



THE EPISCOPAL DIOCESE OF TEXAS

CLERGY MANUAL

Revised
October 2010

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THE DIOCESE OF TEXAS

DIOCESAN MISSION

We are one Church reconciled by Jesus Christ, empowered by the Holy Spirit, called by God through worship, witness and ministry, building the Kingdom of God together.

Somos Una Iglesia reconciliada por Jesucristo, autorizados por el Espiritu Santo, llamados por Dios por adoración, testigo y ministerio, construyendo el Reino de Dios juntos.

CORE VALUES

Grounded in our response to the Baptismal Covenant and Great Commission, the Churches, Schools and Institutions of the Episcopal Diocese of Texas passionately hold these values:

- Missionary Emphasis
Making Jesus Christ known with a missionary spirit that honors our heritage of growth and expansion
- Education and Leadership
Forming disciples, both lay and clergy, to be effective agents of transformation
- Meeting Human Needs
Bringing the love of Christ to a hurting world
- Responsive Stewardship
Caring for and dedication of our abundant resources to support the mission of the Church
- Excellence
Setting a standard for ministry driven by miraculous expectation

DIOCESAN BELIEFS

May the Lord be with you. This is a brief introduction to our life and faith. We live out these core beliefs through:

- Worship and parish programs
- Reaching out to the community
- Sharing our story with others
- Seeking God's love together in study and prayer
- Giving of our means and talents to the greater purpose of God's work

DIOCESAN VISION

As followers of Jesus Christ, we are One Church within the Anglican Communion and The Episcopal Church. All are sought and embraced in worship, mission and ministry in a spirit of mutual love and respect.

Como seguidores de Jesucristo, somos Una Iglesia dentro de la Communion Anglicana y la Iglesia Episcopal. Todos son llamados y abrazados en adoración, misión y ministerio en un espíritu de amor y respeto mutuo.

We are:

- **Youthful:** Our congregations and institutions are continually renewed and revitalized through the infusion and inclusion of younger members. Children, youth, young adults, their friends and families, find in our diocese significant and engaging programs and ministries that inspire, inform and support them on their Christian journey.
- **Multicultural:** Our diocese is enriched through intentional efforts to reflect the communities in which we live. People of diverse ethnic, cultural and socioeconomic backgrounds find respect, dignity and opportunity in the life and ministry of the church.
- **Forming and Growing:** Those seeking a deeper relationship with Jesus are nurtured and equipped to share the love of Christ in the world. They find lifelong opportunities for spiritual formation and servant leadership grounded in scripture and our historic catholic faith.
- **Reaching Out to Serve:** Those who serve and are served are transformed. People who are in need and who struggle, find hope, care and restoration through the outreach and justice ministries provided by the people of the Episcopal Diocese of Texas.
- **One Church:** We are a united, vibrant, healthy and growing community of faith. The world will recognize us as Jesus' disciples because we love one another as Christ loves us.

REGIONS

The Diocese of Texas is divided into three regions. Oversight is provided to the congregations in the respective region by means of the regional executive.

South Region
Convocations

East Region
Convocations

West Region
Convocations

East Harris
Galveston
West Harris

Northeast
San Jacinto
Southeast

Austin
Central
Northwest
Southwest

REGIONAL EXECUTIVES

The Rt. Rev. C. Andrew Doyle South Region
The Diocesan Center
1225 Texas Avenue, Houston, TX 77098
713-520-6444; 800-318-4452
E-mail: adoyle@epicenter.org
Bishop's Blog: <http://texasbishop.blogspot.com>
Bishop on Facebook: <http://www.facebook.com/c.andrew.doyle>
Bishop on Twitter: <http://twitter.com/TexasBishop>

The Rt. Rev. Rayford B. High, Jr. East Region
Diocesan Office
2695 S. Southwest Loop 323, Tyler, TX 75701
903-579-6012; 888-579-6012
E-mail: rhigh@epicenter.org

The Rt. Rev. Dena A. Harrison West Region
The Diocesan Center
P. O. Box 2247; Austin, TX 78768
512-478-0580; 800-947-0580
E-mail: dharrison@epicenter.org

DIOCESE OF TEXAS MINISTRIES

Please follow the link to the Diocese of Texas website to find a descriptive list of the various Boards, Committees and Institution and other organizations with contact information:

<http://www.epicenter.org>

Beginning with the One Hundred Sixty-second Annual Council (February 2011), Volumes I and II of the Diocese of Texas will be published on the diocesan website: www.epicenter.org.

Please see Volume II for a listing of BOARDS, COMMITTEES AND INSTITUTIONS.

DIOCESAN STAFF AND FUNCTIONS

Bishop Diocesan's Office, Houston

The Rt. Rev. C. Andrew Doyle, Bishop of Texas

Bishop Doyle is the Regional Bishop of the South Region of the Diocese, having pastoral oversight of congregations in the East Harris, Galveston, West Harris convocations.

The Houston Office is located at The Diocesan Center, 1225 Texas Avenue, Houston, TX 77002. 713-520-6444 or 800-318-4452 email: adoyle@epicenter.org

Bishop Diocesan's Office Staff, Houston

Canon to the Ordinary - *The Rev. Canon Ann D. Normand*

Canon Normand assists the bishop diocesan with administration, legal matters, and coordination of the diocesan program staff. She is the Diocesan Deployment Officer, oversees response to sexual misconduct allegations, coordinates Safe Church Ministry, and oversees clergy and lay licensing, the Worship Commission and Diocesan Schools. *email: anormand@epicenter.org*

Stephanie E. Taylor, Executive Assistant to the Bishop *email: staylor@epicenter.org*
Information about Institutions of the Diocese; general assistance for the Bishop's Office

Patricia Gilbreath, Administrative Assistant *email: pgilbreath@epicenter.org*
Information about clergy licensing.

Alice Kerr, Administrative Assistant *email: akerr@epicenter.org*
Recorder of Ordinations reports official changes to the Church Pension Group including Letters Dimissory (change of canonical residence within ECUSA and the Anglican Communion), new ordinations or receptions, etc.

Rebecca Sweitzer, Visitation Coordinator *email: rsweitzer@epicenter.org*
Coordinates the confirmation visitation schedule for all bishops.

Laura Krustchinsky, Receptionist, The Diocesan Center *email: lkrustchinsky@epicenter.org*
Responsible for diocesan master calendar. All dates for convocational or diocesan-wide meetings and events must be cleared with the office to be added on the master calendar. It is suggested that churches check the master calendar before scheduling major events to avoid conflicts. The diocesan calendar is kept three years in advance.

Secretary of the Diocese - *The Rev. Canon John A. Logan, Jr.*

Canon Logan (Canon Emeritus) serves as the secretary of the diocese, compiling Volumes I and II of the Journal. He also serves as Secretary of the Executive Board.

Email: Jal4444@epicenter.org

Bishop Suffragan's Office, Tyler - *The Rt. Rev. Rayford B. High, Jr.*, Bishop Suffragan

Bishop High is the Regional Bishop of the East Region of the Diocese, having pastoral oversight of congregations in the Northeast, San Jacinto, and Southeast convocations.

As the Executive for Pastoral Ministries, he oversees the following ministries: Deaf Ministries, Renewal Ministries, Episcopal Church Women, Daughters of the King, Brotherhood of St.

Andrew, Recovery Ministries, HIV/AIDS Ministry, Bioethics Committee, Criminal Justice Task

Force, Chaplains to the Retired, and Wider Ministries. (Ecumenical and Interfaith). He is the Chairman of the Board to St. James' House, Baytown, St. Vincent's House, Galveston and the William Temple Center, Galveston. *The Tyler Diocesan Center is located on the campus of All Saints' School, 2695 S. Southwest Loop 323, Tyler, TX 75701. 903-579-6012 or 888-579-5012.*

Email: rhigh@epicenter.org

Martha Harvey, Executive Assistant

email: mharvey@epicenter.org

Bishop Suffragan's Office, Austin - *The Rt. Rev. Dena A. Harrison*, Bishop Suffragan *Bishop Harrison* is the Regional Bishop for the West Region, having pastoral oversight of congregations in the Austin, Central, Southwest, and Northwest convocations. As Executive for Ministry, she oversees the Commission on Ministry, Diocesan Camps, Diocesan Single Adults, World Mission and Campus Ministries. She is the Bishop's Liaison to St. Luke's Episcopal Health System, St. Stephen's Episcopal School, The Episcopal Theological Seminary of the Southwest, and El Buen Samaritano. *The Austin Diocesan Center is located on the campus of the Seminary of the Southwest. Mailing address is P. O. Box 2247, Austin, TX 78768*

512-478-0580 or 800-947-0580

email: dharrison@epicenter.org

Denise Trevino, Executive Assistant

email: dtrevino@epicenter.org

Ana G. May, Assistant to the Commission on Ministry

email: agmay@epicenter.org

BISHOP'S PROGRAM STAFF

The Rt. Rev. C. Andrew Doyle

The Rev. Canon Ann D. Normand

Until December 31, 2010

Diocesan Christian Formation Missioner - *Janie Stevens*

Available for consultation on matters of Christian Formation such as curriculum, video, conferences, and teacher training for all ages. She maintains diocesan Christian Education Resource Centers in Houston, Austin, and Tyler and holds curriculum fairs, teacher training and Christian Formation events throughout the year. Email: jstevens@epicenter.org

Erin McClure - Administrative Assistant

email: emcclure@epicenter.org

Until December 31, 2010

Diocesan Youth & Young Adult Ministry Consultant – *Ewart Jones*

Trains youth workers, provides a clearinghouse for youth event information (diocesan, provincial and national), plans and implements diocesan youth events, administers any available scholarship assistance for youth to participate in youth activities, serves as a speaker for youth and church-wide events, and assists with development of congregational EYC programs.

Erin McClure, Administrative Assistant

email: emcclure@epicenter.org

To Be Announced January 1, 2011

Canon for Lifelong Christian Formation

The position of Canon for Lifelong Christian Formation is newly created, in response to the vision of the people of the Diocese of Texas. The target date of hire is January 1, 2011. The Canon will serve as an ambassador for Christ, for our churches and people, for the Diocese and for the Bishop of Texas. The Canon will work and lead throughout the Diocese and beyond, pouring energy and vision into the vital work of formation, from the cradle to the grave.

Director of Leadership Development - Mary MacGregor

Primary resource person for the oversight of the Iona Center of the Diocese of Texas. The Center's purpose is equipping the ministry of the baptized in the tradition of St. Columba. Mary also coordinates the ministry of diocesan congregational consultants.

Email: mary9@epicenter.org

Julie Russo-Heath, Administrative Assistant

email: julieheath@epicenter.org

Congregational Development Coordinator - Robert Schorr

Coordinates congregational development support, including visioning and long-range strategic planning and development. Works through The Iona Center to offer various programming.

Email: bschorr@epicenter.org

Rebecca Nelson-Gomez, Administrative Assistant

email: rnelson-gomez@epicenter.org

Diocesan Outreach Coordinator - Sally Rutherford

Resource and referral information for networking congregational outreach programs in the diocese for human and social needs ministries. Coordinates the Episcopal Community Outreach Network grant program, which is available to local congregations and/or convocations.

Email: sbrutherford@epicenter.org

President of Camp Allen Conference & Retreat Center - George Dehan

Leads in fulfilling the mission of offering quality programs and Christian hospitality to the thousands of guests and campers that come to the facility annually. The job of fulfilling that mission is to work within a \$5 million budget while creating a strategy to increase awareness of the summer camp, adult education, giving opportunities and ecological programs available to Camp Allen. Email: georged@campallen.org

Camp Allen is located at 18800 FM 362, Navasota, TX 77868 936-825-7175

Mission Funding Coordinator - Kathy Culmer

Oversees the process of reviewing ministries supported through the Mission Budget, coordinates the effort to provide information to congregations about these ministries, and provides education to churches and individuals on Mission Funding.

Email: kculmer@epicenter.org

Archdeacon – The Venerable Russell “Russ” H. Oechsel

Serves as advocate, convener, chaplain, a source for pastoral care, and as the liaison to the diocese for the community of deacons.

Email: roechsel@epicenter.org

Safe Church Minister – The Reverend Cecilia B. Smith

Responsible for administering Safeguarding God's Children and Safeguarding God's People. She also serves as Coordinator for Diocesan Council.

Email: csmith@epicenter.org

Marty Brickley, Administrative Assistant

email: mbrickley@epicenter.org

Office is located at The Diocesan Center in Austin: 512-478-0580 or 800-947-0580

P. O. Box 2247, Austin, Texas 78768

FINANCIAL SERVICES

Treasurer and Chief Financial Officer - *Robert J. Biehl, CPA*

Resource person for church finance, budgeting, administration, employment issues, and property and casualty insurance. Responsible for administering Diocesan and Missionary budgets as approved by Council. Serves as a member of the Executive Board and the The Bishop Quin Foundation. Email: rbiehl@epicenter.org

Rochelle Childers, Administrative Assistant

email: rchilders@epicenter.org

Controller – *Allison McCloskey, CPA*

Responsible for diocesan assessment and commitment payments. Administers diocesan operating and missionary budgets. Resource person for questions related to charitable contributions, clergy discretionary funds and clergy compensation (including housing allowance issues and social security calculations and payments). Provides assistance to Senior Mission Funding Coordinator and Mission Funding Coordinators; contact person for questions regarding completion of annual missionary commitment forms.

