

PRE-CONVENTION JOURNAL
of the **Diocese of Long Island**



November 11–12, 2011
145th Diocesan Convention

Includes 2012 Ministry Plan

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Convention Hall Schematic	(Inside back cover)

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United Thank Offering Collection to be Held at Convention



Each year, women and men throughout our diocese donate generously to the United Thank Offering. For years, the In-Gathering has been held at the Cathedral some time during the Fall. This year, in an effort to raise awareness of this important ministry, our In-Gathering will be held during the Convention Eucharist on Friday, November 11th.

United Thank Offering (UTO) is a ministry of the Episcopal Church for the mission of the whole church. It is entrusted to promote thank offerings, to receive the offerings, and to distribute the UTO monies to support mission and ministry throughout the Episcopal Church and Provinces of the Anglican Communion in the developing world.

The Diocesan UTO Coordinator, Vernese Smith, has been in contact with all the parishes. We encourage you to bring your blue-boxes and/or envelopes to Convention and join in giving thanks and generously sharing for the mission of the Church. The Eucharist begins at 2:00pm and opens our annual Diocesan Convention.

ATTENTION CLERGY:

Please check the back of your Convention Badge – a *SMILEY* face indicates we are missing your photo and request that you stop by the Office of Communication's table and have your picture taken.



145th Convention
of the
Diocese of Long Island
November 11th & 12th, 2011

Directions

This year's Convention is taking place at the **Melville Marriott Long Island Hotel** which is located at 1350 Old Walt Whitman Rd., Melville, NY 11747. The phone number is (631) 423-1600.

From Brooklyn, Queens and other points west, take the Northern Parkway East to Exit 37A (Long Island Expressway East I-495) to Exit 49S. Make a left at first light onto Old Walt Whitman Road. Go over Expressway and Hotel will be on the right.

From Eastern Long Island, take the Long Island Expressway I-495 to Exit 49N. Stay on the Service Road. At the third traffic light make a right onto Old Walt Whitman Road. Hotel will be on your right.

Via the Long Island Railroad, view the train schedule at <http://mta.info/lirr/>. The closest railroad station is Farmingdale which is 7 miles south of the hotel.



FROM THE SECRETARY OF CONVENTION . . .

The Very Rev. Christopher D. Hofer

At last year's Diocesan Convention, Bishop Provenzano began laying out his vision to remind laity and clergy alike that we are one people in Christ, living, working and doing mission in one Diocese. Beginning Friday, November 11, 2011 at 2 p.m., with registration commencing at 12 Noon, our Diocesan family will once again gather at the Melville Marriott Long Island Hotel located at 1350 Old Walt Whitman Road in Melville to celebrate our communal life and to do the work of Convention. Our theme this year is "One Mission, One Diocese, One Dominion."

To assist delegates and visitors to this year's Diocesan Convention, my office has prepared the following packet of information to enable them to be well informed as to the happenings and events of Convention. The following information is being provided in response to frequently asked questions from previous years.

All Convention attendees MUST register on line and pay the appropriate registration fee. If you are in the Convention Hall you MUST have a Badge visibly displayed. If you have a badge you will be provided lunch.

- ❖ Upon arrival at the hotel, please go to the appropriate **Registration Desk**:
 - **all voting clerical and lay delegates and youth delegates** register in the Main Lobby starting at 12 Noon. There will be separate registration desks for clergy and lay delegates.
 - **all visitors (lay and non-voting clergy) and non-voting alternates** register in the Main Lobby as well. There will a separate line for your registration.
 - On Saturday all registration will take place in the Main Lobby starting at 7:30 a.m.

(The Diocesan Registration Desk will be staffed from 12 Noon to 7:00 p.m. on Friday and 7:30 a.m. to 4 p.m. on Saturday)

Those staying overnight at the hotel should go to the hotel's front desk for directions on luggage storage until rooms are available.

- ❖ At the Diocesan Registration Desk you will receive your **badge**, which is required for **admittance into the Convention Hall**, recording your attendance, voting, seating and group meals. Once you have registered, please find a seat; delegates should sit together in designated areas. Copies of the First Ballot, voting instructions, Liturgy Booklet and other important handouts will be placed at each seat. There will be a "**Convention Material**" table located in the rear of the Ballroom with extra copies.
 - **YELLOW badges**¹ identify delegates who are to sit on the Convention Floor in the tables located in front of the lay teller stations.
 - **WHITE badges** identify visitors and non-voting alternates for whom tables are provided at the rear of the ballroom.

¹ Voting Procedure: In the front of the Convention Hall are three clergy teller stations. Clergy are divided alphabetically by last name; therefore, Father Smith will register his vote at teller station Clergy N-Z. In the rear of the delegate seating section are six lay delegate teller stations. Lay Delegates are divided alphabetically by last name; therefore Susie Small will register her vote at teller station Lay P-S. Tellers of Convention will have a notations on the back of their badge; designating the station at which they will be working.

- Everyone seated at the tables in front of the lay teller stations **must** have a yellow badge visibly displayed. This area is restricted to voting delegates and church-appointed youth delegates. Space constraints do not allow others to be seated in this area. Please do not use chairs from the teller stations.
- At the close of Convention, receptacles will be provided at the exit doors to collect badges.

❖ **All you need to bring to Convention is:**

- This **Pre-Convention Journal Packet** which has been mailed to all delegates eight days prior to Convention. *(Any delegate unable to attend the Convention is responsible for giving this packet of material to an alternate)*
- A **Church check and your church's sales tax exempt form** if you are staying at the hotel and wish to receive exemption from sales tax on your hotel bill. *Sales tax exemptions will not be honored when using a personal check or credit card to pay the bill.*

Alternate Delegates:

- ❖ If an Alternate Delegate has registered to attend Convention and will be voting in place of their delegate, go directly to the Registration desk for Lay Delegates in the main lobby and pick up your badge.
- ❖ If you are not registered and are replacing a registered Delegate ask at the Lay Delegate registration desk for the badge of the delegate you are replacing. Bring it to Mary Molloy, at the HELP desk located in the main lobby, who will make the appropriate alterations.
- ❖ As stated above, delegates unable to attend are responsible for providing the alternates with the Pre-Convention Journal. **There will be no additional Pre-Convention Journals available at Convention.**
- ❖ Alternate delegates who are not voting still need to register and obtain a badge to admit them into the Convention Hall and sit in the Visitor's Section.

Tellers will meet in Room 2076 on Friday at 1:30 p.m. Please go to the HELP desk if you are interested in serving as a Teller. Tellers must be a clerical, lay, or alternate delegate to the present Convention.

Hotel Check-in is 3 p.m. If rooms become available earlier, an announcement will be made. **Hotel Check-out** is 12 noon on Saturday so please clear your room of your belongings prior to the start of Convention Saturday morning. Luggage can be stored for you until the close of Convention. Inquire at the hotel registration desk for details.

Coffee, coffee and more coffee can be purchased at the hotel restaurant located on the Lobby Level. There will be a coffee break on Saturday morning during the Convention time.

Meals during Convention:

Tickets to the Convention **Dinner** on Friday night are sold prior to Convention; purchase option is noted on the Convention Registration Form online. Since the Theme of Convention is "One Mission, One Diocese, One Dominion", the Bishop would like all attendees to be seated with people they have never met before so we can socialize together and experience the diversity and special gifts within our Diocese. A table number will be noted on your Dinner Ticket, which will be found in your badge holder. If you paid for the dinner and do not have a dinner ticket in your badge holder please see Mary Molloy at the HELP desk.

Breakfast on Saturday is being provided to anyone reserving a hotel room under the Diocesan room block. If you did not reserve a hotel room under the Diocesan Room Block you may have breakfast in the Hotel Restaurant at your own expense. Breakfast coupons will be given out by the hotel staff upon checking into the hotel.

Saturdays **Lunch** is included in all Prepaid Registration fees; therefore, if you registered for this Convention you will be provided lunch at no additional cost. **Convention Dinner Tickets for Friday night or Lunch on Saturday will not be sold during Convention.**

Group meals will be served in the following areas (Day Pass Attendees are not entitled to any group meals):

- Friday Banquet Reception – Atrium
- Friday Banquet – Grand Ballroom
- Saturday Breakfast (**you must check-in for breakfast by presenting your hotel issued coupon**) – Atrium
- Saturday Lunch (everyone with a preregistered name badge is entitled to lunch)- Atrium

Need to make a copy? Go directly to the Business Center for assistance. The center is located on the lobby level to the right of the main entrance. There is no charge for copies. The Business Center contains a couple of computers but printing is limited. Go to the Hotel Registration Desk for assistance.

I look forward to seeing you at this year's Convention! If there are any questions regarding any information in this booklet, please do not hesitate to contact me at fatherhofer@gmail.com or at 516.221.2505. Additionally, feel free to contact the Diocesan staff members who are prepared to serve you.

