-year term

Responsibility

All matters relating to the Constitution and Canons of the Episcopal Church in Delaware

Meetings

As needed

Continuing Members:

The Rev. Russell Bohner, 12/31/2025

St. Anne's Church, Middletown

Thomas Crowley, 12/31/2022

St. Peter's Church, Lewes

Paul Hurdle III, 12/31/2024

All Saints' Church & St. George's Chapel, Rehoboth Beach

Kathryn Jakabcin, 12/31/2023

Trinity Parish, Wilmington

Expired Term Member (Not Eligible for Re-Election):

Felice Jo Lamden

Immanuel Church, New Castle

DIOCESAN COUNCIL

To Be Elected for Term January 1, 2022 - December 31, 2024

Clergy

Two clergy for a three-year term

Lay

Three lay-at-large for a three-year term

One lay for a three-year term - Area I

Responsibility

Program and budget for the work and mission of the Episcopal Church in Delaware

Meetings

Six times per year in February, April, June, September, October, and December (additional meetings may be held if required). Members also serve on various committees and/or task forces that hold additional meetings.

Continuing Members

The Rev. Juan George, 12/31/2022

Anne Harra, Lay Area V, 12/31/2022

Christine Lockwood, Lay-at-Large, 12/31/2022

The Rev. Deacon Christine Miller-Marcin, 12/31/2022

Robert Morgan, Lay-at-Large Area I, 12/31/2023

The Rev. Sarah J. Nelson, 12/31/2023

Mark Owen, Lay-at-Large, 12/31/2022

Carol Roy, Lay Area II, 12/31/2022

The Rev. Howell C. Sasser, Jr., 12/31/2023

Michelle Smith, Lay Area IV, 12/31/2023

Helen Spence, Lay Area III, 12/31/2023

Eric Valentine, Lay-at-Large, 12/31/2023

Elizabeth FitzPatrick, President ECW

St. Thomas's Parish, Newark

St. David's Church, Wilmington

Church of the Ascension, Claymont

St. Peter's Church, Lewes

St. Peter's Church, Lewes

St. James Church, Newport

Church of St. John the Baptist, Milton

St. Paul's Church, Georgetown

St. Thomas's Parish, Newark

Church of Sts. Andrew & Matthew, Wilmington

St. Thomas's Parish, Newark

Church of St. John the Baptist, Milton

Church of the Ascension, Claymont

Expired Term Members (Not Eligible for Re-Election):

The Rev. Marianne S. Ell

The Rev. Dr. Marta Illueca

Kay Keenan, Lay-at-Large, Vice President

Jim Pappas, Lay-at-Large

John Michael Sophos, Lay Area I

Michael Wood, Lay-at-Large

St. Luke's Church, Seaford

Brandywine Collaborative Ministries

Christ Church Christiana Hundred, Wilmington

Christ Church, Dover

St. Peter's Church, Lewes

St. David's Church, Wilmington

DISCIPLINARY BOARD

To Be Elected for Term January 1, 2022 - December 31, 2025

Clergy

One clergy for a four-year term

Lay

One lay for a four-year term

Responsibility

Oversight of the disciplinary process for clergy misconduct as defined in Title IV of Episcopal Church canons.

Meetings

Quarterly, usually in February, May, September, and November.

Continuing Members

The Rev. Kim F. Capwell, 12/31/2022	St. James' Church Mill Creek, Wilmington
Teri Quinn Gray, 12/31/2024	St. Thomas's Parish, Newark
The Rev. Deacon Cecily Sawyer Harmon, 12/31/2023	St. Thomas's Parish, Newark
The Rev. Canon Mark Harris, 12/31/2024	St. Peter's Church, Lewes
Paul Hurdle III, 12/31/2022	All Saints' Church & St. George's Chapel, Rehoboth Beach
The Rev. Dr. Marta Illueca, 12/31/2022	Brandywine Collaborative Ministries
Edward Wilson, 12/31/2023	St. Peter's Church, Lewes

Expired Term Members (Eligible for Re-Election):

Consuelo Miller	Christ Church, Dover
The Rev. Margaret Pumphrey, President	Retired

STANDING COMMITTEE

To Be Elected for Term January 1, 2022 - December 31, 2025

Clergy

One clergy for a four-year term

Lay

One lay for a four-year term

Responsibility

Functions as a council of advice to the bishop and gives consent for persons to become candidates for Holy Orders, for ordinations, for elections of bishops in other dioceses, and before any church can sell or mortgage property. When there is no bishop, the Standing Committee becomes the ecclesiastical authority of the diocese.