Email: amccloskey@epicenter.org

Sue Edmonson, Administrative Assistant

email: sedmonson@epicenter.org

Dora Laird, Accounts Payable

email: dlaird@epicenter.org

Tony Norris, Receivables

email: tnorris@epicenter.org

Director of Foundations - *David N. Fisher*

Provides accounting and financial expertise to the diocese for tax, gift and estate planning, financial management, investment oversight and administrative assistance. Oversees fidelity bonds, information and referrals for property insurance and related coverage, the Clergy Housing Trust, and the Participating Funds, investment oversight and administrative assistance. Acts as liaison to the Episcopal Foundation of Texas and the Church Corporation (which holds title to all real property in the diocese) regarding all property acquisition, building projects, and the sale of property.

email: dfisher@epicenter.org

Nancy Lennard, Financial Assistant

email: nlennard@epicenter.org

Human Resources Administrator – *Debra Klinger*

Administers the diocesan payroll. Handles all questions, enrollment, etc., regarding health and life insurance and benefits for clergy and lay employees. Provides information regarding handling of worker's compensation claims for clergy and lay employees.

email: dklinger@epicenter.org

COMMUNICATIONS

Director of Communication and Editor, the Texas Episcopalian – *Carol E. Barnwell*

Responsible for diocesan-wide communications from the bishop's office, official news publications (including print, electronic and social media), advertising and marketing campaigns, video, special projects and design/marketing of educational materials. The office of communication also provides training for local communications staff, organizes regular regional communication seminars. The director is available for communication and media training workshops as well as on a consulting basis for local church communication issues. In 2011, a quarterly magazine will replace the monthly Texas Episcopalian. Contact information:

email: cbarnwell@epicenter.org, 713.353.2140 or 800.318.4452.

Web Administrator and Graphic Designer – LaShane Eaglin

Manages all web content and projects related to the website, provides training for those with website page responsibility, responsible for layout of publications, video and other special projects and design/marketing of educational materials.

email: leaglin@epicenter.org

Database and Records Management – Shirley Platt

Responsible for management and integrity of centralized, consolidated database that includes contact and other information for diocesan churches, clergy and certain vestry and other lay leaders, as well as diocesan boards and committees. Reports, labels and portions of the Journal Directory and diocesan web site are produced from this database. Changes to lists should be sent as they occur to: *email:* splatt@epicenter.org.

EXPECTATIONS OF ALL CLERGY

Terminology: “Clergy”

As referenced in this manual, the term “Clergy” applies to all Episcopal clergy who function in the Episcopal Diocese of Texas, whether deacon, priest, or Bishop, active or retired, licensed or canonically resident, parochial or non-parochial, full-time, part-time or bi-vocational, residing within the diocese or elsewhere.

Membership in the Clerical Order

Clergypersons are not members of congregations. By virtue of their ordination, they are listed on the Roll of Clergy of the diocese, under the authority of the bishop, and are not eligible for participation as lay people in the local congregation.

Clergy Orientation

All clergy new to the diocese, whether licensed or canonically resident, will be invited to attend an orientation session at Camp Allen, immediately prior to annual clergy conference. This orientation is required and will be further scheduled by the Bishop on a periodic basis.

Attendance at Meetings

All active clergy are required to attend the annual Clergy Conference in October and the annual Diocesan Council in February, as well as any called meetings of Council. They also are expected to attend Clericus meetings and Clergy Days, which the bishop may schedule from time to time. Licensed clergy are requested to attend the annual Clergy Conference and are expected to attend other clergy gatherings. Retired clergy are invited and encouraged to attend.

Sexual Abuse Prevention

All clergy are required to have three hours of training in the program *Safeguarding God’s Children* and three hours of training in the program *Safeguarding God’s People*. No other training programs are acceptable, and the training is mandatory.

All clergy are expected to be conversant with the *Diocesan Policy Prohibiting Sexual Misconduct* and the *Diocesan Policies for the Protection of Children and Youth*. Additionally, all clergy are responsible for articulating, supporting, and educating others about diocesan abuse prevention policies in the local setting.

The only clergy who may be exempted from these requirements are retired clergy who certify to the bishop that they are completely retired and do not exercise their ordained ministry in any context. (*See Appendix F*).

Continuing Education

Canonically, all clergy must meet a continuing education requirement. In the Diocese of Texas, this requirement is 24 hours per year for full-time stipendiary clergy serving diocesan congregations or institutions; the requirement is 12 hours per year for all other clergy exercising an ordained ministry within the diocese.

Every clergyperson should receive at least two weeks each year, with the time and monetary allowance for fulfillment of this requirement to be in the Letter of Agreement.

Further information about continuing education opportunities is available from the Iona Center Office at The Diocesan Center, Houston.

Discretionary Funds

All clergy are expected to know and follow the Diocese of Texas policy on the use of Discretionary Funds. Failure to comply with this policy may result in ecclesiastical discipline. (*See Parish Administration, pg. 50*)

Identification of Candidates for Ordination

All clergy are to nurture possible vocations to ordained ministry, being attentive to persons in the local setting who may have such gifts. The Commission on Ministry sponsors an annual conference and can provide additional guidance if needed.

Clergy also have the responsibility for redirecting nominees whose gifts may not support an ordained vocation, rather than nominating candidates who are unlikely to be accepted at the diocesan level. Clergy who have questions about local discernment processes should direct all questions Ana G. May in the Commission on Ministry office in Austin at agmay@epicenter.org

The Diocese of Texas offers three types of application processes: deacon, priest, and bi-vocational priest. Deacons and bi-vocational priests have non-stipendiary ministries and may not receive compensation from a church or institution of the diocese. Application materials are available from the Commission on Ministry office in Austin.

Deployment

Questions about deployment are properly directed to the Diocesan Transition Ministry Officer, who is, in this diocese, the Canon to the Ordinary, The Rev. Canon Ann D. Normand. (*See Deployment Section, pg. 30*)

Clergy Wellness

Clergy are expected to attend to their physical health, emotional and spiritual wellness, and their personal relationships. This is vital for the mission of the Diocese of Texas.

Members of the clergy are responsible for addressing their own recovery from addiction. The bishops will provide resources for recovery. In addition, Recovery Ministries of the diocese can provide support and resources.

The diocese maintains a “Center without Walls” for the benefit of clergy and clergy families who need assistance with mental or emotional difficulties. These are mental health professionals who will see clergy or their family members for three sessions without charge; this consultation may be sufficient, or it can be used to determine what additional treatment may be appropriate. (*See Appendix B*)

Clergy are encouraged to participate in a peer support group.

Moral Discipline

It is expected that all clergy will live chaste lives, taking seriously their roles and ministries in the Christian community. All clergy must comply with Diocese of Texas Canon 44, abstaining from sexual relations outside of Holy Matrimony.

Diocesan Participation

The clergy have a canonical responsibility to participate in diocesan activities, serve on diocesan boards and committees; attend clergy conferences called by the bishop; to attend Diocesan Council. Such participation should complement local duties, not conflict with them.

Clergy also are expected and encouraged to identify local lay leaders whose gifts may be suitable for diocesan leadership and to commend them to the bishop for possible appointment to various diocesan ministries.

Immigration Matters

Clergy who are not citizens of the United States are required to have official permission to work before they may be deployed in this diocese. Non-citizen clergy are required to provide satisfactory documentation of their immigration status to the Transition Ministry Officer, to cooperate in resolving any questions about their status, and to inform the bishop's office of any changes in their status.

Relationships Between Clergy of Different Congregations

Clergy who are settled in a particular cure are expected to exercise pastoral oversight and care of persons in their given cure. To intrude, uninvited, into the cure of another clergyperson is a significant breach of professional ethics.

This proscription applies to retired and non-parochial clergy as well as to clergy with cure. If such a pastoral relationship is established, the clergyperson with oversight must be informed. (*See Deployment, pg. 30*)

Constitution and Canons

All clergy are expected to be familiar with the content of the Constitution & Canons of The Episcopal Church, the Constitution and Canons of the Protestant Episcopal Church in the Diocese of Texas, and the by-laws (if any) of the local congregation.

EXPECTATIONS HEAD OF CONGREGATION

Terminology: “Head of Congregation”

This includes all rectors, vicars, pastoral leaders, interim rectors, interim vicars, priests-in-charge, or any other person in charge of a congregation.

Values, Mission and Goals

A Head of Congregation is required to attend to the health of the congregation, in addition to personal wellness. It is the responsibility of the head of congregation to assure that the congregation articulates its values and mission and sets appropriate goals. This focus provides a basis for mutual ministry review. Diocesan resources are available to assist in this process.

Instruction in the Faith

A head of congregation is required to provide for appropriate instruction in the Christian faith for persons inquiring and for the spiritual development of congregational members.

Instruction for inquirers, termed Discovery Classes in this diocese, shall include information on the history and polity of the Episcopal Church. Membership in the Episcopal Church should include the presentation of such persons to the bishop for confirmation or reception.

Curriculum resources are available from the Christian Formation Resource Library and include the video *The Discovery Series*, which was produced by the Diocese of Texas as a formation resource. Consult the diocesan website for information for available resources. www.epicenter.org; Christian Formation Tab

Mentoring of New Clergy

A head of Congregation will serve as mentor to a newly ordained clergy assigned to the congregation. If desired, with the approval of the bishop, another priest on their staff may be assigned this responsibility. Newly ordained clergy will participate in the Curate Program of the diocese.

Parish Administration

There are a variety of administrative matters that fall to a head of congregation, including oversight of the maintenance of parish records, personnel matters, abuse prevention programs, requests to the bishop for lay licensing for various ministries, and completion of the annual Parochial Report and its attendant schedules.

A head of congregation is charged with the supervision of all staff, whether clergy or lay. Each lay employee should have a personnel file that contains an application, appropriate background and reference checks, IRS form W-4, and an I-9 form as required by the Immigration Reform and Control Act.

The head of congregation is to provide for the regular review and evaluation of all staff and to document the process in the personnel files. These are confidential personnel records and are to be kept in locked cabinets in the church office.

Personnel files for clergy are maintained by the bishop, who is also responsible for clergy background checks.

If a head of congregation receives any report of sexual misconduct or abuse, he or she is to immediately inform the bishop's office and the Safe Church Minister, the Rev. Cecilia Smith and receive instructions before taking action. The only exception: a head of congregation must also immediately report any allegation of child abuse to authorities and remove the person accused from any contact with children. (*Diocesan Policies for the Protection of Children and Youth from Abuse* are available from the Safe Church Office.)

Safe Church Minister, The Rev. Cecilia Smith, The Diocesan Center in Austin:
Phone: 512-478-0580 or 800-947-0580 Email: csmith@epicenter.org

While the vestry or bishop's committee is canonically responsible for financial matters, the head of the congregation has a fiduciary responsibility to ensure that appropriate insurance coverage, financial reporting capabilities, and financial internal controls are in place, as well as to ensure compliance with Diocesan Canon 13.5 regarding audits.

It is the responsibility of the head of congregation to consult with the Director of Foundations in the Financial Services Department before a congregation undertakes facilities renovation or expansion. The Church Corporation holds title to congregational property and by canon must approve all such proposals.

The Financial Services Department is available to assist or answer questions. Consult the diocesan website for information about compensation and reimbursement guidelines, rules and regulations of Church governance regarding financial matters, audit guidelines, property insurance and many other important resources. www.epicenter.org Diocese tab, Financial Services tab.

A head of congregation is required to discharge the above named administrative responsibilities, and failure to do so may result in ecclesiastical discipline. The head of congregation is to be conversant with the policies related to these areas and to see that they are properly administered. The diocesan staff is available for consultation and assistance.

EXPECTATIONS ASSISTING CLERGY

Clergy who assist in congregations owe a duty of loyalty to the head of congregation, at whose pleasure they serve. In the course of ministry, they are to support the ministry, programs, and administration of the rector/vicar. Assisting clergy have a Letter of Call and a Letter of Agreement (*See Deployment, pg. 30*)

In the event of serious disagreements between assisting clergy and rectors, every effort should be made to find resolution, and consultation should be sought if the two parties cannot resolve the situation satisfactorily. In any event, such matters are to be handled privately and without inappropriately involving members of the congregation.

If assisting clergy come to the conclusion that they cannot offer the appropriate support to the rector, they are to contact the Diocesan Transition Ministry Officer for consultation.

Assisting clergy are to comply with the policy on rector transitions. (*See Deployment, pg. 30*)

EXPECTATIONS BI-VOCATIONAL PRIESTS

Bi-vocational priests are invited to attend Clericus meetings, the annual Clergy Conference and Diocesan Council, as permitted by their schedules. They must earn 12 Continuing Education Units per year.