2011 DIOCESAN CONVENTION SCHEDULE

Friday, November 11, 2011

12 Noon to 2 p.m.	Registration (Hotel Atrium)
2 p.m.	Convention Eucharist with Bishop's Address <i>Followed by a 15 minute break</i>
3:45 p.m.	Convention Convenes Organizing of Convention <i>Special Order #1 – Structure</i>
6:00 p.m. to 7:00 p.m.	Youth Presentation (location: Nassau/Suffolk)
7:00 p.m. to 7:30 p.m.	Reception
7:30 p.m. to 11 p.m.	Convention Dinner

Saturday, November 12, 2011

7:30 a.m.	Registration (Hotel Atrium)
8:30 a.m.	Morning Prayer with Bible Study Report on the Bishop's Address <i>Special Order #2 – Greenpoint/Williamsburg Ministry</i> <i>Special Order #3 – Camp DeWolfe</i>
10:45 a.m.	Break with <i>Coffee Service</i>
11 a.m.	<i>Special Order #4 – Denominational Health Plan Taskforce</i> Presentation of 2012 Ministry Plan and Adoption <i>Special Order #5 – Report on Haiti</i> Noonday Prayer
12:30 p.m.	Lunch
1:45 p.m.	Q & A with Bishop Provenzano <i>Special Order #6 – Episcopal Asiamerican Ministry Commission</i> <i>Special Order #7 – Episcopal Community Services</i> <i>Special Order #8 – George Mercer Jr. School of Theology</i> Honoring New Ministries and Anniversaries and Courtesy Resolutions
5 p.m. (approx.)	Convention Closes with Evening Prayer

***Meals can NOT be purchased at Convention**

NOMINATIONS FOR ELECTIVE OFFICE

(Biographical sketches are presented as provided by the nominees)

SECRETARY (until 2012)



The Very Rev. Christopher D. Hofer: Rector, St. Jude, Wantagh; Secretary of Convention; Diocesan Council and Departments; Dean, South Nassau Deanery; Secretary, Nassau Archdeaconry; General Convention and Provincial Synod Deputy (2009); Diocesan Anti-Racism & SHE/CAP Instructor; Transition Committee; Bishop Michael Retirement Committee Chair; Episcopal Urban Caucus; Vestry Retreat Leader; Guest Preacher; Clergy Leadership Project (Class 23); Wantagh Clergy Council President. Graduate of General Theological Seminary. Fr. Hofer was Marketing Director for United Ways in Akron and Canton, Ohio prior to ordination.

TREASURER (until 2012)



Ronald O. Cole: Communicant, St. Mark's, Islip and former Senior Warden; Treasurer, Episcopal Health Services and member of the Board of Managers since 1995; Diocesan Treasurer since 2007; retired Vice President, Bank of New York (Chase); graduate of Manhattan College 1976, and Stonier Graduate School of Banking (Rutgers) 1984; United States Navy; served in Viet Nam and awarded Bronze Star.

HISTORIOGRAPHER (until 2012)

Nominations to be taken from the floor

DIOCESAN COUNCIL (Two Clergy until 2014)

Additional nominations to be taken from the floor



The Rev. Karen Davis-Lawson: Priest-in-Charge of St. George's, Astoria. Mother Karen earned an M.Div. in 2009 from the General Theological Seminary. She also holds a bachelor's degree and a master's degree from Brooklyn College. Prior to seminary she worked in higher education and served on several university-wide advisory committees. This is her first time offering to serve on a diocesan committee.

DIOCESAN COUNCIL (Two Lay Persons until 2014)



Inez Miller Lambert: Communicant and Warden, St. Philip's, MacDonough Street. Inez is a member of the Women's Guild, the October Birthday Club, ECW, the Finance Committee, Hospitality, and the Dance Committee, and she is Chair of the Frederick Applewhite Scholarship Committee. She is a Brooklyn native and a retired Job Center Director at HRA.



Kyle Sabo: Kyle is a member of the Cathedral of the Incarnation's Council. He is serving his second year as its Warden and is finishing a term as Diocesan Historiographer. Since joining the Cathedral, he has founded the Book Club and served as an usher and a lector. He is finishing an MA in American History, is the buyer and manager of a copper and brass distributorship in Brooklyn, and resides in Levittown.

**THE STANDING COMMITTEE
(One Clergy until 2015)**



The Rev. E. Clare Nesmith: Currently serving as Priest-in-Charge, Christ Church, Babylon and Day School Chaplain at St. Peter's, Bay Shore. She has an M.Div. from GTS. Many know Mother Clare as Executive Director of Episcopal Charities, a position she held from Nov. 2007 through June 2011, and a ministry which has given her a broader understanding of the work of the diocese as a whole. She would be honored to use that knowledge as a member of the Standing Committee.



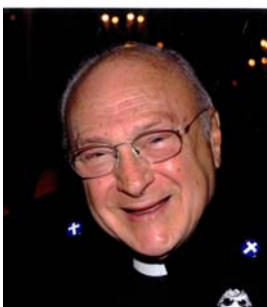
The Rev. Michael J. Ralph: Fr. Michael is the rector of St. Paul's Church in Glen Cove. A graduate of Houghton College, he received his M.Div. from Asbury Seminary and his Anglican formation at General Seminary. After serving parishes in the Diocese of Lexington, he and his family moved to Long Island in 2009. He has served on the Camp DeWolfe Board for the past two years.

**THE STANDING COMMITTEE
(One Lay Person until 2015)**



Christopher P. Wright: Member and Stewardship Chair, Church of St. Jude, Wantagh (former Warden, Treasurer, Vestry Member); Member, Standing Committee 2007-present. Previous Diocesan Service: Episcopal Community Services, Cathedral Chapter, Episcopal Health Services, Diocesan Review Committee, Dept. of Stewardship. Christopher is a graduate of Franciscan University (1987) and is a CPA employed as a Managing Director for a consulting and internal audit firm. He volunteers as a member of the Nassau Interim Finance Authority and as Chair of the Suffolk Make-a-Wish Foundation.

**THE BOARD OF MANAGERS OF CAMP DeWOLFE, INC.
(Two persons until 2014)**



The Rev. Cn. Domenic K. Ciannella: Priest-in-Charge of Emmanuel Church, Great River and senior priest of the Diocese; currently a member of the Board of Managers of Camp DeWolfe; past elected member of Diocesan Council. Canon Ciannella has a BA in philosophy from the College and an M.Div. from the School of Theology of the University of the South, Sewanee, Tennessee.



The Rev. Luke F. Fodor: Fr. Fodor, a Curate at St John’s, Cold Spring Harbor, is delighted to serve in his home diocese after graduating from Bexley Hall in May 2011. He worked for 7 years at the Episcopal Church Center in Manhattan, first serving in Young Adult Ministries before working for Episcopal Relief & Development, where he developed curricula for youth and camp programming. He has graduate degrees from New York University and Durham University in England.



Walter Fuller: Member, Christ Church, Manhasset. Mr. Fuller has served on the Board of Trustees of the Shore Line Trolley Museum in Connecticut for six years. He is supervisor of an in-house printing department, a position he has held for 37 years, where he is responsible for hiring, purchasing, delegating work and repair and modification to machines. He is also experienced in electrical, plumbing and carpentry.

**THE BOARD OF DIRECTORS OF EPISCOPAL CHARITIES OF LONG ISLAND, INC.
(Two Persons until 2014)**

Nominations to be taken from the floor

**THE BOARD OF TRUSTEES OF
THE GEORGE MERCER JR. MEMORIAL SCHOOL OF THEOLOGY
(Two Persons until 2014)**

Nominations to be taken from the floor

**THE TRUSTEES OF THE ESTATE
BELONGING TO THE DIOCESE OF LONG ISLAND, INC.
(Two Persons until 2015)**



John H. Andren, Jr.: Communicant, Eucharistic Minister, Lector, Vestryman (16 years), and Senior Warden (4 years) at St. Mark’s, Westhampton Beach. Diocese of Long Island: member and Treasurer, Trustees of the Estate; Chair, Finance Committee; General Convention Deputy 2009 and elected Deputy 2012. Past Trustee and Treasurer, Church Club of NY; Trustee, Episcopal Bible and Common Prayer Book Society; Trustee, Chair, and Investment Committee member of General Theological Seminary. Education: BA, Lehigh University; graduate work in finance, Rutgers and NYU.



Patricia Gallatin: Vestry member at Christ Church, Manhasset, where she facilitates a caregiver support group. Pattie served as a Trustee of the Estate this past year. She was an Executive Director at Verizon for 24 years and Executive Director of the Long Island Alzheimer’s Foundation for six years. In both, she had extensive managerial responsibilities. Ms. Gallatin has a bachelor’s from Princeton and a master’s from the University of Pennsylvania.

**THE BOARD OF DIRECTORS OF
EPISCOPAL COMMUNITY SERVICES
(Two Persons until 2014)**

Nominations to be taken from the floor

**THE DISCIPLINARY BOARD
(Two Clergy until 2014)**

Additional nominations to be taken from the floor



The Rev. Karen Davis-Lawson: Priest-in-Charge of St. George's, Astoria. Mother Karen earned an M.Div. in 2009 from the General Theological Seminary. She also holds a bachelor's degree and a master's degree from Brooklyn College. Prior to seminary she worked in higher education and served on several university-wide advisory committees. This is her first time offering to serve on a diocesan committee.

**THE DISCIPLINARY BOARD
(One Lay Person until 2014)**



Renée Turner Gregory: A Communicant and vestry member at St. Philip's, MacDonough Street, Renée also serves on the By-laws Committee and is Chair of the Stewardship Committee. She is a member of Community Board #3, serving as Chair of the Education Committee and the Delta Sigma Theta Sorority. She is an Assistant District Attorney at the Kings County DA's office.

Resolutions

Resolution #1

A Resolution of Support for Campus Ministry in the Diocese of Long Island

BE IT RESOLVED that the Episcopal Diocese of Long Island support **Long Island United Campus Ministries, Inc. (LIUCM)** through prayer, lay and ordained presence on the Boards of Directors of the ministries at specific campuses and through an initial gift of financial support (perhaps \$5000) through the Diocesan Budget or Episcopal Charities for the 2011-12 Academic Year.

Explanation:

-It is the position of The Episcopal Church, USA, that campus ministry is a place to explore questions of faith with peers in a context which invites questions and questioning;

-The Episcopal Diocese of Long Island is committed to support the formation of our young adults, whether in the parish or when they are resident in college or university; and

-Long Island United Campus Ministries, Inc. (LIUCM) is an ecumenical body in the Protestant tradition which was incorporated/formed in 1972 to establish and maintain ministries of study and action, to support communities of concern, and to contribute to the educational process in relationship with the institutions of higher learning in Nassau and Suffolk counties; and

-Long Island United Campus Ministries, Inc. presently maintains active ministries with ordained Campus Chaplains on the campuses of Hofstra University, the C.W. Post Campus of Long Island University, and the State University of New York at Stony Brook;

-Clergy, congregations and students of the diocese are involved in and support the Campus Ministries at C.W. Post, the State University of New York at Stony Brook and Hofstra.