Meetings

Six times per year in February, April, June, September, October, and December.

Continuing Members

Jonathan Barrett, 12/31/2023	Immanuel Church, New Castle
Terry Flanagan, 12/31/2022	St. Barnabas' Church, Wilmington
The Rev. Bradley Hinton, 12/31/2024	St. David's Church, Wilmington
Beth Maurer, 12/31/2024	St. Martha's Church, Bethany Beach
The Rev. Dr. Ketlen Solak, 12/31/2023	Brandywine Collaborative Ministries
The Rev. Charles Sumner Weiss, 12/31/2022	Christ Church, Dover

Expired Term Members (Not Eligible for Re-Election):

The Rev. Donna Jean Kiessling, Cor. Secretary	St. Peter's Church, Smyrna
Catherine Maguire	Calvary-Hillcrest Church, Wilmington

TRUSTEES

To Be Elected for Term January 1, 2022 - December 31, 2027

Clergy or Lay

One clergy or one lay for a six-year term

Responsibility

Custodian and trustee of the property and funds, and fiscal agent of the Episcopal Church in Delaware. Provide financial, custodial, trust, and investment services for the diocese and its institutions.

Meetings

Six times per year in February, April, June, September, October, and December.

Continuing Members

The Rev. Patricia Downing, 12/31/2026

TrinityParish, Wilmington

The Rev. Jeffrey Ross, 12/31/2023

St. Peter's Church, Lewes

Bruce Vrana, 12/31/2024

St. James' Church Mill Creek, Wilmington

The Rev. Calhoun Wick, 12/31/2022

Christ Church Christiana Hundred, Wilmington

Lydia York, 12/31/2025

St. Barnabas' Church, Wilmington

Expired Term Member (Eligible for Re-Election):

Richard Harra, Treasurer

St. David's Church, Wilmington

Understanding the Budget Process

from planning budget to working budget, again and again

The development of a budget for the mission and ministries of the Episcopal Church in Delaware is an ongoing, twelve-month process that is reviewed and updated as information concerning revenues and expenses is collected and analyzed. The 2022 preliminary budget presented at the convention in November will have been thoroughly reviewed by the Diocesan Council for their input and questions at the council's October 21, 2021, meeting.

Convention will be asked to support the approval of the 2022 preliminary budget reviewed by council. We expect the Diocesan Council, on behalf of the convention, will further review updates by the finance committee to the 2022 preliminary budget at their December 16, 2021, meeting, or in early January 2022.

The development and execution of the budget is led by the treasurer and finance committee. This team relies on the energy and expertise of many additional sources, including the insurance committee, the personnel committee, the trustees, and the investment committee of the Trustees. The bishop offers direction and advice, as do various diocesan ministries and organizations.

Shortly after the October council meeting, the 2022 preliminary budget will be made available to all through the convention website for review. In early November there will be an online presentation of the budget for all delegates and other interested parties. This will include time for input and questions. We expect parish acceptances to the diocese may remain a soft number at that time although we have asked parishes to respond as quickly as reasonably possible. The presentation of the budget online before convention will provide convention attendees sufficient information to make an informed decision concerning the 2022 preliminary budget.

Understanding the Resolution Process

All resolutions are not the same. *The Rules of Order of Diocesan Convention* (RODC) note two basic types are debatable resolutions and courtesy resolutions. Debatable resolutions are by far the more common type. Courtesy resolutions are not intended for debate but rather to express the unanimous voice of convention. (The RODC also refer to General Convention resolutions. As these are generated outside our annual convention they are not covered here.)

Who may submit a resolution? Any member of the clergy or delegate who is either (a) entitled to vote at convention or (b) speaks on behalf of a diocesan congregation or the St. Andrew's School Chapel Organization. Submit a resolution using the link to the resolution form: [Resolution Form](#).

What is the deadline? Debatable resolutions are due 60 days prior to convention on **Tuesday, September 21, 2021**. They will be included in pre-convention publications (including the official *Pre-Convention Journal*) so that congregations, delegates, clergy, and anyone interested will have ample opportunity to study and discuss the issues. Late resolutions (often referred to "floor resolutions") are any debatable resolutions received after the 60-day deadline. These may only be introduced at convention if a supermajority (two-thirds) agrees to receive them.

Courtesy resolutions should follow the same deadline – **Tuesday, September 21, 2021** – to be included in pre-convention publications and conversations. (The RODC does permit courtesy resolutions to be submitted up to ten days prior to convention at the discretion of the President of Convention.)