EXPECTATIONS VOCATIONAL DEACONS

Deacons are invited to attend Clericus meetings, the annual Clergy Conference and Diocesan Council, as permitted by their schedules. They must earn 12 Continuing Education Units per year.

In the Diocese of Texas, the ministry of the Vocational Deacon is as follows:

1. The deacon has a special servant ministry under the supervision of the diocesan bishop or the bishop's designee, currently Archdeacon Russell Oechsel. The bishop will make all assignments for deacons.
2. The deacon may be assigned to serve within a parish setting, within a diocesan institution, or within a secular setting.

3. The deacon is the bridge that links the church and the world through both word and deed in servant ministry.
4. The deacon models servant ministry in the world. Most deacons will continue their work at secular jobs or in the home.
5. The deacon will normally be non-stipendiary.
6. The deacon serves as an icon of servanthood within the liturgy. In doing so, the deacon does not replace the ministry of lay persons. The deacon reads the Gospel and may lead the Prayers of the People. The deacon serves at the Lord's Table, preparing and placing on it the offerings of bread and wine, and assists in the ministration of the Sacrament to the people. The deacon dismisses the people at the end of the Eucharist to be Christ's ministers of reconciliation within the world. From time to time, it is also appropriate for the deacon to preach in order to proclaim the Gospel, to make the needs of the world known to the church, and to exhort God's people to do Christ's servant ministry in their day-to-day lives.
7. As servant leaders, deacons will usually wear regular secular dress. To wear clericals is only appropriate when serving liturgically or when wearing clerical dress to facilitate ministry in the world (such as during hospital or prison visits).
8. If a vocational deacon feels called to the priesthood, the person must begin a new ordination process.
9. The Order of the Deacon must not be confused with the Order of Priest. It is not consistent with the deacon's call to be a head of congregation. There will be no "Deacon's Masses."
10. As stated in the Canons of the Diocese, a vocational deacon will have voice and vote within the Councils of the Diocese.

EXPECTATIONS NON-PAROCHIAL CLERGY

Clergy who are not employed by a congregation or institution of the diocese are considered non-parochial clergy. They are encouraged to participate in all activities of the diocese and must make the annual report required by Title I, 6.2. *Expectations of All Clergy* also apply to non-parochial clergy.

EXPECTATIONS RETIRED CLERGY

Regardless of their ministry activities, or lack thereof, retired clergy are expected to continue to maintain an orderly relationship with the bishop. They should keep the bishop informed of any address change or any other major change in their circumstances.

Retired clergy who are canonically resident have seat, voice, and vote at Diocesan Council and are encouraged to participate if possible.

Retired clergy should be especially mindful of their responsibility to support the ministries of the active clergy in whose cures they reside or from whose cures they have retired. (*See Deployment, pg. 30*)

EXPECTATIONS LICENSED CLERGY

Licensed clergy are welcome in the diocese and are encouraged to participate fully in its life. The application for license is found in *Appendix D*. Licensed clergy are subject to the same expectations outlined for all clergy. If they wish to be deployed as supply clergy, they must be conversant and in compliance with the policies outlined in *Deployment, pg. 30*.

In addition, licensed clergy are required to make an annual report to the bishop and to request licensing for the next calendar year, if that is their desire. If no report or request for license is received, they will be removed from the list of licensed clergy and must reapply to be reinstated.

Licensed clergy are reminded that they are to comply with Title I, 6.2, making an annual report to the bishop of the diocese in which they are canonically resident.

Licensed clergy serving as heads of congregations or as assisting clergy on the staff of diocesan congregations are expected to register for Diocesan Council. Although diocesan canons do not provide such licensed clergy a vote at Council, it is customary to grant them seat and voice when the Council organizes for business. Only those clergy who are canonically resident in the Diocese of Texas may vote; other clergy have a vote in the diocese in which they are canonically resident.

Licensed clergy not serving as heads of congregations or as assisting clergy may register for Diocesan Council as visitors and are encouraged to do so.

ELCA clergy may be considered for license, if requested by a head of congregation. Such clergy must present, in addition to the standard licensing requirements, a letter from their bishop approving the license application. If they are not residing in their home synod, they must also have approval from the Lutheran bishop in whose synod they reside. (*See Appendix C*)

EXPECTATIONS PASTORAL LEADERS PASTORAL LEADER INTERNS

If they are able to do so, pastoral leaders and pastoral leader interns are invited to attend Clericus meetings and the annual Clergy Conference. They are required to attend an annual Bishop's Weekend for Pastoral Leaders and Pastoral Leader Interns, Deacons and Bi-Vocational Priests and to earn 12 Continuing Education Units per year.

EXPECTATIONS CLERGY NOT ORDAINED IN THE EPISCOPAL CHURCH

Policy Regarding Participation In Congregational or Pastoral Settings

Invitations to non-Episcopal clergy to serve on staffs, to participate in services, to preach or teach, or to lead any other activity must be considered carefully, and these policies must be followed. The bishop's specific permission is required in certain circumstances. Failure to observe these policies may result in ecclesiastical discipline.

Staff Members

The bishop's specific permission is required to employ any ordained person on any basis. The specific duties that a non-Episcopal clergyperson will perform must be delineated in detail before approval is given, and no other duties may be subsequently assigned without the bishop's approval.

Such a clergyperson must function strictly as a layperson at all times while serving in this church. Such persons may not wear clerical attire or vestments other than those worn by laypersons, either in worship, at meetings or activities, or at any other time of participation in the life of the Episcopal Church.

The prerequisites for obtaining the bishop's approval are completion of a course of instruction about the Episcopal Church and a signed agreement to uphold the doctrine, discipline and worship of the Episcopal Church.

ELCA clergy licensed and approved as staff members may exercise the same rights and privileges as Episcopal clergy.

Volunteers

If non-Episcopal clergy wish to volunteer for ministry in the Episcopal Church, the same policies apply.

Weddings and Funerals

At their discretion, clergy may invite other qualified clergy to participate in the pastoral services described herein. Clergy are never required to issue such an invitation. The officiant must always be an Episcopal clergyperson. With the specific permission of the bishop, clergy of the Evangelical Lutheran Church in America may officiate, using *The Book of Common Prayer*. Qualified non-Episcopal clergy participating in a single pastoral service may wear the vestments that are customary in their tradition.

For all other clergy, participation is limited to the following roles:

Weddings

Declaration of Consent

Readings from Holy Scripture

Prayers of the People

Dismissal

When Holy Eucharist is celebrated, an Episcopal clergyperson is to read the Gospel and serve as the celebrant. The clergy guest may stand beside the celebrant during the Prayer of Consecration and assist in the distribution of the elements, using the language specified in *The Book of Common Prayer*.

Funerals

Opening Anthem

Readings from Holy Scripture

Prayers of the People

When Holy Eucharist is celebrated, an Episcopal clergyperson is to read the Gospel and serve as the celebrant. The clergy guest may stand beside the celebrant during the Prayer of Consecration and assist in the distribution of the elements, using the language specified in *The Book of Common Prayer*.

At the Commendation, the Anthem(s)

At the Committal, the Anthem

Occasional Joint Services with Evangelical Lutheran Church in America (ELCA)

Permission is given for ELCA clergy to participate in joint services. Diocese of Texas clergy and congregations may also participate in these services with other ELCA congregations. If such a service is planned more than twice a year, the bishop's specific permission must be obtained. When the service is held in an Episcopal church, *The Book of Common Prayer* is used. When worshipping in a Lutheran church, the *Book of Worship* may be used.

“Episcopal” or “Anglican” or “Continuing” Splinter Groups not part of ECUSA

These groups undermine the geographical authority of the bishop as defined in the *Constitution and Canons* of the Episcopal Church and observed in historic Anglican practice. Therefore, no clergyperson from these groups may participate in any service of worship, and no joint services may be held. Episcopal clergy of the Diocese of Texas may not participate in any service held in or by these congregations.

SAFE CHURCH MINISTRY IN THE DIOCESE OF TEXAS

The Episcopal Diocese of Texas intends for the Church and its schools and institutions to be safe places for all God's people. The policies listed below establish behavioral guidelines and boundaries for all people, lay and clergy, who minister to children, youth and adults.

- *Diocesan Policies for the Protection of Children and Youth from Abuse*
- *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation*

These policies may be accessed from the Clergy only web page. Electronic copies may be requested from the Safe Church Office. The policies are also available in cd-r form from the Safe Church Office.

Each of these policies is accompanied by specific and required administrative and record keeping procedures which are detailed in their respective Administrator Manuals which are available electronically and are on the cd-r for each policy.

Safe Church Minister, *The Rev. Cecilia B. Smith*; csmith@epicenter.org
Administrative Assistant, *Marty Brickley*; mbrickley@epicenter.org
Diocesan Center in Austin on the Seminary of the Southwest campus
Telephone: 512-478-0580 or 800-947-0580

Why We Have These Policies

In his first letter to the Church at Corinth, St. Paul urges members of that community to engage in a way of life that will show outsiders the nature of the community which is to be a reflection of Jesus.

Jesus himself teaches us again and again to meet each other with love, compassion and humility. As did Jesus, we are called to use whatever power we have to heal, not to "lord it over" others.

The final promise of our Baptismal Covenant asks us to ". . . strive for justice and peace among all people, and respect the dignity of every human being." The Diocesan Policies for the Protection of Children and Youth from Abuse and for the Prevention of Sexual Harassment and Sexual Exploitation give life to that Baptismal promise.

At ordination, clergy – both priests and deacons - take on an additional set of promises, including the promise to pattern their life in accordance with the teachings of Christ in order to be "a wholesome example" to their people.

The Episcopal Diocese of Texas is committed to maintaining an environment free of abuse, exploitation and harassment in its churches, schools, and institutions. It is a commitment the diocese requires all ministers of the Church, lay and ordained, to make and uphold.

Reporting Breaches of Policy and Boundary Violation

Our *Safe Church* policies and trainings are intended to prevent sexual abuse of children and the sexual exploitation or harassment of adults. When we notice and address policy or boundary violations – no matter how infrequent or seemingly insignificant they may be – we are establishing a safe environment for our people and our ministries. Any person who notices a policy or boundary violation or receives a report of one is required to call the Safe Church office and seek guidance in ways to address the issue. Most often these lapses are due to forgetfulness or carelessness and are easily addressed and corrected. At other times, they indicate a deeper problem which, when more extensive inquiry is made, may prevent more serious misconduct.

Responsibility for Administration

The heads of congregations, the heads of schools, executive directors or any other person serving in these or equivalent roles in Diocesan institutions are directly responsible to the bishop for the implementation and administration of the policies and procedures outlined in *Safeguarding God’s Children and Safeguarding God’s People: Preventing Sexual Harassment and Sexual Exploitation of Church Workers*.

The implementation and administration of these policies and procedures may be delegated to other staff members of volunteer, but the ultimate responsibility may not be delegated. Supervision of these administrative processes by the heads of congregations or schools, executive director, etc. is required to assure appropriate compliance and confidentiality.

Anyone who administers *Safeguarding God’s Children and/or Safeguarding God’s People* must have received the full *Safeguarding God’s People: Preventing Sexual Exploitation and Sexual Harassment* training and have the results of a completed background check in his or her personnel file. It is essential that the administrator of these programs have a current copy of the policies on hand and be extensively familiar with them and required procedures in order to make appropriate decisions about their application in the local ministry setting. The Administrator may contact the Safe Church office (safechurch@epicenter.org) at any time for assistance.

All *Safe Church* personnel files for employees and volunteers must be kept indefinitely. They may be scanned and stored electronically and saved in this manner.

Required *Safe Church* Trainings in the Episcopal Diocese of Texas

1. **For Clergy:** Three (3) hour training in *Safeguarding God’s Children*
Five (5) hours training in *Safeguarding God’s People: Preventing Sexual Harassment and Sexual Exploitation*
2. **For all employees in diocesan churches, schools and institutions, full or part time; and for all who work with or around children and youth in any setting:**
Three (3) hours training in *Safeguarding God’s Children* plus:
 - Completed application
 - Personal interview and reference check
 - Nationwide criminal and sex offender background check release and results

- Signed *Acknowledgement and Code of Conduct*

All items above along with certificate of training to be kept in a locked personnel file in the church, school, or institution office.

3. For members of congregations who participate in the ministries designated in the *Policy for the Prevention of Sexual Exploitation* (see pages 18-19 in *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation of Church Workers*.)

Three (3) hours training in *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation* plus:

- Completed application
- Personal interview and reference check
- Nationwide criminal and sex offender background check release and results
- Signed *Acknowledgement*

All items above along with certificate of training to be kept in a locked personnel file at the church.

4. For supervisors of employees in churches, schools and institutions:

Two (2) hours of training in *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation of Church Workers*.