*Respectfully submitted,
The Rev. Peter Casparian, Rector,
Christ Church, Oyster Bay
and member of the Board of Support,
LIUCM Chaplaincy at C.W. Post*

Resolution #2 Concerning Bullying and our Response

BE IT RESOLVED that the 145th Convention of the Diocese of Long Island urges parishes and congregations to identify types and instances of bullying that occurs within the congregation and also that is experienced by parishioners, and;

BE IT FURTHER RESOLVED that those in leadership are strongly urged to create and implement a zero tolerance policy towards bullying in their parishes and define strategies for resolving said conflicts, and;

BE IT FURTHER RESOLVED that congregations are asked to report to the Secretary of Convention by the 146th Convention of this Diocese as to the implementation and progress of this resolution.

Explanation: *Bullying can be defined as an aggressive behavior that manifests itself emotionally, verbally and/or physically. It happens in our schools, communities, and even churches. Bullying not only happens among children and young adults, but also amongst adults, as well as between adults and children. We believe that we are all created in the image of God and by our baptisms are called to “respect the dignity of every human being” (BCP, p.305); therefore, our congregations should strive to be safe places for all people.*

*Respectfully submitted,
Lordani Bonaventure, Nativity-Brooklyn
Emily Brennan, Grace-Massapequa
Darwin Damus, St. Bartholomew's
Miriam Ekeson, St. Gabriel's-Hollis
Joy Fearon, St. David's-Cambria Heights
Alyssa Ferdinand, St. Paul's-Flatbush
Shanice Gibbs, St. Thomas-Bushwick
Veronica Gibson, St. Margaret's-Plainview
Nia Grinage, St. Stephen & St. Martin's
Kalyssa Guadeloupe, St. Barnabas
Janae Headly, St. Luke & St. Matthew
Sydnee Henry, Nativity-Brooklyn
Kayla Hill, St. Mary's-Amityville
Kane Jacob, St. John's-Park Slope
Jason Kibirige, St. John's-Huntington
Zakiya Martin, St. David's-Cambria Heights
Christopher Ogunfowora, St. George's-Hempstead
Emily Scott, Cathedral of the Incarnation
Nadejeh Seon, St. Luke & St. Matthew
Bailey Sutton, Cathedral of the Incarnation
Myles Waithe, St. Stephen & St. Martin's
Yalina Walrond, St. Paul's-Flatbush
Madelyn Zayicek, St. Mark's-Westhampton Beach*

Resolution #3 Concerning Representation of Youth on Vestries or Bishop's Committees

BE IT RESOLVED that the 145th Convention of the Diocese of Long Island, encourages parishes and congregations of the Diocese to revise their by-laws to provide for a youth member of the Vestry or Bishop's Committee, who will have voice but no vote, and whose choosing will be determined by same Vestry or Bishop's Committee; and,

BE IT FURTHER RESOLVED that this same Convention strongly urges the Vestries and Bishop's Committees of this Diocese to provide regular and adequate time in their agendas to hear reports on and discuss the issues important to the youth of the parish or congregation; and,

BE IT FURTHER RESOVLED that the congregations of this Diocese are asked to report to the Secretary of Convention by the 146th Convention of this Diocese with the name, if any, of the youth member of the Vestry or Bishop's Committee, and what action, if any, was taken to provide time for said reporting.

Explanation: *Through Baptism, we are all made equal in the Church, the Body of Christ on earth. While we understand that the NY State Religious Corporations Law does prevent anyone under 18 from serving on a Vestry, it really does not mean that the voice of someone under 18 should not be heard. We understand that while we'll be part of the future church; we're also the present church and we have something worthwhile to contribute.*

For the purpose of this resolution:

*A **Youth** is defined as a person up to eighteen (18) years of age who is deemed capable of assuming the responsibility of such leadership in the parish or congregation.*

*Respectfully submitted,
Lordani Bonaventure, Nativity-Brooklyn
Emily Brennan, Grace-Massapequa
Rory Buckley, St. Mark's-Islip
Shem Cumberbatch, Saint Stephen's-Jamaica
Miriam Ekeson, St. Gabriel's-Hollis
Cole Ellenbogen, St. John's-Huntington
Joy Fearon, St. David's-Cambria Heights
Shanice Gibbs, St. Thomas-Bushwick
Veronica Gibson, St. Margaret's-Plainview
Nia Grinage, St. Stephen & St. Martin's
Kalyssa Guadeloupe, St. Barnabas
Janae Headly, St. Luke & St. Matthew
Sydney Henry, Nativity-Brooklyn
Emily Hoenscheid, St. Margaret's-Plainview
Jason Kibirige, St. John's-Huntington
Zakiya Martin, St. David's-Cambria Heights
DeMarlie Rochester, Trinity-St. John's
Emily Scott, Cathedral of the Incarnation
Nadejeh Seon, St. Luke & St. Matthew
Bailey Sutton, Cathedral of the Incarnation
Myles Waithe, St. Stephen & St. Martin's
Madelyn Zayicek, St. Mark's-Westhampton Beach*

Resolution #4
Concerning Representation of Youth on Diocesan Council

BE IT RESOLVED that the 145th Convention of the Diocese of Long Island directs the Committee on Canons to review how, and, if possible, develop a mechanism by which, the youth of this Diocese may be given representation through seat and voice on Diocesan Council, and;

BE IT FURTHER RESOLVED that this Convention strongly urges Diocesan Council to make provision for regular and adequate time in their agenda to hear reports on and discuss the issues important to the youth of this Diocese, and;

BE IT FURTHER RESOLVED that said Committee and Council report to the Secretary of Convention by the 146th Convention of this Diocese as to the progress and implementation of this resolution.

Explanation: *Through Baptism, we are all made equal in the Church, the Body of Christ on earth. While we understand that the NY State Religious Corporations Law does prevent anyone under 18 from serving on a Vestry, it really does not mean that the voice of someone under 18 should not be heard. We understand that while we'll be part of the future church; we're also the present church and we have something worthwhile to contribute.*

For the purpose of this resolution:

*A **Youth** is defined as a person up to eighteen (18) years of age who is deemed capable of assuming the responsibility of such leadership within the Diocese.*

*Respectfully submitted,
Dominique Arzu, St. Thomas-Bushwick
Lordani Bonaventure, Nativity-Brooklyn
Emily Brennan, Grace-Massapequa
Darwin Damus, St. Bartholomew's
Joy Fearon, St. David's-Cambria Heights
Alyssa Ferdinand, St. David's-Cambria Heights
Veronica Gibson, St. Margaret's-Plainview
Devian Griffith, St. Joseph's-Queens Village
Nia Grinage, St. Stephen & St. Martin's
Kalyssa Guadeloupe, St. Barnabas
Janae Headly, St. Luke & St. Matthew
Sydnee Henry, Nativity-Brooklyn
Kayla Hill, St. Mary's-Amityville
Aldon Howard, St. Gabriel's-Brooklyn
Jason Kibirige, St. John's-Huntington
John Lang, Caroline-Setauket
Andre Lawrence, St. James the Less
Zakiya Martin, St. David's-Cambria Heights
Emily Scott, Cathedral of the Incarnation
Nadejeh Seon, St. Luke & St. Matthew
Bailey Sutton, Cathedral of the Incarnation
Harry Vallon, Jr., St. Joseph's-Queens Village
Madelyn Zayicek, St. Mark's-Westhampton Beach*

Concerning 2012 Base Diocesan Minimum Compensation

Explanation: In accordance with past practice, based on the change, from July 2010 to July 2011, in the Consumer Price Index for Urban Wage Earners and Clerical Workers, as published by the US Bureau of Labor Statistics for the New York - Northern NJ - Long Island Region, the cost-of-living adjustment (COLA) for 2012 will be 3.78%. The base minimum starting cash salary has been adjusted accordingly.

BE IT RESOLVED that the Base Diocesan Minimum Compensation for 2012 be increased by a 3.78% Cost-of-Living Adjustment (COLA) in accordance with the following table; and

BASE DIOCESAN MINIMUM COMPENSATION PACKAGE

CATEGORY	RECTORS, INTERIMS, PRIESTS-IN-CHARGE	RECTORS, INTERIMS, PRIESTS-IN-CHARGE	CURATES	CURATES
	2012	2011	2012	2011
MINIMUM CASH SALARY	\$46,039	\$44,362	\$39,132	\$37,707
HOUSING ALLOWANCE (Where NO church housing is provided)	50% of Minimum Cash Salary (includes utilities)			
BASE SECA "Offset"(7.65% Of Salary & Housing Allowance Where Provided)	\$3,522	\$3,394	\$2,994	\$2,885
REIMBURSABLE AUTOMOBILE and TRAVEL RELATED EXPENSES	Reimbursement of automobile and business-related expenses is to be made under accountable expense reimbursement plans to be adopted by vestries in accordance with IRS criteria and the <i>Manual of Business Methods in Church Affairs</i> which has been the canonical standard in the Diocese of Long Island since 1997. Appropriate amounts are to be included in parish budgets.			
UTILITIES (Gas, Heat, Electric, Water and Telephone)	Congregations are to cover the cost of utilities in church provided housing. Where no church housing is provided, the 50% Housing Allowance above includes utilities.			
PENSION ASSESSMENT	18% of Total Base Compensation as defined by the Church Pension Fund			
LIFE INSURANCE (\$50,000 Group Term)	\$456.00 (This is <u>in addition to</u> the \$100,000 coverage provided at no cost by the Church Pension Fund to eligible active clergy)			
MEDICAL & DENTAL INSURANCE PREMIUMS	Ranges, depends on plans selected and number of dependents			
HOUSING EQUITY ACCOUNT	A <i>Housing Equity Account</i> is to be established for clergy living in church-provided housing using the RSVP product of the Church Pension Fund in accordance with a Standing Resolution of the Diocesan Convention. The annual amount to be contributed is 3% of the clergy's total compensation as defined by the Church Pension Fund.			
VACATION	One month (to include 5 Sundays) and the weeks following Christmas and Easter			
SABBATICAL LEAVE	6 weeks full base package for every 5 years of completed service (for the purpose of study, rest and/or travel)			
SPIRITUAL RETREAT, DIRECTION AND REFLECTION TIME	One week for an annual spiritual retreat; and one day per month for spiritual direction and reflection			
CONTINUING EDUCATION EXPENSE and LEAVE	\$750 and 6 days per year (in addition to vacation)			
SUPPLY CLERGY:	\$175.00 per service, plus reimbursement at the standard mileage rate established by the IRS for business mileage (TBD for 2012) OR Actual Cost if public transportation is used.			