What is an open hearing? Open hearings help ensure that resolutions receive fair consideration at convention in an efficient manner. The hearing committee receives comments from delegates, clergy, or any other members of the diocese who wish to speak, positively or negatively, on the resolution. Following the hearing, the committee works to perfect the resolution language and make changes deemed appropriate based on their best prayerful judgment and in consideration of input received in the hearing. Their charge (and their great benefit to convention) is to study the substance of a resolution, to clarify the issues and language as much as possible, and most importantly, to offer their recommendation for action to the convention. This year, our open hearing will take place via Zoom, in the weeks before convention convenes, and copies of the perfected resolution(s) will be distributed to delegates and clergy **at least one week** prior to the convention.

Tips for Writing an Effective Resolution

adapted from resources of the General Convention's House of Deputies

1. Choose a clear, descriptive title (the shorter and more unique the better).
2. Give necessary information about the submitter:
 - name, address, and contact information
 - indicate if a cleric or delegate, or submitting on behalf of a congregation
 - if not eligible to speak on the convention floor, indicate the delegate or cleric authorized by the congregation to respond to questions at convention
3. Write strong and focused resolve paragraphs:
 - The word “RESOLVED,” should be capitalized and underlined, and followed by a comma and the word “That”, which is capitalized. Each resolve paragraph may end with a period or with a semicolon and the words “and be it further.” *Special Note:* “Therefore be it” and “and be it further” **end** a clause. They are **not** used at the beginning of a “Resolved” clause.
 - Single subject rule: A resolution should be about a single subject (for example, “Apportionment”). Each “RESOLVED” within a resolution is about a single point within the larger subject. Again, focus and concision lead to successful resolutions.
 - These paragraphs are what the convention will debate and vote upon, and what will be considered official action of the convention.
4. Use the explanation wisely:
 - Clearly and succinctly set forth the reasons for the proposed action called for in the resolution.
 - Avoid inflammatory rhetoric or hyperbole to maximize its reach.
 - The explanation is for information only and not part of the formal resolution. Again, keep this brief and clear for maximum effect.
5. Avoid the whereas and wherefore curse in debatable resolutions:
 - The use of preambles and “Whereas” and “Wherefore” clauses is *highly* discouraged in resolutions up for debate. Experience teaches that these clauses often lead to minimally important, time-consuming arguments on introductory language that cause the entire legislation to be lost.
 - The reasons, purposes, intentions and justifications for resolutions are best included – briefly and elegantly – in the explanation.

Sample Resolutions with Explanations

adapted from resources of the General Convention's House of Deputies

Sample 1

RESOLVED, That the 77th General Convention call upon the planners of the 78th General Convention to make all materials available electronically, both prior to and during the convention, and to make WiFi available on the floor of both houses. In addition, planners are called upon to make electrical outlets available on the floor of both houses for participants who wish to use laptop computers or other electronic devices to access these materials.

EXPLANATION:

The actions outlined above would provide a number of important benefits. The transmission of information (resolutions, amendments, announcements, etc.) via electronic means could streamline the convention process dramatically, allowing for faster and more accurate dissemination of up-to-date materials. Significant reductions to printing and paper costs would offset the expense of providing access to electrical outlets on the convention floor. In order to be responsible stewards of the earth's resources, it is our duty to drastically reduce the amount of paperwork generated by Convention. The potential for cost savings and greater efficiency provides added incentive to plan for a paperless convention.

Sample 2

Title: Continued Development of Province IX Curriculum Project

RESOLVED, That the 77th General Convention commend Province IX for their creative and collaborative work in creating curricula for use in their province that is created from the grassroots and speaks in the language and idioms of the people that will use those curricula; and be it further

RESOLVED, That the Evangelism and Congregational Life Center of The Episcopal Church Center be directed to complete the Province IX curriculum project, continuing the face-to-face process of development that has begun creating these resources, and that this process be further developed as a model for the creation of formation and educational materials that are to be used in non-Anglo contexts; and be it further

RESOLVED, That the 76th General Convention request that the Joint Standing Committee on Program, Budget and Finance consider a budget allocation of \$120,000 for the implementation of this Resolution during the 2009-2012 triennium.

Courtesy Resolutions

Resolutions of courtesy, which are written to be read aloud and typically profess admiration, recognition, or gratitude, may have "whereas clauses" but should **not** include an explanation following the resolution. The form is otherwise the same as that used for resolutions.

237 Annual Convention
The Episcopal Church in Delaware

Saturday, November 20, 2021
St. Andrew's School
Middletown, Delaware