Five (5) Year Recertification Each of these training must be repeated every five (5) years for employees and individuals still active in the designated ministries. In addition, trainings numbered 2 and 3 above require a new background check every five (5) years in addition to the repeat training.

All *Safeguarding* policies and Administrator manuals for each training are available in the following formats:

- Sent as PDF files from the Safe church office.
- On dvds, available from the Safe Church office.

Trainers for Safe Church Trainings

Congregations, schools and diocesan institutions are encouraged to have their own trainers for *Safeguarding God's Children*. Day long trainer courses are offered 3-5 times a year around the diocese. Dates are posted on the Diocesan calendar and on the Safe Church web pages.

Each congregation or a "cluster" of 2-3 small, adjacent congregations need to have their own trainer or trainers for *Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation*. Day long trainer courses are offered 4-5 times a year.

Diocesan trainers will lead the *Safeguarding God's People* trainings.

Schedule for Trainings

Clergy Trainings:

Safeguarding God's Children: Clergy may take this training at any location where it is offered throughout the year. The training is also offered at Clergy Conference on Monday mornings, 9 – Noon.

Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation: These trainings will be offered quarterly in locations around the diocese. Clergy should complete this training within 3 months of starting their ministry in the diocese.

Congregations, schools and diocesan institutions

Safeguarding God's Children three hour trainings are scheduled by local trainers as needed at their locations. These are posted on the *Safe Church* web page and individuals may attend any of these around the diocese.

Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation three hour trainings are church specific and individuals will attend the trainings offered at their church or in the “cluster” to which they belong.

Safeguarding God's People: Preventing Sexual Harassment and Sexual Exploitation two hour trainings will be scheduled by the Safe Church office and posted on the diocesan calendar and *Safe Church* web page.

POLICY STATEMENT

PROHIBITING SEXUAL MISCONDUCT

The Diocese of Texas is committed to providing a healthy, safe, and nurturing environment wherein, by God's grace, the full work of the Church can be carried out. Sexual misconduct on the part of any clergyperson, employee, or volunteer of any congregation, institution, organization, school or agency within the diocese violates the mission of the church, is prohibited, and will not be tolerated.

A. Definition

For purposes of this policy, sexual misconduct is defined as any sexual or sexualized activity toward another person of the same or opposite sex, irrespective of age or marital status. This includes fornication and adultery, as well as any inappropriate or lewd physical, verbal, or visual sexual conduct.

This definition includes sexual abuse or molestation of a minor (under 18 years of age) as set forth more specifically in the *Diocesan Policies for the Protection of Children and Youth from Abuse*, which is incorporated into this policy.

B. Abuse of Children and Youth

Anyone who has cause to believe that a child's physical or mental welfare has been or is being adversely affected by abuse or neglect by any person has a legal responsibility to report it to the appropriate state or law enforcement agency. Anyone who becomes aware of sexual abuse

or molestation involving a minor must also follow the reporting procedures outlined in the *Diocesan Policies for the Protection of Children and Youth from Abuse*.

If a complaint of sexual misconduct is received by any person, that person shall report the complaint immediately to the bishop so that an orderly response and investigation can be planned. If the alleged victim is a minor, the diocese will follow all state law requirements for reporting abuse of a child, in accordance with the *Diocesan Policies for the Protection of Children and Youth from Abuse*.

All complaints will be promptly investigated. It is intended that the privacy of the persons involved be protected, except to the extent necessary to conduct a proper investigation.

If the complaint of sexual misconduct or sexual abuse or molestation of a minor has been reported to the criminal authorities, the diocese will cooperate fully in any criminal investigation but will not undertake its own independent investigation unless requested to do so by the authorities.

No person who is known to have a civil or criminal conviction or record of child abuse, or who has admitted to sexual abuse, may be ordained, employed, or permitted to volunteer to work with or around children in the diocese.

C. Sexual Exploitation

Sexual misconduct also covers sexual exploitation. As set forth in Diocese's *Sexual Exploitation Policy*, sexual exploitation is the development or attempt to develop a sexual relationship between a person in a ministerial position, lay or ordained, and an individual with whom he or she has a pastoral relationship.

D. Sexual Harassment

Sexual harassment is also included in the definition of prohibited sexual misconduct. Sexual harassment is defined in the Diocese's *Sexual Harassment Policy* as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or relationship with the Diocese; (2) submission to or rejection of such conduct by the individual is used as a basis for employment or other decisions affecting that person; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

E. Reporting Sexual Misconduct Between Adults

Nothing in this policy requires the person complaining of sexual exploitation or sexual harassment to report the matter to the individual who is the subject of the complaint. Any person who believes that he or she is being subjected to any type of sexual misconduct between adults should bring the matter to the attention of the Church, regardless of the position of the offending person. Guidelines for reporting, including contact information, are contained in the *Sexual Exploitation and Sexual Harassment Policies*.

No one who reports sexual misconduct will be retaliated against or adversely treated because he or she made a complaint.

The diocese may suspend any individual who is the subject of a complaint of sexual exploitation or sexual harassment during the pendency of the investigation.

If the investigation substantiates that the complaint is valid, immediate corrective action designed to stop the misconduct and prevent its recurrence will be taken. Such corrective action may include discipline, up to and including discharge or dismissal of the offending person.

PASTORAL CARE AND SPIRITUAL DIRECTION

1. The development of a sexual or sexualized relationship between a clergyperson and a person with whom he or she has a pastoral relationship is forbidden.
2. Clergy are not to claim directly or by implication any pastoral or professional qualifications that exceed their actual qualifications or abilities. Clergy are expected to make appropriate referrals for matters that go beyond moral, spiritual, or religious guidance or whenever the needs of parishioners exceed those that can be competently handled by the clergyperson.
3. Clergy are to seek appropriate professional assistance for their own personal problems and conflicts, especially those that might impair their pastoral ability and judgment.
4. Clergy should not work in isolation but must be mindful of the need to maintain collegial and professional associations. It is necessary for the clergy to develop and maintain such associations for the purposes of maintaining supervisory skills, theological and spiritual insights, educational acumen, and current knowledge of resources for ministry. Forming a clergy support group is encouraged.
5. Reconciliation of a penitent is a sacrament of the church. When hearing a sacramental confession (the rite of Reconciliation of a Penitent), it must be remembered that “the secrecy of a confession is morally absolute for the confessor, and must under no circumstances be broken.” However, if the penitent confesses to child sexual abuse, the confessor can and should withhold absolution until the penitent notifies the authorities.
6. Clergy should treat all pastoral conversations as confidential; however, if a person communicates an intention to harm himself, herself or others, this should be reported as appropriate.
7. Clergy must be familiar with and strictly comply with the *Diocesan Policy Prohibiting Sexual Misconduct* and *Diocesan Policies for the Protection of Children and Youth from Abuse*, including the requirement to report misconduct to the diocese and, if it involves minors, to the authorities.
8. Generally, counseling should be done in church offices during normal work hours. If counseling is done after hours, a staff member or volunteer should be present in the building.

DEPLOYMENT

All questions regarding deployment should be directed to the Transition Ministry Officer (Diocesan Deployment Officer), who is the Canon to the Ordinary, *the Rev. Canon Ann D. Normand* email: anormand@epicenter.org

In the Episcopal Church, clergy may be deployed only with the approval of the diocesan bishop.

THE SEARCH PROCESS

Participation in Searches

The bishop expects clergy to notify the Transition Ministry Officer when they are involved in a search process outside the Diocese of Texas.

Search Assistance

The Canon to the Ordinary is available to assist clergy in deployment within and without the Diocese of Texas. The Transition Ministry Office in the national church office is another resource. <http://arc.episcopalchurch.org/cdo/>

Eligibility

Eligibility for deployment in the Diocese of Texas is determined by the bishop and based upon the individual's qualifications. Deployment is also dependent upon meeting the *Expectations of Clergy*.

Staff Clergy Searches

The Bishop Diocesan must be consulted before any member of the clergy can be asked to join a staff.

The Bishop Diocesan must be consulted before calling assistants from outside the diocese may be considered. The bishop will not accept Letters Dimissory if not consulted in advance.

Deacons/Curates

The Bishop of Texas makes all ministry assignments for deacons and curates.

A rector may not recruit or hire a seminarian, deacon, or a curate without the bishop's permission.

The bishop must give approval for a rector to consider recruiting or hiring a curate or deacon from outside the Diocese of Texas. A curate or deacon is required to release a full canonical file. For assistance, contact the Transition Ministry Officer, the Rev. Canon Ann D. Normand.

Expectations during Transition

The bishop expects that once a clergyperson leaves a congregation, the clergy will bring closure to pastoral relationships with members of that congregation. The health of the congregation is dependent upon how well this transition issue is managed. Former parishioners should understand from the clergy in a positive and affirming way that it is not appropriate to continue a pastoral relationship.

The bishop expects that the clergyperson will accept no further requests from members and former members to provide pastoral services at weddings, funerals, baptisms, or any other occasion of public worship for at least one year.

After one year, clergy may accept unsolicited invitations from the interim rector or rector.

The Calling Process

Terms

- a. *Priest-in-Charge* is the canonical term for a clergyperson in charge of a congregation who is not a rector or vicar. *Priest-in-charge* refers to any priest exercising the rights and responsibilities of the rector/vicar during an interim.
- b. *Rector* is a term for the duly appointed-priest in charge of a congregation with all the rights and responsibilities as outlined in Title III, 9.5 and following. The *rector* shall have been appointed after the vestry and bishop have certified that he or she is duly qualified, duly elected, and has accepted election.
- c. *Vicar* is a term for a duly-appointed priest in charge of a mission congregation with all the rights and responsibilities as outlined in Title III, 9.5 and following. The bishop appoints a *vicar*.
- d. *Interim Rector* is a priest from outside the congregation who is selected by the vestry in cooperation with the bishop as the priest in charge and whose Letter of Agreement designates them rector for a period of time during a transition between rectors. An interim agreement may last for months or years depending upon the situation.
- e. *Acting Rector* is a priest who is selected by the vestry in cooperation with the bishop to serve as *acting rector* for a year, and who may be called as rector by the vestry at the end of six months and prior to the conclusion of that year. If not selected as rector, the *acting rector* essentially serves as interim rector for the remainder of the year
- f. *Pastoral Leader* refers to a layperson in the bi-vocational priest track, called by the bishop and appointed to be a head of congregation,

Documents of Call

Three documents are part of the canonical appointment of a rector or vicar: the Letter of Call to the priest from the vestry, the Letter of Agreement between vestry and priest, and the Letter of Institution by the bishop. Interims also shall have a Letter of Call and a Letter of Agreement. (See Appendix H)

Canonical Residence

In order to apply for canonical residence, clergy must have a full-time, stipendiary position (40 hours per week) at a church or institution of the Diocese of Texas.

Letters Dimissory

Clergy appointed as a rector or vicar are required to present Letters Dimissory within three months of their appointment. (Title III, 9.4)

Clergy called to serve as assistants or associates must complete one year of service in the Diocese of Texas, and meet canonical requirements, before the bishop will consider accepting Letters Dimissory.

Unless a deacon has been licensed in the Diocese of Texas, the clergy may not serve as deacon for more than two months.

Deacons may not transfer Letters Dimissory without written consent from the Bishop of Texas. (Title III, 7.6)

The bishop does not accept Letters Dimissory for interim clergy or retired clergy.

Compensation and Review

The diocese offers, through the Canon to the Ordinary and the Treasurer's Office, consultation in determining clergy compensation based on a comparative model. A vestry or a clergy may request a comparison and/or review at any time.

Health Insurance

Participation by full-time clergy in the diocesan health insurance is mandatory; premiums are paid through the assessment budget.

Pension Contributions

Participation in the Church Pension Fund by stipendiary active clergy is mandatory and is provided by the vestry through the parish budget.

Business Expenses

Office and business expenses, including auto/travel allowances, are not a part of a clergyperson's compensation package.

Mission Clergy Compensation

The bishop and the Diocesan Council determine compensation for mission clergy. The diocesan Treasurer's Office administers payroll matters.

Vacation/Leave/Sabbatical

Clergy should have at least one day a week in which there are no scheduled duties or functions. Appropriate compensatory time is encouraged. The congregation should be informed of the clergy person's scheduled time off and should respect it.

Episcopal clergy receive paid vacation of at least 30 days each year. There are no restrictions on how this time is spent.

Clergy are expected to devote at least 14 days of each year to continuing education. (*See Continuing Education, pg. 34*)

Provision should be made in every Letter of Agreement for clergy sabbaticals. In the negotiations leading to a Letter of Agreement, consideration should be given to prior service in the Church, the diocese and the current congregation. Sabbatical grants are available. (*See Continuing Education, pg. 40*)

Time spent in prayer, professional study, spiritual retreat and theological reflection are not considered “time off.” Rather, such activities are essential to the exercise of the priestly vocation.

Deployment of Retired Clergy

The Church Pension Group governs the salary retired clergy may earn. The bishop must submit an application for exemption from these guidelines.