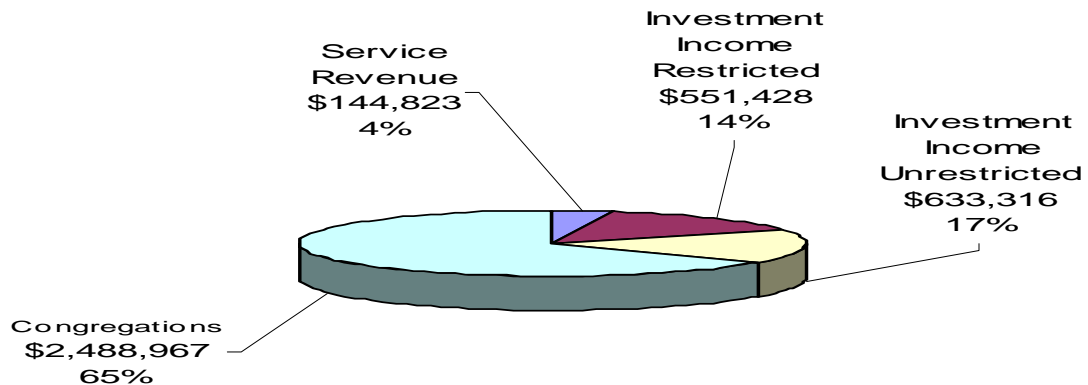
BE IT FURTHER RESOLVED, that the COLA increase be used as a guideline in annual compensation conversations with all continuing employees.

2012 Diocesan Ministry Plan

Introduction

The challenge in the 2012 Diocesan Ministry Plan given the difficult economic climate was how to do more with less. While the plan does not provide for new mission initiatives, it does present the opportunity to reflect on and celebrate what we have been able to accomplish: a fully-staffed and funded program for Diocesan Youth Ministry and Office of Communication Ministry. And also, while dioceses across the country have been forced to cut staff and program, we have been able to retain staff and maintain existing programs. We are grateful to our congregations for their generosity as they wrestle with fewer available resources.

Revenue



Resources for Diocesan ministry in 2012 will come primarily from three sources:

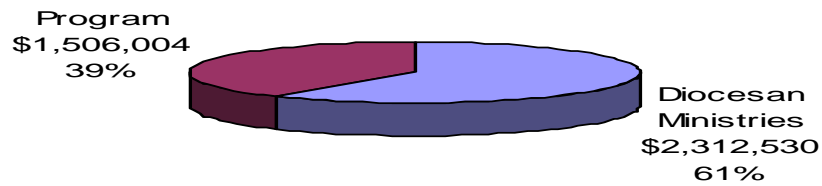
- Congregations
- Investment Income
- Service Revenue

The missions and parishes of the Diocese of Long Island voluntarily provide the majority of revenue that sustains our ministries and operations through their annual pledges. This represents the largest share of our income – 65% for 2012.

Investment Income from (1) restricted trust funds (whose uses are for specific purposes, e.g., support of the Episcopate, mission, maintenance, etc.); and (2) unrestricted funds managed by the Diocesan trustees, provide the second largest share; 14% and 17% respectively for 2012.

The Office of Finance and Administration also provides fee based accounting and administrative services to other Diocesan corporations which reflects the remaining 4% of income for 2012.

Expenses



Expenditures in 2012 can be summarized as follows:

- Program (39%)
- Diocesan Ministries (61%)

Program

Program Expense

Support to the Wider Church	\$547,036	36%
Provincial Synod Assessment	9,138	1%
Diocesan Missioners	296,242	20%
Ministry Development Support	130,000	9%
Diocesan Youth Ministry	152,502	10%
Office of Communication Ministry	209,086	14%
Retired Clergy/Surviving Spouse/Lay Support	80,000	5%
Millennium Development Goals	18,000	1%
General Convention Reserve (2012)	20,000	1%
Lambeth Conference Reserve (2018)	4,000	0%
Diocesan Sponsored Events	40,000	3%
Total Program Expense	\$1,506,004	100%

The diocese will in 2012, as in 2011, support the work of the wider Episcopal Church - nationally and globally – by accepting its full Asking. In addition, we will continue annual support of the work of **Province II** through payment of our full assessment.

Support for existing **Diocesan Missioners**¹ and congregations receiving **Ministry Development**² subsidies will continue for 2012 as in 2011.

In 2012, the allocation for **Diocesan Youth Ministry** includes administrative and programmatic support for the creation of a new student led Youth Council and the expenses related to new Diocesan formation programs for youth and young adults.

Anticipated ministry and formation programs are as follows:

- Diocesan Convention Youth Delegates Conference
- Formation/Training seminar for adults serving as youth educators and advisors
- Diocesan Mission Trip and Retreats for youth
- Young Adult Ministry – spiritual awareness and vocational reflection opportunities
- Day Schools Day at the Cathedral of the Incarnation
- Day Schools Baccalaureate/Commencement at Cathedral of the Incarnation
- Youth Council leadership training
- Diocesan Convocation (May 2012) Youth Programs

NOT included is youth travel to General Convention to be held in Indianapolis in 2012.

The **Office of Communication Ministry** will expand its support of mission and ministry through

- News and information emphasizing national, international and local interrelationships;
- Resources that deepen understanding and practice of the Christian faith;
- Creative multimedia tools that invite people into mission;
- Practical Internet and technology applications to enhance web sites and other electronic communications diocesan-wide; and
- Establishment of a collaborative comprehensive communication plan.

Retired Clergy/Surviving Spouse/Lay Support reflects continued support to retired clergy and surviving spouses with the provision of annual \$650 and \$250 grants, respectively, to help defray their medical expenses together with a \$5,000 life insurance policy (for retired clergy and lay).

In support of the **Millennium Development Goals (MDGs)**, the Diocese has, since September 2003 supported Jenny Coley, a missionary (soon to be ordained) engaged in a health ministry in the Anglican Church in Ghana. Support will continue throughout 2012.

In addition to our support for the work of the greater church, we also fund reserves to (1) cover the expenses of our Diocesan Deputation to the triennial **General**

¹ The Rev. John Merz (Greenpoint/Williamsburg Ministry, Brooklyn); the Rev. Modesto Mursuli (Hispanic Ministry at Iglesia de la Santa Cruz, Brooklyn); the Rev. Peter Lam (Chinese and Jubilee Ministry, Holy Spirit, Brooklyn) the Rev Joseph Pae and Deacon Connie Lorenz (Great Neck Episcopal Ministry) and the Rev. Robert Picken (Cathedral of the Incarnation).

² St. Paul's, Roosevelt (the Rev. Debra Bennett) and St. Boniface, Lindenhurst (the Rev. Steve Foster).

Convention occurring in 2012 in Indianapolis; and (2) cover our Bishop's participation at **Lambeth Conference**, which occurs every ten years (next in 2018).

And lastly, the category **Diocesan Sponsored Events** encompasses a myriad of expenses related to various events held throughout the year (e.g., Clergy Days, Chrism Mass, Retired Clergy events, Episcopal Day Schools Day at the Cathedral, etc.)

DIOCESAN MINISTRIES

The Bishop and Staff of the Diocese

This office supports the Bishop in his administrative responsibilities as well as pastoral ministries. This includes work related to the implementation of both Diocesan and General Convention initiatives and policies and support of the ecumenical initiatives and relationships within the Episcopal Church and Anglican Communion.

The plan covers the salary, benefits, auto and travel expenses for the Bishop and Canon to the Ordinary together with secretarial and administrative support (three existing positions) and allowances for expenses of the archdeacons, Chancellor and Chaplain to the Retired.

For 2012, \$33,000 has been included for Episcopal Assistance to allow the Bishop to engage support from bishops outside the diocese as needs arise.

Support Ministries for Parishes and Programs

The plan also covers the salary, benefits, auto and travel expenses for the Deputy for Finance and Administration together with accounting and administrative support (seven existing positions). (The plan provides for a pool of funds for the Bishop, in consultation with executive staff, to distribute as salary increases; there were no increases in staff salaries in 2010 or 2011.)

The day-to-day costs of operating the ministry of the diocesan office (telephone, postage, supplies, computers, office equipment, etc.) are included here together with the cost of the annual audit.

Expenses included in the plan also cover the salary and benefits of a building custodian, utilities, insurance and repairs and maintenance of Diocesan House.

In 2011, the responsibility for Central Maintenance (the department which maintains the buildings and grounds on the diocesan campus) shifted from the Cathedral to the Diocese. The additional expenses are being covered by unrestricted investment income.

The direct expenses of the diocese related to diocesan convention: reproduction and mailing of Pre-Convention and Diocesan Journals, hotel accommodations, transportation and meals for diocesan staff and guests, audio visual services and equipment leasing are also covered in this category.

Ministry Plan of the Diocese of Long Island

	2010 Full Year		Approved Budget		2011 Projection		2012 Proposed	
Revenue								
1	Congregations	2,432,116	82%	2,650,000	2,441,042	61%	2,488,967	65%
2	Investment Income	236,387	8%	243,234	925,736	23%	1,184,744	31%
3	Grants	20,000	1%		22,275	1%		
4	Service & other revenue	293,811	10%	599,548	588,483	15%	144,823	4%
5	Total Revenue	<u>2,982,314</u>	100%	<u>3,492,782</u>	<u>3,977,536</u>	100%	<u>3,818,534</u>	100%
Expenses								
	PROGRAM							
6	Support for the Wider Church	643,097		535,869	535,869		547,036	
7	General Convention (2012)			40,000	40,000		20,000	
8	Provincial Synod	6,854		6,854	8,224		9,138	
9	Lambeth Conference (2018)			8,000			4,000	
10	Retired Clergy/Surviving Spouse/Lay Support	81,814		88,000	82,560		80,000	
11	Diocesan Youth Ministry	88,715		142,310	134,310		152,502	
12	Office of Communication Ministry	189,438		190,000	218,629		209,086	
13	Millennium Development Goals	21,000		18,000	18,000		18,000	
14	Diocesan Missioners	150,609		140,800	404,544		296,242	
15	Ministry Development Support				171,676		130,000	
16	Other Ministry/Diocesan Sponsored Events	184,847		186,362	175,169		40,000	
17	Pass Through Grants	20,000			20,275			
18	Total Program	<u>1,386,374</u>	41%	<u>1,356,195</u>	<u>1,809,256</u>	45%	<u>1,506,004</u>	39%
	DIOCESAN MINISTRIES							
19	Bishop's salary & benefits	240,798		239,872	239,872		241,521	
20	Bishop's expenses	38,727		42,500	42,500		42,500	
21	Bishop's staff salaries & benefits	543,784		562,898	546,633		452,555	
22	Bishop's staff expenses	29,642		27,000	27,000		27,000	
23	Episcopal Assistance						33,000	
24	Other Expenses	60,641		56,000	22,450		27,500	
25	Subtotal	<u>913,592</u>		<u>928,270</u>	<u>878,455</u>		<u>824,076</u>	
26	Other Staff Salaries and Benefits	623,086		729,100	708,131		801,326	
27	Other Staff Travel and Related Expense	16,115		21,000	21,000		21,000	
28	Office Expenses	188,048		218,500	213,500		200,000	
29	Diocesan House Maintenance	116,971		117,500	117,500		120,000	
30	Central Maintenance Department	90,049		90,000	280,000		321,128	
31	Diocesan Convention	29,770		25,000	25,000		25,000	
32	Subtotal	<u>1,064,039</u>		<u>1,201,100</u>	<u>1,365,131</u>		<u>1,488,454</u>	
33	Total Diocesan Ministries	<u>1,977,631</u>	59%	<u>2,129,370</u>	<u>2,243,586</u>	55%	<u>2,312,530</u>	61%
34	Total Expenses	<u>3,364,005</u>	100%	<u>3,485,565</u>	<u>4,052,842</u>	100%	<u>3,818,534</u>	100%
35	REVENUE LESS EXPENSES	<u>(381,691)</u>		<u>7,217</u>	<u>(75,306)</u>		<u>0</u>	



The Diocese of Long Island

The Episcopal Church in
BROOKLYN ■ QUEENS ■ NASSAU ■ SUFFOLK

TO: All Clerical and Lay Delegates **DATE:** October 17, 2011
FROM: The Very Rev. Christopher D. Hofer, *Secretary of Convention*
**SUBJECT: Committee on Voter Qualifications (Rules of Order) Concerning
Qualifications of Delegates and Parishes to Vote at Diocesan Convention**

In accordance with the Rules of Order adopted in November 1995 the "Committee on Voter Qualifications shall examine all audit certificates, parochial reports, delegate certificates, Church Pension Fund assessments and the like in order to make recommendations to the Convention as to the right of any delegate or parish wishing to have a right to vote at Convention." The Committee "shall submit its reports to the Convention recommending the seating or rejection of each delegate or parish wishing to have the right to vote at convention to the extent such is permitted by the Canons of the Church or of this Diocese." (Rules of Order Part III, Rule 1(c) and Part IV, Rule 2(d).)

The Diocesan Canons provide the following with respect to:

Delegate Certificates: "The Secretary of the Convention shall prepare a list of Delegates, Alternates, and Youth Delegates and place it before the Convention on the first day of its meeting. Irregular or defective certificates and certificates and documents relating to contested seats shall be reported by the Secretary of the Convention when organized, for its action. He shall also read at this time the list of delinquent Churches, Congregations, and Missions reported to or by the Bishop under these Canons." (Title II, Canon 4, Section II(c).)

Parochial Reports: "Whenever any Parish, Congregation, or Mission shall be in default by more than sixty (60) days in filing the Parochial Report required by the National Canons and by this Canon, the Bishop shall report such Parish, Congregation, or Mission to the Convention and such Parish, Congregation, or Mission shall thereby forfeit its seat and right to vote of its elected Lay Delegates and Alternates to the Convention. Such right may be restored to a Parish, Congregation, or Mission, however, upon application to the Convention after filing all reports as to which it may be in default and on such terms as shall appear just." (Title V, Canon 2, Section III.)

Audits: "Whenever any Parish, Congregation, or Mission shall be in default in filing the certificate of audit, the Bishop or Ecclesiastical Authority shall report such Parish or Mission to the Convention, and such Parish or Mission shall thereby forfeit its seat and right to vote of its elected Lay Delegates and Alternates to the Convention. Such right may be restored, however, upon application to the Convention after filing all reports as to which it may be in default and upon such terms as shall appear just." (Title V, Canon 2, Section III.)

Accordingly, a list of delinquent delegate certificates, parochial reports and audits together with the Church Pension Fund's "Assessment Arrears Report" will be provided to the Committee on Voter Qualifications following which will make its recommendations at the opening of the Convention based on their examination of this material. ***Delegates are encouraged to ascertain that their congregations have complied with all the reporting requirements prior to coming to Convention.***

DELINQUENCIES
as of October 14, 2011

AN UPDATED VERSION WILL BE PROVIDED TO THE CONVENTION SECRETARY ON FRIDAY MORNING

DELEGATE CERTIFICATES

BROOKLYN
Calvary & St. Cyprian
Holy Apostles
St. Alban
St. Mark

QUEENS
Woodside, St. Paul's

NASSAU
Lynbrook, Christ Church
North Bellmore, St. Matthias'
Oceanside, St. Andrew's

SUFFOLK
Amagansett, St. Thomas'
Fishers Island, St. John's
Oakdale, St. John's
Saltaire, St. Andrew's

PAROCHIAL REPORTS

BROOKLYN
Calvary & St. Cyprian

QUEENS
College Point, St. Paul's
Queens Village, St. Joseph's

NASSAU
North Bellmore, St. Matthias'
Rockville Centre, Ascension
Westbury, Advent

SUFFOLK
Fishers Island, St. John's
Sag Harbor, Christ Church

AUDIT CERTIFICATES

BROOKLYN
Calvary & St. Cyprian's
Epiphany & St. Simon
Grace Church
Holy Apostles
Holy Spirit
Nativity
Redeemer
St. Bartholomew's
St. Gabriel's
St. John's (Ft. Hamilton)
St. Luke & St. Matthew
St. Paul's (Carroll Street)
St. Philip's (Dyker Heights)

QUEENS
Redeemer, Astoria
Cambria Heights, St. David's
College Point, St. Paul's
Jackson Heights, St. Mark's
Jamaica, Grace Church
Long Island City, All Saints'
Queens Village, St. Joseph's
Woodside, St. Paul's

NASSAU
Carle Place, St. Mary's
Farmingdale, St. Thomas
Glen Cove, St. Paul's
Great Neck, St. Joseph's (Korean)
Hempstead, St. George's
Hewlett, Trinity-St. John's
Hicksville, Holy Trinity
Long Beach, St. James
North Bellmore, St. Matthias
Oceanside, St. Andrew's
Oyster Bay, Christ Church
Westbury, Advent
Williston Park, Resurrection

SUFFOLK
Amagansett, St. Thomas
Amityville, St. Mary's
Bay Shore, St. Peter's
Brentwood, Christ Church
Bridgehampton, St. Ann's
Fishers Island, St. John's
Great River, Emmanuel
Huntington, St. John's
Lake Ronkonkoma, St. Mary's
Lindenhurst, St. Boniface
Mattituck, Redeemer
Oakdale, St. John's
Riverhead, Grace Church
Saltaire, St. Andrew's
Shelter Island, St. Mary's
Stony Brook, All Souls
Yaphank, St. Andrew's

PRIOR YEAR ARREARS

BROOKLYN	Audit	Parochial Report
Calvary & St. Cyprian	2009	
Holy Apostles	2009	
Holy Spirit	2009	
St. Bartholomew's	2008 & 2009	
St. Paul's (Flatbush)	2009	

NASSAU	Audit	Parochial Report
North Bellmore, St. Matthias	1999; 2001; 2002; 2004 through 2009	2004 through 2009
Oceanside, St. Andrew's	2009	

SUFFOLK	Audit	Parochial Report
Amagansett, St. Thomas	1999; 2000; 2001; 2003; 2004; 2005; 2009	
Amityville, St. Mary's	2009	
Brentwood, Christ Church	2009	
Fishers Island, St. John's	1999 through 2009	1999 through 2009
Oakdale, St. John's	2009	
Saltaire, St. Andrew's	1999 through 2009	1999 through 2005

QUEENS	Audit	Parochial Report
College Point, St. Paul's	2009	
Jackson Heights, St. Mark's	2009	
Woodside, St. Paul's	2009	

RULES OF ORDER OF THE CONVENTION OF THE DIOCESE OF LONG ISLAND

Part I. Matters Occurring Prior to the Convention.