All retired clergy active in ministry must meet the bishop’s *Expectations of Clergy*.

Supply Clergy Policy

Vestries and bishop’s committees are responsible for making arrangements for supply clergy. A list is available on the Clergy Only pages on the diocesan website at www.epicenter.org

Diocese of Texas non-parochial clergy and licensed clergy are eligible to supply, provided that they are in good standing with the bishop and meet the *Expectations of Clergy*.

Interim Clergy

All questions regarding interim deployment should be directed to the Transition Ministry Officer, the Rev. Canon Ann D. Normand.

Candidates for interim positions within the Diocese of Texas are expected to meet the bishop’s *Expectations of Clergy*, regardless of canonical residence or active/retired status.

CONTINUING EDUCATION FOR CLERGY



Episcopal Diocese of Texas



The Mission

*Seeking the knowledge of such things as may make us stronger
and more able ministers of Christ*

Theological/Academic, Professional, Personal

Background:

After six years of preparatory work and two resolutions, the 74th General Convention that met in August 2003, adopted a total revision of Title III which includes the following:

Title III: Canon 7, sec. 5. *The Bishop and Commission shall require and provide for the continuing education of Deacons and keep a record of such education.*

Title III: Canon 9, sec. 1. *The Bishop and Commission shall require and provide for the continuing education of Priests and keep a record of such education.*

The following guidelines represent the work of The Committee for Continuing Education established in 2002, the Task Force for Clergy Continuing Education which met in 2003-2004, and the current Continuing Education Review Committee. All of this work has been coordinated and updated by the Director of Leadership Development of the Diocese of Texas.

Continuing Education for Clergy Guidelines *Revised September 2010*

Governing Body

The Bishop of Texas and the Commission on Ministry, with its committees, constitute the governing body of the Continuing Education for Clergy Program of the Diocese of Texas. The Director of Leadership Development is responsible for coordinating all aspects of the Continuing Education Program for clergy of the Diocese of Texas. The primary responsibilities include:

1. Review applications and award financial grants for continuing education for clergy
2. Review applications for Continuing Education Units (CEUs) submitted by clergy seeking credit for independent study, a workshop or course that has not been assigned CEUs
3. Review most applications from sponsoring groups seeking CEU accreditation for course offerings, seminars, etc.
4. Review and recommend changes for the diocesan continuing education program as needed.

Educational Competencies

The three competency areas for Continuing Education for Clergy in the Diocese of Texas include *Theological/Academic, Professional, and Personal*. Note that a mission statement drawn from ordination vows has been created for each of these areas to articulate the purpose of the competency.

Theological/Academic

Reading and studying the Holy Scriptures, and seeking knowledge of the Word of God and the sacraments

Professional

Building the family of God through pastoral leadership

Personal

Attending to the patterns of one's life in accordance to the teachings of Christ

The following topics are samples of continuing education opportunities that would fall under each of the competencies. **This list is not intended to be comprehensive.**

1. Theological/Academic

Biblical studies
Doctor of Ministry programs through accredited institutions
Languages - Greek, Hebrew, Spanish, others that pertain to ministry
Church history
Theological instruction
Arts and theology
Pop culture and theology
Medical ethics and theology
New paradigms of science and religion
Contemporary theological landscape, overview of contemporary works

Academic courses offered through a variety of schools that benefit ordained ministry

2. Professional

Diocesan sponsored congregational development and finance conferences/workshops
Homiletics - preaching
Leadership skills training
Dealing with conflict
Reconciliation skills training
Staff management, team building
Parish administration
How to develop one's own sense of values, mission, vision, and planning
Stewardship, fund-raising training
Leading change
Dealing with expectations, projections, pathology
Building healthy relationships with vestries/parishioners
Participation in facilitated convocational Clericus meetings

Workshops, seminars, conferences and courses will be offered annually by the diocese to assist clergy in obtaining CEUs. In addition, a number of other opportunities sponsored by diocesan institutions and other organizations will be pre-approved for CEUs.

3. Personal

Coursework that assists with self-knowledge: strengths, weaknesses, etc.
Personal financial management
Mind, body, health awareness
Clergy wellness program
Personal spiritual development (opportunities available through spiritual direction, F.I.N.D., etc.)
Counseling to deal with addictions, stress, etc.
Personal /time management
Clergy boundary issues with friends, parishioners
Maintaining balance in life and work
Personal retreats with spiritual direction or mentoring, or planned reading program

The following is a short list of current opportunities for continuing education for clergy in the Diocese of Texas for which CEU credits may be obtained:

Clergy Conference
Stewardship Conference
Wardens' and Vestry Conference
Division of Spiritual Formation offerings
Christian Formation Conferences
Youth Ministry Conference
Camp Allen Chaplain or Summer Camp Director for a week
Iona Center educational offerings as noted with CEUs
Professionally facilitated Clericus Meetings

In addition, participation in national offerings such as *CREDO*, *Fresh Start*, *Start Up- Start Over*, *Upward Bound*, etc. have been pre-approved for CEUs. (The Diocese of Texas will assign their own designation of CEUs if the amount differs from the national designation.)

Continuing Education Unit (CEU)

The standard for one CEU in the Diocese of Texas is approximately one contact hour between the instructor and student in a learning situation designed for clergy and/or church communities. Opportunities that are not designed for clergy and/or church communities may be awarded CEUs at a rate that is less than one contact hour between the instructor and student. The Director of Leadership Development reserves the right to assign or deny CEUs to continuing education opportunities as deemed necessary.

Number of Continuing Education Units Required Per Annual Cycle

In the Diocese of Texas, the requirement is **24 hours** per year for full-time stipendiary clergy serving diocesan congregations or institutions and 12 hours per year for all other clergy exercising ordained ministry within the diocese. Clergy who are canonically resident but not living in the Diocese of Texas will be exempt from this requirement. Clergy who are retired and not actively engaged in ordained ministry are encouraged but not required to obtain CEUs.

It is recommended that the 24 CEU annual cycle requirement be balanced with 8 CEUs in each of the three competency areas: *Theological/Academic*; *Professional*; *Personal*.

It is required that clergy complete at least 3 CEUs in each competency area during an annual cycle. CEUs may not roll over for credit in the next annual cycle but will be noted in the annual report in which they were earned.

Criteria for Awarding CEUs

Many continuing education opportunities will have assigned CEU credits which are pre-determined by the institution, school or program offering the event. Certificates, letters, etc. issued by the accrediting program that document CEUs earned will be honored up to a maximum of 12 CEUs per continuing education opportunity in one annual cycle. Some programs with pre-set CEUs awarded by institutions and agencies other than the Diocese of Texas **may** qualify for more CEUs in the diocesan program if submitted for review. The Director of Leadership Development will determine the number of CEUs for **all other** educational opportunities for which clergy wish to receive credit.

Requests for awarding CEU credits **must be made in advance** of the completion of the educational opportunity. Please submit requests preferably by email, with schedules and other information about the event attached, to the Director of Leadership Development at least 2 weeks in advance of the opportunity. The primary reason for the advance notice is to place the opportunity on the approved list in order that others may know of the opportunity. There is no guarantee that an opportunity will be considered for CEUs in a shorter time frame

The criteria for awarding CEUs not otherwise assigned are as follows:

- The submission of one of the following forms:
 1. *Request for Workshop, Seminar, Conference or Academic Course Approval*
 2. *Request for Independent Study, Advanced Degree, Sabbatical, Personal Retreat, Course Development Counseling, Peer Group Approval*
- The topic of the educational event addresses one of the approved competency areas

- The presenter/instructor is qualified to teach the topic
- There are stated educational outcomes and the content of the event supports them
- The number of contact hours between the participant and the instructor is noted

Promotion of Continuing Education Opportunities that have been Pre-approved

A list of pre-qualified opportunities are published in Out of the Ordinary. New opportunities will be added as they are pre-approved.

CEUs required in a Second Vocation

Clergy who have a continuing education requirement for licensing/certification in another vocation may submit information about courses required in their second vocation for consideration for CEUs for the Diocese of Texas. The Director of Leadership Development will individually review each course required for another vocation's licensing/certification and judge its relative value to ministry. The Director reserves the right to assign or deny CEUs for those opportunities or change the number of CEUs awarded by another granting agency in a second vocation. All continuing education requirements for hospital chaplains' certification automatically transfer to the Diocese of Texas requirement.

Maximum CEU Awards

A maximum of 12 CEUs will be awarded for each academic course taken from accredited institutions in an annual cycle. One multi-semester course may exceed 12 contact hours with the instructor but will only be credited with 12 CEUs if it is completed within the Diocese of Texas academic cycle for CEUs. If the length of the course exceeds one Sept.1-Aug.31 cycle, additional CEU credit may be claimed as it is completed. This includes persons enrolled in a Doctorate of Ministry or other degree program. All courses at Episcopal seminaries are pre-approved. Proof of completion of the course is the only requirement for credit toward the continuing education requirement. All other courses at schools and universities must be submitted for pre-approval and the CEU award.

A maximum of 12 CEUs will be awarded for independent study in an annual cycle. Sabbaticals with educational components and custom-designed courses of study may qualify under this provision with the 12 CEU maximum award. The Director of Leadership Development will review each request in advance of the study and make an award determination.

A maximum of 12 CEUs will be awarded for continuing education under the tutelage of a single instructor or participation in one educational event in an annual cycle. (Exception: different courses/seminars taught by the same individual; multi-day pilgrimage with the same instructor/s).

The Director of Leadership Development may award up to 3 CEUs for research and work done to develop and teach new curriculum/courses on subject matter that relates to ministry, with a maximum award of 6 CEUs in an annual cycle for this type of work. The award for the development of a particular course will only be awarded once. The curriculum/course must have taken "extraordinary" preparation. Sermon preparation, ordinary book studies and Sunday morning instruction will usually not qualify for CEUs.

The Director of Leadership Development must pre-approve credits awarded for such work in advance of its completion. There will be no credits awarded retroactively for curriculum/course development.

Unusual Venues for Learning

Internet, electronically delivered courses and satellite down link conferences may be submitted to the Director of Leadership Development for CEU consideration in advance of undertaking them.

Courses offered through video, CD, etc. must be approved in advance by the Director of Leadership Development in order to qualify for CEUs. The Director reserves the right to request special accounting for the completion of these courses.

Clericus, Peer Support Groups, Personal Retreats, Spiritual Direction

Clergy participating in professionally facilitated Clericus convocatonal meetings may gain 1 CEU-professional for each meeting attended up to 10 CEUs in an annual cycle.

Clergy participating in regular scheduled meetings of clergy for peer support or guidance may obtain CEUs-personal, 1 CEU per meeting up to 6 CEUS annually. The group must be named and submit a written description of its purpose, objectives and process for meeting. One member must serve as a convener/facilitator at each meeting and keep official attendance. The Director of Leadership Development must review the information about this group before CEUs may be granted.

A maximum of 6 CEUs-personal will be granted in any annual cycle for personal retreats. The award of CEUs will be directly tied to the number of hours spent in spiritual direction with a mentor and/or the reading plan to be completed during the course of a retreat. The plan for the retreat must be submitted in advance for the award of CEUs.

A maximum of 6 CEUs-personal will be awarded in an annual cycle for personal spiritual direction with a spiritual director.

Annual Cycle

The annual cycle for accounting purposes will be September 1 to August 31. Clergy must submit accounting on the *Annual CEU Credit Submission Report* for their earned CEUs no later than August 31 of the annual cycle in which they need credit. No CEUs will carry over to the next annual cycle.

Accounting for CEUs

All clergy will be required to submit an *Annual CEU Credit Submission Report* postmarked no later than August 31st of the annual cycle in which they are seeking credit. It is strongly recommended that the report be submitted with the form. The Diocese of Texas will maintain an electronic accounting of CEUs earned for all active clergy in addition to hard copy files for each individual.

Personal Documentation Verifying Attendance at Continuing Education Opportunities

It is necessary to submit supporting documentation for attendance at pre-approved continuing education opportunities. The Iona Center provides 'participation certificates' to many qualifying

events. If there is no certificate, you may submit the **documentation of your choice for proof of attendance**. Examples include a copy of the registration receipt, initialed schedule, attendance record for a regularly scheduled peer group meeting, etc. Attach all documentation to the *Annual CEU Credit Submission Report* with the total accounting for the cycle. Annual reports may be electronically submitted with supporting documentation of attendance sent by mail, fax or scanned.

Exemption from the CEU Requirement

There may be extraordinary situations when a clergy person is unable to complete the annual requirement. It is necessary to ask for an exemption by formal letter addressed to the Bishop of Texas for his consideration explaining the circumstances. Notification of exemption, if granted, will be sent to the person requesting it. Persons retiring from all forms of active ordained ministry are asked to notify the office of the Director of Leadership Development in order to note the retirement in their active continuing education files.