RULE 1. Reports Presented to the Convention. All reports of Diocesan Corporations, Diocesan Institutions, Governing Boards, Committees, Officers, etc. to be presented to the Convention as required by the Diocesan Canons or otherwise shall be transmitted to the Secretary of the Convention not later than six (6) weeks prior to the date of the Convention in every year. The Secretary of the Convention shall cause the same to be reproduced and mailed to every Delegate to the Convention and all persons holding any office or trust under the Convention not less than two (2) weeks prior to the date of the Convention as part of the Pre-convention Journal.

RULE 2. Submission of Resolutions. All resolutions to be considered for action by the Convention must be submitted in writing to the Secretary of the Convention not later than four (4) weeks prior to the date of the Convention and must be signed by a Delegate to the Convention. On the expiration of the time for submitting resolutions to the Secretary of the Convention, the Secretary of the Convention by direction of the President of the Convention shall transmit to the Committee on Miscellaneous Business or such other appropriate Committee or Commission of Convention all resolutions submitted to the Secretary of the Convention after such date, but no such resolution shall be proposed for action by the Convention except upon a motion for the suspension of the Rules of Order duly passed.

Part II. General Regulations.

RULE 1. Admission to the Convention. The Bishops of the Church, Clergy from other Dioceses, Professors and Students of Theology in the Church, and all persons holding any office or trust under the Convention, if not members, shall be admitted to sittings of the Convention. Seats on the platform shall be occupied by officers of the Convention or their representatives, by Bishops, and by such other persons as by special vote of the Convention shall be so authorized.

RULE 2. Admission to the Convention During Balloting. No person, other than legally constituted Delegates to the Convention and all persons holding any office or trust under the Convention, or such persons as may be approved by the President as necessary to the immediate business of the Convention, shall be permitted to appear on the floor of the Convention during a period of balloting by the Convention for all elective offices.

RULE 3. Visitors and Other Observers. There may be an area of the Convention meeting room designated by the President for visitors and other observers. This area shall not be considered as a part of the Convention Floor.

RULE 4. Hours of Business. The hours of each day's session shall be as set forth in the Pre-convention Journal, unless otherwise ordered by the Convention by direction of the President. Each session shall begin and conclude with prayer.

RULE 5. Distribution of Printed Matter. No printed matter of any kind shall be distributed at the Convention or placed on the seats of Delegates except by the authority of the President of the Convention, but this prohibition shall not apply to the report of a Committee or Commission of Convention, or to any paper or other document presented to and accepted by the Convention or printed by its authority.

RULE 6. Unanimous Consent. By unanimous consent any action may be taken that is not in contravention of any provision of the Constitution or the Canons of the Church or the Diocese.

RULE 7. New Business. All new business introduced, except such as may accompany and form a part of the report of a Diocesan Corporation, Diocesan Institution, Governing Board, Committee, Officer, Committee, or Commission of Convention, shall be in writing and as a motion or resolution in complete form for adoption with the name of the mover appended. Such new business shall at once be referred to an appropriate Committee or Commission of Convention. It shall be the duty of such Committee or Commission to which such resolutions and motions have been referred to report them to the Convention in the order of their reference. Convention shall take action only on the report of such Committee or Commission unless the Convention shall otherwise order.

RULE 8. Suspension of Rules. Any Rule of Order may be suspended by the vote of not less than two thirds (2/3) of the Delegates present. Any new matter introduced during such suspension may be explained by the mover in a statement of not more than five minutes, but otherwise shall not be subject to debate or action until after report from the appropriate Committee or Commission of Convention.

RULE 9. Amendment of Rules of Order. No proposed amendment of the Rules of Order shall be considered by the Convention unless it shall have been printed in the Pre-convention Journal and mailed as provided in Part I, Rule 1 of these Rules of Order. If such amendment were adopted by a majority vote of the Convention, it shall lie over to consideration until the next annual Convention when, if again adopted by a majority vote, the Rules of Order shall be amended accordingly. If such amendment were adopted by unanimous vote of the Convention or by a two-thirds (2/3) vote of both Orders taken separately, the amendment shall take effect immediately.

Part III. Order of Business.

RULE 1. Organization for Business. At the opening of each Convention, the President shall take the chair after which the Order of Procedure shall be as follows:

(a) Roll Call Card. Every Delegate, Clerical or Lay, shall file with the Secretary of the Convention a record of attendance on a "Roll Call Card" to be supplied by the Secretary of the Convention so that the names of all present may be recorded in the Diocesan Journal.

(b) Determination of Quorum. In order for the Convention to conduct business, a quorum must be present. A quorum shall consist of at least sixty (60) Clergy entitled to vote in the Convention, and Lay Delegates from at least sixty (60) Parishes entitled to vote in the Convention. The Secretary of the Convention shall ascertain the presence of a quorum of Clergy of the Diocese and Parishes entitled to representation, and report this to the President of the Convention. If there be any irregular or defective certificates, and certificates and documents referring to contested seats, these shall be reported to the Convention, which shall decide on the admission of the Delegates named therein after submission of the report of the Committee on Voter Qualifications.

(c) Report of Committee on Voter Qualifications. The Secretary of Convention shall present the report of the Committee on Voter Qualifications.

(d) Order of Business. A quorum being present, the President shall declare the Convention organized for business, which shall proceed in the following order:

(i) Appointment of Parliamentarian. The President of Convention shall appoint a Parliamentarian for the good order of the Convention.

(ii) Appointments of Tellers of Elections. The President of Convention shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, Tellers of Elections (one Delegate each from the Clergy and Laity for each ballot box used). Upon direction of the President, the Secretary of Convention may appoint additional Delegate tellers to count the ballots who need not be Delegates to the Convention in order that the official tellers may not be obliged to absent themselves from the business of the Convention while the ballots are being counted.

(iii) Reading of Minutes. The minutes of the prior Convention as printed in the Diocesan Journal shall be read and approved, but the requirement to read such minutes may be dispensed with upon order of the Convention as directed by the President.

(iv) Unfinished Business. If the business of the Convention shall not have been completed on the first or any succeeding day of session, the first business on each succeeding day shall be the matter under consideration at the time of adjournment on the preceding day and thereafter the matters which were not reached on the preceding day, in the order prescribed in these Rules of Order.

(v) Reports of Diocesan Corporations and Diocesan Institutions.

- (A) The Standing Committee
- (B) The Diocesan Council
- (C) The Board of Managers of Camp DeWolfe
- (D) The Cathedral of the Incarnation
- (E) Episcopal Charities
- (F) The Mercer School of Theology
- (G) The Trustees of the Estate
- (H) Episcopal Health Services

(vi) Report of the Secretary of Convention. The Secretary of Convention shall report on communications received by him or her for the Convention, or on business unfinished at the last Convention. Introduction and reference shall be made to Committees on Miscellaneous Business or on Canons of any resolutions not in the Pre-convention Journal which are either (A) included in the report, printed and previously distributed, either of a Committee or Commission of the Convention, or (B) relating to or embodying a recommendation contained in the Bishop's Address.

(vii) Reports of Committees.

- (A) On Canons
- (B) On Miscellaneous Business
- (C) Other Committees and Commissions of the Convention
- (D) On Dispatch of Business
- (E) On the Bishop's Address (which shall be in order at any time after the Bishop's Address)

(viii) Report of Treasurer.

(ix) Elections as Required by Canon.

- (A) The Secretary of Convention
- (B) Assistant Secretary or Secretaries of Convention shall be nominated by the Secretary of Convention
- (C) The Treasurer of Convention

- (D) Assistant Treasurer or Treasurers of Convention shall be nominated by the Treasurer of Convention
- (E) The Historiographer
- (F) The Standing Committee
- (G) The Diocesan Council
- (H) The Board of Managers of Camp DeWolfe
- (I) The Cathedral of the Incarnation
- (J) Episcopal Charities
- (K) The Mercer School of Theology
- (L) The Trustees of the Estate
- (M) The Ecclesiastical Court
- (N) Delegates to Provincial Synod
- (O) Provisional Delegates to Provincial Synod
- (P) Delegates to the General Convention
- (Q) Provisional Delegates to General Convention
- (R) Family Consultation Service
- (S) Diocesan Review Committee

(x) Appointments to Diocesan Corporations and Institutions. The President shall appoint from members from the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to any Diocesan Corporation or institution as provided by the Canons of the Church or this Diocese.

(xi) Appointments to Committees. For the next meeting of the Annual Convention the President shall appoint from members of the Clergy Canonically Resident in the Diocese, and Laity domiciled in the Diocese, to the following Committees:

- (A) On Canons
- (B) On Dispatch of Business
- (C) On Miscellaneous Business

(xii) The Bishop's Address. The Bishop's Address shall be in order at any time.

(xiii) Reports of other Bishops. Reports of the Bishop Coadjutor and of the Bishop Suffragan and the Assistant Bishop if so requested by the Bishop.

(xiv) Resolutions and References and Motions.

(xv) The Holy Eucharist. The Holy Eucharist shall be in order at any time.

Part IV. Convention Committees.

RULE 1. Establishment of Convention Committees. To facilitate its work, the Convention may from time to time establish such committees with such duties as it may determine, and, unless otherwise stated, the President shall appoint members thereto, as provided in the following Rule 2.

RULE 2. Committees. There shall be the following Committees of Convention:

(a) Canons. The duties of the Committee on Canons are to consider and report on all matters appearing in the Pre-convention Journal or introducing in Convention referred to it by the Bishop. Its membership shall be four (4) Clerical Members, four (4) lay persons of the Diocese, and the Chancellor, ex officio, each member to serve for four (4)

years with one (1) Clerical Member and one (1) lay person to be appointed at each Annual Convention.

(b) Dispatch of Business. The duties of the Committee on the Dispatch of Business are to arrange and facilitate the manner of conducting the business of Convention. Such Committee shall always be entitled to the floor of Convention on business pertaining to that Committee. Its membership shall be the chairperson of the Committee on Canons, ex officio, the chairperson of the Committee on Miscellaneous Business, ex officio, the Chancellor, ex officio, the Secretary of Convention, ex officio, and nine (9) other persons appointed by the Bishop from the Clerical Members and Lay persons of the Diocese.

(c) Miscellaneous Business. The duties of the Committee on Miscellaneous Business are to consider and report on all matters appearing in the Pre-convention Journal or introduced in Convention referred to it by the Bishop. Such Committee shall receive and consider all resolutions except resolutions on matters coming under the purview of an appropriate Committee or Commission of Convention, and except resolutions of Committees accompanying Committee reports recommending action of the Convention. The Committee on Miscellaneous Business shall submit its report to the Convention recommending the adoption or rejection of each resolution proposed, or the adoption of any such resolution as amended or substituted by such Committee. A copy of the report of the Committee on Miscellaneous Business shall be mailed by the Secretary of the Convention to each Delegate as part of the Pre-convention Journal. Its membership shall be four (4) clerical members and four (4) lay persons of the Diocese, each to serve for four (4) years with one (1) clerical member and one (1) lay person to be appointed at each Annual Convention.

(d) On Voter Qualifications. The duties of the Committee on Voter Qualifications are to consider and report on all matters pertinent to the qualifications of Delegates and Parishes wishing to have the right to vote at Convention. Prior to the opening of Convention it shall examine all audit certificates, parochial reports, and delegate certificates, in order to make recommendations to the Convention as to the right of any Delegate or Parish wishing to have a right to vote at Convention. The Committee on Voter Qualifications shall submit its report to the Convention recommending the sealing or rejection of each Delegate or Parish wishing to have the right to vote at Convention to the extent such is permitted by the Canons of the Church or of this Diocese. Its membership shall be the chairperson of the Committee on Canons, the chairperson of the Committee on Miscellaneous Business, the chairperson of the Committee on Dispatch of Business, the Chancellor, the Secretary of Convention, and the Treasurer of Convention.

(e) Membership, Term and Vacancies. The term of office of each Committee member shall continue to the close of the Convention which shall sit in the members' last year of service, and thereupon the successor's term shall begin. The Bishop shall fill by appointment any vacancy in any Committee caused by resignation, death, or inability to act.

Part V. Decorum and Debate.

RULE 1. Robert's Rules. Except when in conflict with the Constitution or Canons of the Church or of this Diocese or any Rule of Order herein contained, the latest edition of "Robert's Rules of Order" shall govern the interpretation of these Rules of Order and the procedure to follow.

RULE 2. Resolutions to be Seconded and in Writing. No resolution shall be considered as before Convention unless seconded and reduced to writing and signed by the mover, whose name shall be entered in the Diocesan Journal.

RULE 3. Order of Amendments. All amendments shall be considered in the order in which they are received. When a proposed amendment is under consideration, a motion to amend the same may be made.

RULE 4. Withdrawal of Motion or Resolution. The mover may withdraw a motion or resolution at any time before decision or amendment, in which case it shall not be entered upon the Minutes.

RULE 5. Respect for President and Scope of Debate. When any Delegate is about to speak, he or she shall, with due respect, address himself or herself to the President, and in speaking confine himself or herself to the point in debate.

RULE 6. Limit on Debate. No Delegate shall speak more than twice in the same debate without leave of the Convention (except the mover, who is entitled to reply).

RULE 7. Transgression of Rules. If any Delegate in speaking or action transgresses the Rules of Order of the Convention, the President shall call him or her to order, and he or she shall immediately take his or her seat, unless permitted by the Convention to explain or proceed in order.

RULE 8. Motion, Debate, Vote, Priority. The following motions shall have priority in order listed. The mover cannot interrupt a Delegate who has the floor, he or she must be recognized, and the motion must be seconded.

- (a) To Adjourn or to Recess - not debatable, majority vote
- (b) To Lay on the Table or to Table - not debatable, majority vote
- (c) To Move the Previous Question, or Limit or Extend Debate - not debatable, amendable as to time if specified, two thirds (2/3) vote
- (d) To Postpone to a Time Certain - debatable, amendable, majority vote
- (e) To Commit or Recommit to a Committee - debatable, amendable, majority vote
- (f) To Amend or to Substitute - debatable, amendable, majority vote
- (g) To Postpone Indefinitely - debatable, not amendable, majority vote
- (h) To Suspend the Rules or Take up Business Out of Order - not debatable, two thirds (2/3) vote
- (i) To Divide the Question - not debatable, majority vote
- (j) To Reconsider - must be made on the day the vote is taken, may not be reconsidered more than once, must be moved and seconded by ones who voted in the majority on the first decision, debatable, two thirds (2/3) vote

RULE 9. Balanced Budget. No motion to amend the budget shall be entertained that would cause the budget to be out of balance with known pledges and estimated other receipts unless there is included in the motion to amend a provision for maintaining a budget balanced against known pledges and estimated other receipts. Such motion shall be in writing.

Part VI. Committee of the Whole.

RULE 1. Committee of the Whole. Whenever so ordered, the Convention may go into Committee of the Whole for the consideration of any matter. The President shall designate some member of the Convention to act as Chairperson of the Committee of the Whole, which, when in session, shall be governed by these rules as adapted by the Chairperson, subject to appeal to the Committee, and also to the following provisions:

- (a) Motion to Rise. A motion to rise and to report to the Convention, with or without request for leave to sit again, may be made at any time, and shall take precedence

of all other motions, and shall be decided without debate. No such motion once made shall be renewed until further proceeding shall have been had in the Committee of the Whole.

(b) Motion to Vote at a Designated Time. A motion that a vote upon any pending proposition shall be taken at some designated time may be made and be disposed of without debate at any time, but as before provided a motion to report to the Convention shall take precedence.

(a) Motion to Lay on the Table. No motion to lay on the table shall be entertained.

RULE 2. Motion for Committee of the Whole to Sit Again. No debate shall be allowed in the Convention of any motion to permit the Committee of the Whole to sit again. Requests for such permission shall take precedence of all other business, and the motion thereof shall be put to vote immediately without reference.

Part VII. Elections and Voting.

RULE 1. Voting of Members. Every Delegate to Convention present shall vote whenever a question is put, unless excused by the Convention. The votes shall be taken by ayes and nays.

RULE 2. Voting by Convention. In all elections other than a vote by Orders, a simple majority of votes shall be necessary for election, with a majority of Delegates voting. In the event that more candidates receive a majority than there are offices to be filled, those candidates receiving the highest majorities shall be declared elected to each office. In each case, additional ballots shall be taken if needed until the offices in question are filled. The Secretary of the Convention, assisted by tellers appointed by the President of the Convention, shall have charge of the counting of the ballots. Defective and blank ballots are invalid. A ballot cast for less than the number of offices or seats to be filled shall not be deemed to be defective. After the ballots have been given to the voters, the Convention at the request of any Delegate may vote to take a five-minute recess before casting the ballot.

RULE 3. Vote by Orders. A vote by Orders shall always be taken whenever required by the Constitution or Canons of the Church or of the Diocese. A vote by Orders may also be called for by ten (10) Delegates to Convention. In all stated elections where a vote by Orders is required, a concurrent majority of both clerical and lay votes shall be necessary for election, with a majority of both Orders voting. In the event that more candidates receive a majority in both Orders than there are offices to be filled, those candidates receiving the highest concurrent majorities shall be declared elected to each office.

RULE 4. Vote by Certain Officers. The Convention Secretary, Diocesan Treasurer, Diocesan Chancellor, and Diocesan Registrar, whether clergy or lay, elected or appointed, shall be entitled to vote at all Convention elections and on all questions put to Convention.

2011 CONVENTION EXHIBITORS

Altar Guild

Diocese of Long Island

Contact: Peg Ripton
242-31 51st Street
Douglaston, NY 11362
Tel.: 718-229-9120
email: ceilid1@verizon.net

Bishop W. MacLean Episcopal Nursing Home and Rehabilitation Center

Contact: Donya Dixon
17-11 Brookhaven Avenue
Far Rockaway, NY 11691
Tel.: 718-869-8034
email: ddixon@ehs.org

Camp DeWolfe

Contact: Matthew Tees
Northside Road, P.O. Box 487
Wading River, NY 11792
Tel.: 631-929-4325
email: mtees@campdewolfe.org

Caring for the Caregiver

Contact: Robert Schief
220 Berry Hill Road
Syosset, NY 11791
Tel: 516-921-0755
Email: stbedes@aol.com

Church Pension Group

Contact: Paul Calio
445 Fifth Avenue
New York, NY 10016
Tel.: 800-223-6602
Email: pcalio@cpq.org

CM Almy

Contact: Bill St. John
P.O. Box 2644
Greenwich, CT 06836
Tel.: 203-552-7600
email: BSTJohn@almy.com

Diocese of Long Island Communication Ministry

Contact: The Rev. John McGinty
36 Cathedral Avenue
Garden City, NY 11530
Tel.: 516-248-4800, ext. 50
email: jmcginty@dioceseli.org

Eastern Farm Workers Association

Contact: Joel Biddle
58 Beaver Dam Road
Bellport, NY 11713
Tel: 631-286-8004

Empire State Pride Agenda

Contact: Joanna Solmonsohn
16 West 22nd Street
New York, NY 10010
Tel: 917 522-3413
Email:
jsolmonsohn@prideagenda.org

Episcopal Charities of Long Island

Contacts: Nancy Kennelly
36 Cathedral Avenue
Garden City, NY 11530
Tel.: 516-248-4800, ext.19
email: nkennelly@dioceseli.org

Episcopal Church Women

Contact: June Gerbracht
3155 Hickory Street
Wantagh, NY 11793
Tel.: 516-785-5807
email:
junegerbracht@gmail.com

Episcopal Community Services

Diocese of Long Island
Contact: The Rev. Charles McCarron
36 Cathedral Avenue
Garden City, NY 11530
Tel.: 516-248-4800, ext. 22
email:
cmccarron@ecslongisland.net

Episcopal Relief & Development

Contact: Gail Madden
P.O. Box 398
Laurel, NY 11948
Tel.: 631-298-8831
email: okeanos@optonline.net

Episcopal Response to AIDS

Contact: P Wayne Mahlke
1047 Amsterdam Avenue
New York, NY 10025
Tel: 718-426-2267
email: pwmahlke@gmail.com

General Theological Seminary/

Contact: William C. Webster
440 West 21st Street
New York, NY 10011
Tel.: 212-243-5150
email: webster@gts.edu

George Mercer School of Theology

Contact: The Very Rev. David Lowry
65 Fourth Street
Garden City, NY 11530
Tel. 516-248-4800, ext. 40
email:
deanlowry@dioceseli.org

George Mercer School Library

Contact: Charles Egleston
65 Fourth Street
Garden City, NY 11530
Tel.: 516-248-4800, ext. 37
email:
cegleston@dioceseli.org

Journeys Unlimited, Inc.