Clergy new to the Diocese of Texas are exempt for 12 months from their starting date of active ordained ministry in the diocese with the exception of curates who are serving their first year after completing seminary and are participating in Curate Camp which satisfies their requirement. If that 12-month period should expire in June, July or August, their exemption extends to the August 31 end of the annual cycle. Otherwise, the clergy person should pro-rate the number of months left in the annual cycle against the 24 CEU requirement.

The Bishop of Texas will annually review the accounting. Insufficient completion of required CEUs will be noted. Clergy not fulfilling the requirement will be notified in the next annual cycle and encouraged to fulfill that current cycle's requirement. These records will be reviewed at times of deployment and in other situations that will arise concerning the individual clergy person. Lack of compliance with CEU requirements may be a determining factor in deployment.

Continuing Education Grants

There is a limited amount of money available annually for financial assistance to clergy seeking continuing education. The grants are made available starting with the diocesan fiscal year in January until the budgeted allotment is totally depleted. The grant request must be submitted on the *Continuing Education for Clergy Grant Application*. The completed form should be sent to the Director of Leadership Development of the Diocese who will arrange for its consideration by the Continuing Education Review Committee of the Commission on Ministry.

Grant Guidelines

1. Diocesan grants for continuing education are intended to be need-based for active, canonically resident clergy. Preference will be given to clergy who have not previously received assistance.
2. The request must be submitted at least 40 days prior to the date of the onset of the continuing education opportunity. No retroactive grants will be made.
3. The clergy person requesting a grant must pay at least one third of the total cost of the continuing education opportunity, including travel and other related costs.

4. The church or institution that employs the clergy person is encouraged to pay at least one third of the total costs of the continuing education opportunity. This allotment may be made from the continuing education budget granted annually to the clergy person.
5. The maximum diocesan grant for a continuing education opportunity will not exceed \$500 per annual cycle and represent no more than one-third of its total cost.
6. The clergy person receiving a grant must wait 24 months from the date of the original grant application before applying for a new one. The only exception is a multi-year educational opportunity. Grant applications for these types of programs may be submitted once per annual cycle for up to three years and receive a maximum of \$1,500, over the course of that time period. Upon completion of a multi-year educational opportunity, a clergy person must wait 24 months from the date of the application of the last grant before applying for a new one.
7. Recipients of diocesan continuing education grants must submit an evaluation of the learning opportunity on the *Continuing Education for Clergy Grant Recipient's Report* form.
8. A limited number of grants will be made available to clergy for Clericus fees. The recipient must establish need in order to be considered. The recipient may request a grant of this nature no more than once every two years.
9. Any grant money that is not spent on the educational event must be returned to the Diocese of Texas.

In Brief:

In the Diocese of Texas, the requirement is 24 CEUs per annual cycle for full-time stipendary clergy serving diocesan congregations or institutions and 12 hours per year for all other clergy exercising ordained ministry within the diocese. Clergy who are canonically resident but not living in the Diocese of Texas will be exempt from this requirement.

There is a requirement of 3 CEUs minimum in each of the three competency areas of theological/academic, professional and personal.

Pre-approved opportunities are posted in Out of the Ordinary.

Requests for approval of upcoming continuing education opportunities must be submitted at least 14 days in advance to the office of the Director of Leadership Development. No guarantees are given for review of the opportunities if submitted in a shorter period.

The Annual Cycle runs from Sept. 1 to Aug 31. The deadline to submit all accounting on the *Annual CEU Credit Submission Report*, along with additional documentation verifying attendance, etc., is Aug. 31 of each year.

Send these materials to:

The Director of Leadership Development
Episcopal Diocese of Texas
1225 Texas Avenue
Houston, TX 77002

All official forms can be found in Out of the Ordinary. They can also be requested electronically from the Director of Leadership Development. *Email:* Mary9@epicenter.org

Clergy may submit documentation of attendance at a CEU qualifying event throughout the year to the office of the Director of Leadership Development to be added to the clergy person's permanent record. Clergy may also submit all records, including documentation of attendance, prior to the Aug. 31 deadline.

Grants up to \$500 are available for Continuing Education opportunities. Note specifics in the Guidelines.

Direct all questions to Mary MacGregor: 713-353-2136.

WORSHIP

All canons governing worship are found in Title II of the Constitution & Canons as Revised by the 76th General Convention 2009

Prayer Book

The 1979 *Book of Common Prayer* is the standard prayer book for worship. The BCP is to be used at the principal services on Sunday morning.

Trial Use

Congregations may request of the bishop permission for trial use of materials approved by General Convention pursuant to Article X of the National Constitution.

Enriching Our Worship

Permission must be requested of the Bishop in writing for the use of the *Enriching Our Worship Series*.

Anglican Prayer Books

Permission must be requested of the bishop in writing for the use of any prayer book other than the *BCP* for principal Sunday worship.

Permission is granted for congregations to use current prayer books from other churches of the Anglican Communion for services other than the principal Sunday service.

Marriage and Remarriage

Canons governing remarriage are found in Title 1.19. Clergy are responsible for knowing the requirements and initiating communication with the bishop's office. (*See Remarriage Petitions, pg. 45*)

Baptism/Confirmation/Reception

Canons governing Baptism, Confirmation, and reception are found in Title I.17

Baptism: All persons who have received the sacrament of Holy Baptism with water in the name of the Father, Son, and Holy Spirit in this church or another Christian church and are duly recorded in the parish register are members of this church.

Adult Members: Members 16 years of age and older are considered adult members.

Confirmation: Confirmation is the normative rite for adults who desire to make a public affirmation of their faith and commitment to the responsibilities of their baptism, following instruction in the faith of the church. *Adult confirmed members* are therefore those who have been baptized, confirmed, and are now at least 16 years of age.

Reception: (1) For adults who are baptized and who have been confirmed by bishops of churches in historic succession (2) Adults who are baptized and previously made a mature public commitment in another Church may be received or confirmed

Reaffirmation: Adults who wish to reaffirm their commitment to follow Jesus Christ as Lord and Savior.

Deacon's Mass

Deacon's masses are not authorized.

Episcopal Visitations

All questions regarding Episcopal Visitations are to be directed to Rebecca Sweitzer in the Diocesan Bishop's Office. In order to facilitate a bishop's visit to the congregation the following information is offered:

Vision and Mission

The bishop expects to meet with the vestry and receive a presentation on strategies and short and long term goals for the congregation.

Liturgical Readings & Colors

The readings should always be those appointed for the day. Do not use the Confirmation readings unless it is a weekday visitation and not a Holy Day. For confirmation, the color should be red; for baptism with confirmation, the color should be white; for a visitation by the bishop without either baptism or confirmation, the color should be that of the season.

Ordination Liturgies

All ordination liturgies must be pre-approved by the bishop.

Bishop's Chaplain

If the archdeacon or a canon of the diocese is in attendance, that person shall be the bishop's chaplain. Otherwise, a deacon, priest, or layperson may be assigned this duty.

Pew Bulletins

Please send an advance copy of the Order of Service (even if only a draft) to the visiting bishop.

Parking Space

Please have a designated parking space clearly marked for "bishop."

Discretionary Fund Check

Please make payable to: Episcopal Diocese of Texas; Memo/Note: Bishop (Name's) Discretionary Fund. Mail to: Treasurer's Office; Episcopal Diocese of Texas; 1225 Texas Avenue; Houston, TX 77002

Confirmation Record Form

Please follow directions on the form, which will be sent prior to the visit. The form is also available on the diocesan website at www.epicenter.org, Diocese tab, Forms, Bishop's Office Forms; Bishop's Visitation Report.

REMARRIAGE PETITIONS

FOR CHURCH MEMBERS

NOTE: All petitions should be submitted at least 30 days prior to the proposed wedding date and should be addressed to:

The Right Reverend C. Andrew Doyle
Episcopal Diocese of Texas
1225 Texas Avenue
Houston, Texas 77002

The following information must be provided:

1. The full names and ages of both parties to the proposed marriage.
2. The name(s) of the Episcopal congregation(s) in which these persons are active members.
3. The name(s) of the former spouse(s).
4. The date(s) of the final divorce decree(s). For a second marriage, a waiting period of one year from the date of the final decree is normally required. If a lengthy separation (in excess of two years) has occurred a six-month waiting period *may* be granted. NOTE: If you have seen a copy of the divorce decree it is not necessary to include a copy of the decree with this petition
5. If any children of the divorced spouse are minors, state the court-ordered financial arrangements for their support and whether all such payments are current.
6. Based upon your counseling with the couple include your separate statement as to why the prior marriage(s) failed.
7. Based upon your counseling with the couple include your separate statement as to why they feel the proposed marriage will be different.
8. Based upon your counseling with the couple include a separate statement of your understanding of the manner in which the couple intends to place God at the center of their marriage and home.
9. Based upon your counseling with the couple include a separate statement that you are firmly convinced that the petition should be granted and give your reasons for this opinion.

In the event of a third marriage by either party, the parties to the proposed marriage must consult with a licensed marriage therapist as to their readiness for marriage. The written opinion of the therapist must be conveyed to the petitioning priest and included with the petition to the bishop.

Insofar as fourth marriages by either party are concerned, no petitions will be considered except under *very* unusual circumstances.

Regarding the blessing of marriages performed by civil authority, the Diocesan Guidelines are as follows: “Marriages may be blessed for those who marry outside the Church once sufficient time has elapsed that would have made it possible for them to apply for remarriage in the Church according to the regular Diocesan Guidelines.

Only a priest can serve as the petitioner in a request for a marital judgment. Letters written by others cannot and will not be considered.

NOTE that if the priest making the judgment is not the rector or priest-in-charge of the Church in which the proposed ceremony is to take place, there must also be a letter from that person assuring the bishop of his or her concurrence with the petition.

CLERGY MARRIAGE, DIVORCE, AND REMARRIAGE

This policy is based upon Title I, 19.

Clergy Marriage and Remarriage

The Bishop expects that any clergyperson, when considering marriage, will meet with him for consultation before proceeding. In the case of remarriage, all the provisions found in *Remarriage Petitions* will apply equally to clergy.

Clergy Divorce

If the marital relationship between a clergyperson and spouse is threatened, it is expected that they will counsel with the bishop, who will aid and support them in seeking appropriate professional help toward reconciliation.

If every effort to preserve the marriage fails, and either spouse seeks a divorce, the clergyperson shall immediately inform the bishop.

ADDICTION AND GAMBLING POLICIES

ADDICTION POLICY

The Diocese of Texas will follow the outlined Behavioral Health Guidelines for persons who have abused or become dependent upon either nonprescribed pharmacologic agents or prescribed medications:

- Exploratory questioning about chemical abuse or dependency
- A period of not less than five years of sobriety prior to consideration for employment
- Consideration of a formal chemical dependency assessment from a credentialed chemical dependency treatment specialist

GAMBLING POLICY

Gambling is defined as participation in any game or raffle where money or objects of value may be won by chance. This does not include games requiring skill, or the awarding of door prizes for which no additional charge is made.

It is the responsibility of each vestry to develop, adopt and publicize a policy for the congregation in accordance with these guidelines.

No gambling may be held on church property.

This policy applies to any church-sponsored event or activity, regardless of its location.

ALCOHOL POLICY

The Episcopal Church acknowledges the need for exercising a healing ministry and for offering guidance to victims of addiction and to members of their families.

The Church calls on all its members to take to heart the seriousness of the illness of addiction as a disrupter of family, economic and social life, and to do everything in their power to offer the love of Christ in a healing ministry to those afflicted persons and families. It is expected that the leadership of each congregation be aware of local resources and programs in this area. The Diocesan Recovery Ministries are also a resource.

It is the responsibility of the vestry of each congregation to develop, adopt and publicize a policy in accordance with these guidelines for the use or prohibition of alcoholic beverages.

Use of Alcoholic Beverages in the Local Congregation

Many churches do not serve alcoholic beverages; for those that do, the following guidelines are given:

1. All applicable federal, state and local laws must be obeyed, including those governing the prohibition of serving of alcoholic beverages to minors.
2. Alcoholic beverages and food containing alcohol must be clearly labeled as such.
3. Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal attractiveness and accessibility.
4. The service of alcoholic beverages at church events should not be publicized as an attraction of the event.
5. The group or organization sponsoring any activity or event at which alcoholic beverages are served must have permission from the head of congregation, subject to the policy of the congregation. Such groups or organizations must also have a plan to provide alternative transportation for anyone whose capacity to drive may be impaired by the consumption of alcohol.
6. No alcoholic beverages may be served at any event, program, trip or retreat for children or youth.
7. Hard liquor may never be served.
8. These policies apply to any church-sponsored event or activity, regardless of its location.

PARISH ADMINISTRATION

Finance and business administration matters are handled through the diocesan treasurer's office, Robert J. Biehl, Chief Financial Officer (CFO). *Email:* rbiehl@epicenter.org

Clergy Pension

The Church Pension Group has a website for information regarding your benefits. You may choose to personalize your information and track your benefits on a regular basis.

<http://www.CPG.org>

Health Insurance

Debra Klinger administers health insurance in the diocesan office. Please contact her with questions or help in understanding your benefits. *Email:* dklinger@epicenter.org

Property Insurance

David Fisher is the diocesan coordinator for property insurance. *Email:* dfisher@epicenter.org

Episcopal schools, day care centers, nursing homes and camps will be on separate policies obtained with Church Insurance Corp. or the insurance company the institution chooses, as long as they are in compliance with the diocesan canons, which require that adequate insurance coverage be held on all church property.

Any congregation or institution not using Church Insurance Corp. for coverage must provide a copy of its insurance policy to David Fisher for review.

Bonding

Vestries and bishop's committees are responsible for insuring that both the treasurer and business administrator (if applicable) of the congregation are bonded for a minimum of \$250,000.

Audits

Every congregation and institution must have an annual audit. (Diocese of Texas Canon 13.5)

In implementing this canon, the Executive Board has adopted a procedure whereby an audit committee of individuals from the congregation may be authorized to perform the annual review of the financial records of any congregation or institution. For these guidelines, contact Allison McCloskey, controller.

Allison McCloskey is also available to assist with questions or inquiries.

Email: amccloskey@epicenter.org

Parochial Report

The requirement to file a parochial report is outlined in Title I.6. Each church is required to file the report on-line. The diocesan staff can access the report after a church has marked it as complete.

The diocesan office does not require submission of a hard copy. The diocesan deadline for filing is **earlier** than the filing deadline for the national church. **In this diocese, the parochial reports are due by February 1, before our Annual Diocesan Council.** Failure to file the report prior to the Annual Diocesan Council can cause the affected church to have seat but no voice or vote.

Every year, a copy of the blank report, workbooks, and a cover letter is sent to each church from the national church office. Do not use the deadline on the cover letter or the report will not be submitted by the diocesan deadline of February 1.

Questions should be addressed to Shirley Platt. *Email:* splatt@epicenter.org

Discretionary Funds

Discretionary funds rest on the canonical authority embodied in Title III, 14.2(f).

Authority: The alms and contributions, not otherwise specifically designated, at the administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the clergyperson in charge of the parish or mission or with such church officer as shall be appointed by him, to be applied by him or under his supervision, to such pious and charitable uses as shall be fitting. During a vacancy, the vestry shall appoint a responsible person to serve as almoner.

Sources: The sources of discretionary funds vary. The national canon referenced above is generally interpreted to mean that a minimum of one Sunday a month, the loose offering at the Holy Eucharist is first deposited with the parish treasurer and then set aside for the rector's discretionary fund. In some parishes, the loose offering at all services of the Holy Eucharist on a designated day is set aside for the rector's discretionary fund. Some congregations have trusts, the income from which is designed for the discretionary fund. Some congregations set aside a budgeted amount for the discretionary funds of the clergy in addition to the traditional sources or as a substitute for them.

Clergy: Some clergy place gifts received for weddings, funerals and baptisms into the discretionary fund. Because of income tax considerations, it is recommended that clergy either adopt the practice of putting all such fees and gifts into the discretionary fund or none.

It is improper to mingle personal funds of any kind with discretionary funds.

Records: Some congregations maintain the discretionary fund as a line item in the parish books, and the parish treasurer draws checks on vouchers signed by the clergy. This form of recordkeeping is the safest method of ensuring adequate records. When the clergyperson controls the checkbook of the discretionary fund, it is required that all contributions to the discretionary fund be made payable to the church, recorded in the books of the church, and then subsequently transferred by the treasurer to the discretionary fund.

Clergy who maintain their own checkbooks for discretionary funds are required to record the purpose of every check drawn on the account and the source of all deposits into it.

If a clergyperson receives a check payable to the church, with no other designation, the clergyperson is required to deposit it with the parish treasurer and receive vestry authorization before that money is deposited into the discretionary fund.

Uses: The traditional uses of the discretionary fund are to assist the poor of the congregation and the larger community. Examples of appropriate discretionary spending for those in need include: rent, utilities, medical bills, etc.

The clergy may also use discretionary funds for expenses related to the exercise of ministry that are not covered in the budget, attendance at conferences, purchase of books and journals, and membership in groups that are related to the exercise of ministry.

However, items purchased from a discretionary fund are the property of the church, at least until such time as they may be given to the clergy as a gift by the vestry.

Clergy may employ a professional consultant with discretionary funds. When a clergy person provides meals or refreshments for groups of individuals directly related to the work of ministry and in the normal course of ministerial work, such expenses may legitimately be paid from discretionary funds. It should be noted that when such business expenses are paid from the discretionary fund, they are not subsequently allowable as income tax deductions by the member of the clergy.

When the discretionary fund is used to provide a gift to a particular individual, for example, perhaps as a retirement gift to a parish secretary of long standing or a young person in need of scholarship assistance, such use is a legitimate function of the fund. However, care should be taken to advise donors that contributions whose sole intention is to benefit a named individual are not deductible contributions in terms on the donor's income tax returns.

Discretionary funds are not to be used to sustain the ongoing program of the church. There may be occasions when clergyperson may wish to develop a program in mid-year where there is no budgeted money available or where the clergyperson may wish to supplement some particular program through discretionary fund expenditures, however, these should be exceptions to the general rule.

Accountability: The discretionary fund account should be reviewed on a confidential basis, as part of the annual audit. Ideally, a trusted representative of the firm doing the audit should have a private conference with the priest. In other cases, it may be more practical for the senior warden or some other responsible member of the congregation to serve in this role.

The clergyperson should keep a private record of exactly what is done with the proceeds of checks written on the discretionary fund account. This is both a protection to the priest in case of an IRS audit and also a protection for the congregation, should a question arise as to the use of the funds.

The clergyperson should make regular reports to the vestry on general uses of the fund, maintaining the confidentiality of individual recipients.

Income Tax: Since the discretionary fund is to be used for the benefit of the church, it is not subject to income tax. Members of the clergy who improperly use discretionary funds for personal use may be subject to income tax as well as ecclesiastical, civil, and/or criminal penalties.

- A. Discretionary funds should be maintained in bank accounts in the name of the congregation and carry the church's taxpayer identification number.
- B. An additional signatory, approved by the vestry, must be designated.
- C. Clergy are to be in compliance with Title I, Canon 7.
- D. Neither the funds nor items purchased from the funds may be transferred to another cure with the rector, but must remain with the congregation.

Review: At the beginning of a new ministry, the rector/vicar and the vestry/bishop's committee are urged to address the administration of the discretionary fund.

HELPFUL ADDRESSES & LINKS

EPISCOPAL CHURCH CENTER EPISCOPAL RELIEF & DEVELOPMENT

815 Second Avenue
New York, NY 10017
Office: 800-334-7626
Website: www.episcopalchurch.org

CHURCH PENSION GROUP

445 Fifth Avenue
New York, NY 10016
Office: 800-223-6602
FAX: 212-592-9400
Website: www.cpg.org

CHURCH INSURANCE CORPORATION

Contact: Mr. John Scheffler
The Church Ins. Co. Vermont
Office: 972-355-0927
FAX: 972-691-6574
Email: jscheffler@cp.org

THE BISHOP QUIN FOUNDATION

Contact: Mr. David N. Fisher
Diocesan Center
1225 Texas Ave.
Houston, TX 77002
Office: 713-520-6444 or 800-318-4452
FAX: 713-521-2218
Email: dfisher@epicenter.org

EPISCOPAL FOUNDATION OF TEXAS

Contact: Mr. David N. Fisher
Diocesan Center
1225 Texas Ave.
Houston, TX 77002
Office: 713-520-6444 or 800-318-4452
FAX: 713-521-2218
Email: dfisher@epicenter.org

CHURCH CORPORATION

Contact: Mr. David N. Fisher
Diocesan Center
1225 Texas Ave.
Houston, TX 77002
Office: 713-520-6444 or 800-318-4452
FAX: 713-521-2218
Email: dfisher@epicenter.org

MISSION FUNDING

Contact: Kathy Culmer
The Diocesan Center
1225 Texas Avenue
Houston, TX 77002
Office: 713-520-6444
FAX: 712-520-5723
Email: kculmer@epicenter.org

CAMP ALLEN

Contact: George Dehan, President
Gloria Clepper, Director
18800 FM 362
Navasota, TX 77868
936-825-7175
FAX: 936-825-8495
Email: georged@campallen.org
Website: www.campallen.org

LINKS

ANGLICAN COMMUNION

www.anglicancommunion.org

NATIONAL CHURCH OFFICES

www.episcopalchurch.org

EPISCOPAL DIOCESE OF TEXAS

www.epicenter.org

CAMP ALLEN

www.campallen.org

CONSTITUTION AND CANONS OF THE EPISCOPAL CHURCH OF THE UNITED STATES, 2009

To read on-line: www.episcopalchurch.org

To order: www.churchpublishing.org

CONSTITUTION AND CANONS OF THE DIOCESE OF TEXAS, 2006

www.epicenter.org

Open Diocese tab, scroll to Constitution and Canons tab

OFFICE OF TRANSITION MINISTRIES

Formerly Clergy Deployment Office

<http://arc.episcopalchurch.org/cdo/>

APPENDIX A

COMMISSION ON MINISTRY

The Diocese of Texas offers three tracks for ordination: deacon, priest, and bi-vocational Priest.

Deacons and bi-vocational priests are locally prepared through the Iona School for Ministry. They exercise non-stipendiary ministries and may not receive compensation from a church or institution of the diocese.

Bishop Dena Harrison serves as the Executive for Ministry, and the Reverend Beth J. Fain is Chair of the Commission. The Reverend Victoria Mason is Chair of the Committee for the Diaconate and Mr. Charles Schubert is Chair of the Committee for the Bi-Vocational Priesthood.

Application materials are available from the Commission on Ministry office in Austin. All requests for applications and general inquiries may be directed to Ms. Ana Gonzales May, who is the Assistant to the Commission on Ministry agmay@epicenter.org

IDENTIFICATION OF CANDIDATES FOR ORDINATION

All clergy are to nurture possible vocations to ordained ministry, being attentive to persons in the local setting who may have such gifts. The Commission on Ministry can provide additional guidance if needed, as well as materials for the required local discernment process. with three divorces will not be considered, and a high level of debt is a barrier to entering In addition to the areas for discussion that are described in the discernment guidelines, it is important to be sensitive to such issues as age, marital history and personal debt levels. The preferred age for seminary track applicants is limited to age 55 at the time of entry to seminary. Applicants the ordination process.

Clergy also have the responsibility for redirecting nominees whose gifts do not suggest an ordained vocation, rather than nominating candidates who are unlikely to be accepted at the diocesan level.

Clergy who have questions about local discernment processes should direct all questions to the Commission on Ministry office in Austin at agmay@epicenter.org

APPLICATION DEADLINES

As of the 2010-2011 year, the Diocese of Texas will send only five persons into the seminary track to ordination each year. These individuals should be the candidates best equipped to provide vibrant missionary leadership. This means that the selection of these persons will occur in the early Spring. The application deadline of **November 1** is important because of the need for

further testing, Commission on Ministry discernment, and timely seminary and scholarship applications.

The deacon and bi-vocational priest track deadline of **January 1** is designed to allow for testing, discernment, and orderly planning for the Iona School for Ministry.

Application Deadlines:

Seminary track

November 1

Deacon & bi-vocational Priest

January 1

APPENDIX B

CENTER WITHOUT WALLS TRIAGE VOLUNTEERS

AUSTIN

Dr. Jim Boynton

5907 Lost Horizon Dr., Austin, TX 78759 512-231-8660

BEAUMONT

Ms. Sue Echols

1025 IH-10 N., #104, Beaumont, TX 77706 409-899-4471

Ms. Carol Kavenaugh

137 Berkshire Lane, Beaumont, TX 77707 409-860-1766

HOUSTON

Dr. James N. Lindsey

6550 Fannin, #2239, Houston, TX 77030 713-795-4441

The Rev. J. Pittman McGehee

1215 Barkdull, Houston, TX 77006 713-522-3133

Ms. Joan McKirachan

1319 Campbell Rd., Houston, TX 77055 713-465-5072

Dr. William Moore

7887 Katy Freeway, Houston, TX 77024 713-681-2030

Dr. Joseph C. Schoolar

5300 San Jacinto, Houston, TX 77004 713-524-9700

Dr. Robbie Sharp

3355 W. Alabama, Houston, TX 77054 713-961-0651

Linda Schmalstig

St. Mark's, Houston (child psychiatrist)

TEMPLE

Dr. Gary Brooks

2711 Creekside, Temple, TX 76504 254-778-6922

WACO

Ms. Dee Blinka

305 Londonberry, Waco, TX 76712 254-772-0297

Ms. Kathleen Geiger

301 Londonberry, Waco, TX 76712 254-751-4880

Dr. Melanie Ilich

301 Londonberry, Waco, TX 76712 254-751-4880

Dr. Sean McCarthy

8414 Old McGregor Rd., Waco, TX 76712 254-776-3366

Dr. Brock Morris

8414 Old McGregor Rd., Waco, TX 76712 254-776-2277

APPENDIX C

APPLICATION FOR CLERGY LICENSE

AND

ELCA CLERGY LICENSE



APPLICATION FOR CLERGY LICENSE
FOR SERVICE IN THE DIOCESE OF TEXAS
DURING THE YEAR _____

Name: _____ Spouse: _____
Street Address _____
City _____ State _____ Zip _____
Home _____ Work _____ Cell _____ E-mail _____
Canonical Diocese _____ Bishop _____
Country of Citizenship _____
Date of Birth _____ SS # _____

Background Check (check one)

_____ I have requested that my canonical diocese send a current (within two years) background check to you.
_____ Enclosed is a check for \$175.00 made payable to the Diocese of Texas to order a background check. (Must be updated every five years to be eligible to be re-licensed)

Sexual Misconduct Training

Documentation of completion of the following two Misconduct Prevention Training courses must be provided: (These courses must be updated every five years). Training schedule may be found on the diocesan website for both Safeguarding courses: www.epicenter.org or contact The Reverend Cecilia Smith at the Diocesan office in Austin to schedule this training. 512-478-0580 or CSmith@epicenter.org

Safeguarding God's Children

Certificate enclosed _____ Training to be scheduled _____

Safeguarding God's People

Certificate enclosed _____ Training to be scheduled _____

Only Non-Citizens must provide a copy.