Contact: Nick Mancino
494 8th Avenue, Suite 2200
New York, NY 10001
Tel.: 212-594-8787
email:
nmancino@groupist.com

Long Island Episcopal Cursillo

Contact: Jane Turner
385 Cedar Ave
Islip, NY 11751
Tel.: 631-224-4087
email: janeturner13@gmail.com

**Nassau Assembly of the
Brotherhood of St. Andrew**

Contact: Brother Charles Harewood
487 N. Brookside Ave
Freeport, NY 11520
Tel.: 516-546-3609
email: cldochare@aol.com

**New Millennium Development
Service, Inc**

Contact: Tonya Lewis
1840 Wisteria Circle
Bellport, NY 11713
Tel: 516-223-3855
Email:
nwmillennium@optonline.net

St. John's Episcopal Hospital

Contact: Penny Chin
327 Beach 19th Street
Far Rockaway, NY 11691
Tel.: 718-869-7750
email: pchin@ehs.org

**St. Margaret's Episcopal
Church & Cemetery**

Contact: Edith Alfieri
1000 Washington Avenue
Plainview, NY 11803
Tel.: 516-692-5267
email:
stmargchurch@optonline.net

Seamen's Church Institute

Contact: Susannah Skiver
241 Water Street
New York, NY 10038
Tel.: 212-349-9090, ext. 245
email:
sskiver@seamenschurch.org

**Society of St. Francis
1st & 3rd Order
Little Portion Friary**

Contact:
The Very Rev. Richard Simpson
c/o St. Mark's Church
754 Montauk Highway
Islip, NY 11751
Tel.: 631-581-4950
email: ricktssf@optonline.net

Trevor Floyd & Company

Contact: Trevor Floyd
42 Wantage School Road
Sussex, NJ 07461
Tel: 973 919 4673
Email:
trevor@trevorfloyd.com

**Trinity-St. John's Church &
Cemetery**

Contact: Nancy Inaba
1142 Broadway
Hewlett, NY 11557
Tel: 516-374-1415
email: octtrinity@optonline.net

United Thank Offering

Contact: Vernese Smith
227-40 109th Avenue
Queens Village, NY 11429
Tel: (718) 217-9466
Email: vernese_s@yahoo.com

Directives

On the inside of the back cover of this document is a schematic of the Convention Hall at the Melville Marriott Hotel.

Seating

This diagram shows the location of the seating for delegates and visitors. Delegates will sit at tables marked “D” and Visitors will sit in theatre style seats in the back of the room. Delegates and Visitors must have a name tag visibly displayed around their neck. **NO ONE without a name tag will be permitted in the Convention Hall.** Only voting Delegates are permitted to sit in the “delegate” section of the Hall; Visitors are to sit in the rear of the Hall. Please adhere to this directive so that there will be adequate seating for all voting delegates.

Voting Procedure

Tellers of Convention will have a label on the back of their name tag designating the station at which they will be working.

Delegates are to vote at the station designated with the first letter of your last name.

In the front of the Convention Hall are 3 clerical teller stations. Clergy are divided alphabetically by last name; therefore, Father Smith will register his vote at teller station – Clergy N–Z.

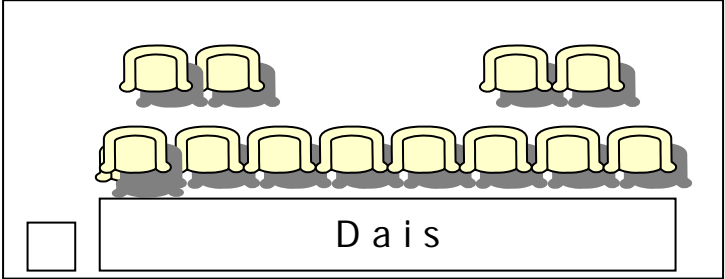
Located in the rear of the delegate seating section are 6 lay delegate teller stations. Lay Delegates are divided alphabetically by last name; therefore, Susie Small will register her vote at teller station – Lay P-S.

All nominations will be reviewed on the floor of Convention and at this time all nominations from the floor will be accepted. Once you are given the directive to cast your ballot please proceed to your designated teller station and register your vote.

CONVENTION HALL SCHEMATIC

Large Screen

Large Screen

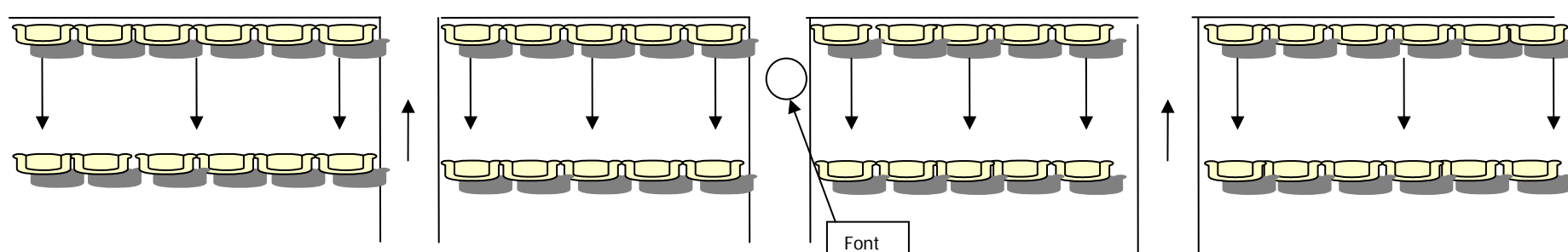
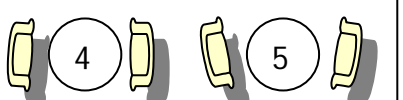
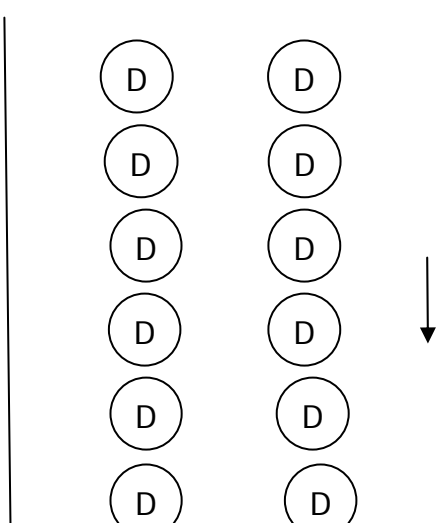
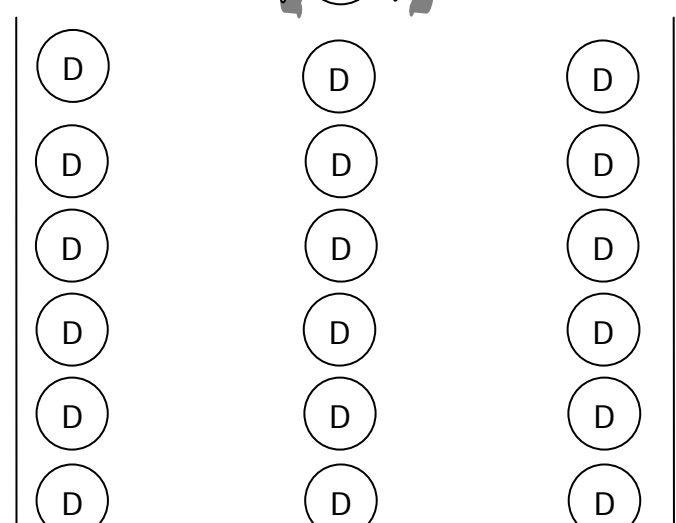
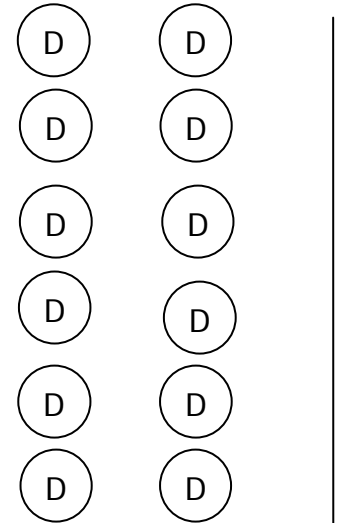
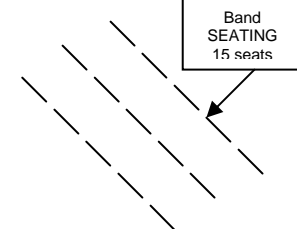
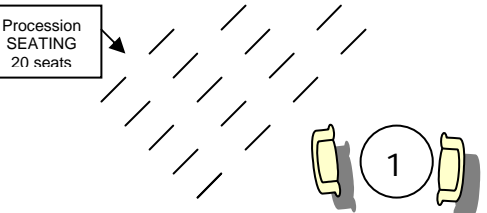


Procession SEATING
20 seats

Band SEATING
15 seats

Delegate Seating

Visitor Seating



Clergy Teller Stations – 1, 2 & 3
Lay Teller Stations – 4, 5, 6, 7, 8, & 9

Table with Extra Handouts