Diocesan policy requires clergy to complete and return Form I-9, *Employment Eligibility Verification*.

Signature

Date

*Please return form to:
Ms. Patricia Gilbreath
Diocese of Texas
1225 Texas Avenue
Houston, Texas 77002
713.353.2146*

**APPLICATION FOR ELCA CLERGY LICENSE
FOR SERVICE IN THE
EPISCOPAL DIOCESE OF TEXAS
DURING THE YEAR _____**

Name: _____
(first) (middle) (last) (spouse)

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Synod: _____ Bishop: _____

Date of Birth: _____ SS#: _____

ELCA Clergypersons are required to submit:

1. A Letter of Permission to receive a license from the ECLA Bishop under whose jurisdiction you serve.
2. If applicable, a Letter of Approval must also be obtained from the ELCA Bishop in whose jurisdiction you reside, if different from (1).
3. Background Check (check one)

_____ I have requested that my synod send a current (within five years) background check to you.

_____ Enclosed is a check for \$175.00 made payable to the Diocese of Texas so that you may order a background check.

Signature of Applicant Date

Signature of Sponsoring Rector

*Return form to: Ms. Patricia Gilbreath
Episcopal Diocese of Texas
1225 Texas Avenue; Houston TX 77002*

Questions should be directed to Ms. Gilbreath at 713-520-6444 or 800-318-4452

APPENDIX D

LETTER OF CALL LETTERS OF AGREEMENT

Letter of Call to Serve as Rector.....Page 62

Letter of Agreement between Vestry and Rector Page 63

Letter of Agreement between Bishop, Bishop’s Committee and Vicar Page 66

LETTER OF CALL
FROM
SENIOR WARDEN TO RECTOR

January 1, 2012

The Reverend John Smith
123 A. Street
Houston, TX 77001

Dear John,

I have the pleasure of extending a call to you to serve as Rector of St. Swithen's Episcopal Church, effective January 15, 2012. By unanimous vote, the Vestry of St. Swithen's believes that you will be the right leadership for this congregation.

You will receive a stipend of \$ _____ and a housing allowance of \$ _____. St. Swithen's Church will reimburse you \$ _____ for social security tax and will pay \$ _____, which is your Pension Fund premium. You will be fully covered on the health insurance plan offered to all clergy and their families in the Diocese of Texas. We also will provide moving expenses and help with the relocation of you and your family.

I look forward to hearing from you and would be glad to arrange communication between you and our treasurer, Mary Smith. You may contact me either by phone 713-555-1234 or e-mail xxx@xxx.com.

Sincerely,

Senior Warden

cc: Name (head of Search Committee)
Name (Church Treasurer)
The Reverend Canon Ann D. Normand

LETTER OF AGREEMENT
BETWEEN
VESTRY AND RECTOR

In accordance with the Canons of the Episcopal Church, Title III, Canon 9.3, “Of the Life and Work of Priests,” the Vestry of _____,
(church and city)
Texas, has duly appointed the Reverend _____, to be Rector, which appointment is accepted according to the terms stated in this Letter of Agreement. This letter, along with the Bishop’s Letter of Institution, and the original Letter of Call, constitutes the agreement between the Vestry of _____
(church and city)
and the Rev _____, hereinafter referred to as the Rector, is effective on the first day of employment, being _____

It is understood that this Agreement will continue in effect until altered or revised by both parties, i.e. the Rector and Vestry. It is further understood that the pastoral relationship between this Parish and the Rector can be dissolved by mutual consent of both parties or as provided by the Canons of the Episcopal Church, Title III, Canon 15, “Of the Dissolution of the Pastoral Relation.”

It is also understood that both parties will conform to the provisions of the Canons of the Episcopal Church, Title I, Canon 14, “Of Parish Vestries” and Title III, Canon 9.5, “Of the Life and Work of Priests” as they pertain to the functions of both parties and to the relationship between the Rector and Vestry.

Upon the Rector’s arrival, an appointment will be made with the Bishop of Texas. The rector will attend annually the Vestry and Wardens Conference, the Stewardship Conference, etc.

The Rector’s salary and benefits, as outlined in the Letter of Call, shall comply with Diocesan Canon 19.

The Rector will be reimbursed for expenses incurred in pursuit of his duties and professional continuing education, up to \$_____ in any given year. As many as seven consecutive days

may be taken in continuing education pursuits, with full pay and allowances, provided that no more than one Sunday is involved and provided that no more than 14 days are taken in any one calendar year.

The Vestry will provide out of the General Fund \$_____ per month for the Rector's Discretionary Fund.

The Rector is entitled to 30 days of vacation with full pay and allowances. This may include as many as four Sundays. Clergy supply and pastoral services will be funded by the Parish during periods of the Rector's absence for vacation and continuing education. The Rector will inform the Vestry at least 30 days prior to taking any vacation or continuing education time. Other specific agreements needed between Vestry and Rector are as follows:

- (1) It is understood that this is a Parish of the Diocese of Texas and that the Vestry members, parishioners and the Rector are expected and encouraged to participate fully in the life of the Diocese. The time the Rector spends working on Diocesan boards, committees and commissions is to be regarded as time spent performing his professional duties, not as time away from the Parish. This includes attendance at Diocesan clergy conferences, Annual Diocesan Council and time spent leading Diocesan retreats or youth camps.
- (2) The Rector is entitled to as many as five days each year, with full pay and allowance, to participate in a spiritual retreat or for spiritual refreshment. These five days may not include a Sunday.
- (3) The Rector will accrue two weeks of cumulative Sabbatical time each year. A Sabbatical cannot be taken until after the completion of six years of incumbency. The Sabbatical will be with full pay and allowances and may be taken in conjunction with the Rector's annual vacation and continuing education time.
- (4) If the Rector absents himself from the Parish or from his duties on account of illness, death in the family, or for other compassionate reasons, the Vestry may grant a leave with full pay and allowances. If the Rector absents himself from the parish or from his duties and does not obtain the approval of the Vestry, the

Vestry may withhold stipend and allowances for the period in question.

If the Rector and Vestry are unable to settle any dispute amicably, either party may appeal to the Bishop for a godly judgment.

This Letter of Agreement is to be reviewed annually by the Rector and Vestry during the Advent season and may be revised then, or at any time, with the full knowledge and consent of both parties.

Signed in _____, Texas, this _____ day of _____ in the Year of Our Lord, 20_____.

Rector

Senior Warden

Junior Warden

Clerk of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Member of the Vestry

Date Received by the Office of the Bishop Diocesan of Texas

Canon to the Ordinary

LETTER OF AGREEMENT
BETWEEN
BISHOP, BISHOP'S COMMITTEE AND VICAR

In accordance with the Canons of the Episcopal Church, Title III, Canon 9.3, "Of the Life and Work of Priests" the Rt. Rev. C. Andrew Doyle, in consultation with the Bishop's Committee of _____, Texas,

(church and city)

has duly appointed the Reverend _____ to be Vicar, which appointment is accepted according to the terms stated in this Letter of Agreement. This Letter of Agreement, along with the Bishop's Letter of Institution, and the original Letter of Call, constitutes the agreement between the Bishop, the Bishop's Committee of

_____ (church and city)

and the Rev. _____, hereinafter referred to as the Vicar, is effective on the first day of employment, being _____

It is understood that this Agreement will continue in effect until altered or revised by one or all of the parties, i.e. the Bishop, the Vicar and Bishop's Committee. It is further understood that the pastoral relationship between this congregation and the Vicar can be dissolved by the Bishop, mutual consent of both Vicar and Bishop's Committee, or as provided by the Canons of the Episcopal Church, Title III, Canon 15, "Of the Dissolution of the Pastoral Relation."

It is also understood that both parties will conform to the provisions of the Canons of the Episcopal Church, Title I, Canon 14, "Of Parish Vestries" and Title III, Canon 9.5, "Of the Life and Work of Priests" as they pertain to the functions of both the Vicar and Bishop's Committee individually and to the relationship between the Vicar and Bishop's Committee.

The Bishop will appoint a Mentor Priest for the Vicar, with whom regular meetings will be scheduled. The mentor will serve as a resource and also is available by telephone to coach the Vicar as needed.

The Vicar's salary and benefits, as outlined in the Letter of Call, shall comply with Diocesan

Canon 19, and will be paid by the Diocese of Texas.

The Vicar will be reimbursed for expenses by the church incurred in pursuit of his duties and professional continuing education, up to \$_____ in any given year. As many as seven consecutive days may be taken in continuing education pursuits, with full pay and allowances, provided that no more than one Sunday is involved and provided that no more than 14 days are taken in any one calendar year.

The Bishop's Committee will provide out of the General Fund \$_____ per month for the Vicar's Discretionary Fund.

The Vicar is entitled to 30 days of vacation with full pay and allowances. This may include as many as four Sundays. Clergy supply and pastoral services will be paid by the congregation during periods of the Vicar's absence for vacation and continuing education. The Vicar will inform the Bishop's Committee at least 30 days prior to taking any vacation or continuing education time. Other specific agreements needed between Bishop's Committee and Vicar are as follows:

- (1) It is understood that this is a Mission of the Diocese of Texas and that the Bishop's Committee members, parishioners and the Vicar are expected and encouraged to participate fully in the life of the diocese. The time the Vicar spends working on diocesan boards, committees and commissions is to be regarded as time spent performing his professional duties, not as time away from the congregation. This includes attendance at diocesan clergy conferences, Annual Diocesan Council and time spent leading diocesan retreats or youth camps.
- (2) The Vicar is entitled to as many as five days each year, with full pay and allowance, to participate in a spiritual retreat or for spiritual refreshment. These five days may not include a Sunday.
- (3) The Vicar will accrue two weeks of cumulative Sabbatical time each year. A Sabbatical cannot be taken until after the completion of six years of incumbency. The Sabbatical will be with full pay and allowances and may be taken in

conjunction with the Vicar's annual vacation and continuing education time.

- (4) If the Vicar absents himself from the congregation or from his duties on account of illness, death in the family, or for other compassionate reasons, the Bishop's Committee may grant a leave with full pay and allowances. If the Vicar absents himself from the parish or from his duties and does not obtain the approval of the Bishop's Committee the committee may withhold stipend and allowances for the period in question.

If the Vicar and Bishop's Committee are unable to settle any dispute amicably, either party may appeal to the Bishop for a godly judgment.

This Letter of Agreement is to be reviewed annually by the Bishop or his representative, the Vicar and the Bishop's Committee during the Advent season and may be revised then, or at any time, with the full knowledge and consent of both parties.

Signed in _____, Texas, this ___ day of _____ in the Year of Our Lord, 20__.

Vicar

Bishop's Warden

Junior Warden

Clerk of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Member of the Committee

Date Received by the Office of the Bishop Diocesan of Texas

Canon to the Ordinary

APPENDIX E

RETIREMENT FROM THE EXERCISE OF ORDAINED MINISTRY

I certify to the Bishop of Texas that I am completely retired from the exercise of ordained ministry in any context.

Signature

Printed Name

Date

Return to:

*The Right Reverend C. Andrew Doyle, D.D.
Episcopal Diocese of Texas
1225 Texas Avenue
Houston, TX 77002*

APPENDIX F

CLERGY MANUAL ACKNOWLEDGEMENT

Manual Dated October 2010

I acknowledge receipt of the Clergy Manual dated October 2010.

I will abide by the policies of the Bishop of the Diocese of Texas as provided in this Manual.

I have read and understand the contents of this Manual.

Signature

Printed Name

Date

Return to:

*The Reverend Canon Ann D. Normand
Episcopal Diocese of Texas
1225 Texas Avenue
Houston, TX 77002*