



September 22, 2009

(This document is posted to etdiocese.net/dioconv2010/)

TO: Clergy and Senior Wardens of the Diocese of East Tennessee
FROM: The Rev. Canon Stephen Askew, Secretary to the Convention

Plans are under way for the 26th Annual Diocesan Convention, to be held **February 12-13, 2010**, at the Crowne Plaza, Knoxville, Tenn. Please mark these dates and the location on your calendar.

Included with this mailing is a **Checklist** for your convenience. Also, you will find the **Certificate of Election for Lay Delegates and Alternates**. We hope that clergy and vestry members will elect delegates carefully who will serve as faithful representatives of your parish. Note that diocesan canons allow youth (confirmed communicants in good standing at least sixteen years of age) to serve as parish delegates. Please register parish clergy on page 5.

Also in this mailing, beginning on page 6, is a **Commissioning Service** you might use to recognize delegates before the congregation prior to convention.

The registration fee is \$45 (which includes lunches) for each lay delegate and canonically resident member of the clergy. There is no registration fee for alternates and visitors, who will be sent meal reservation information later. ***Make the check payable to the Diocese of East Tennessee and return with the form not later than October 31.***

Please distribute the Visitor letter and registration form (pages 8 and 9) to those in your parish who may want to attend as visitors.

Subsequent information will be sent *only* to those who have registered. This mailing will be sent by e-mail to the addresses we receive, otherwise by regular mail. Copies of the mailing will be available on the diocesan web site (www.etdiocese.net).

The next mailing will include:

- The convention schedule
- Information about special events and hotel registration
- Information about lunch reservations for alternates and visitors
- Instructions about filing resolutions and making nominations to diocesan elected offices

If you have any questions about the convention or how to prepare for it, please contact one of the diocesan staff members below at 865-966-2110 or their e-mail address:

- The Rev. Canon Stephen Askew, askew@etdiocese.net
- Ms. Laura Nichols, lnichols@etdiocese.net
- Ms. Rosemary Davenport, rdavenport@etdiocese.net

Checklist for 2010 East Tennessee Convention

February 12-13, Crowne Plaza, Knoxville

Note: Please begin to consider now candidates for delegates to convention and nominees for the various offices to be elected at this year's convention.

___ **September 2009** – Parochial clergy, senior wardens and clerks will receive the first mailing, which includes a checklist, the Delegates' Certification Form and a suggested Commissioning Service, as well as visitors' and exhibitors' registration forms. Non-parochial clergy and those licensed to officiate will receive separate registration forms.

___ **October 2009 Vestry Meeting** – Vestries should elect or appoint delegates and return Delegate Certification Form by **October 31**.

___ **October 15, 2009** – Deadline for the Winter issue of the East Tennessee Episcopalian: An invitational letter from Planning Committee chairs will present an overview, logo and theme. Readers will receive the issue in beginning of December.

___ **December 2009** – Registered delegates and visitors will receive the second communication by e-mail to the addresses we receive, otherwise by regular mail. This communication will include information concerning hotel registration, meal reservations, convention schedule, elections information and resolution guidelines. (To be sent by December 4th).

___ **December 2009** – Churches to receive via e-mail bulletin inserts and short notices about the convention and elections for use in parish newsletters.

___ **January 11, 2010** – Deadline for nominations and resolutions to be received at Diocesan House, in order to be included in convention booklets.

___ **January 11, 2010** – Deadline for hotel and meal reservations.

___ **January 31, 2010 at 2:00 p.m.** – Pre-Convention Overview meeting for the South East Area at St. Martin, Chattanooga

___ **February 4, 2010 at 6:30 p.m.** – Pre-Convention Overview meeting for the Middle East Area at St. James, Knoxville

___ **February 7, 2010 at 2:00 p.m.** – Pre-Convention Overview meeting for the Upper East Area at St. James, Greeneville

___ **February 12- 13** – 2010 Diocesan Convention at the Crowne Plaza, Knoxville.

The Diocese of East Tennessee Canonical Requirements for Lay Delegates and Lay Alternates

From Title I, Canon 3, Section 8, "Meetings of the Convention:"

(a) Each congregation in union with the Diocese may be represented by the following number of lay delegates according to the then existing number of Confirmed Communicants in Good Standing of the Congregation as shown in the last published Journal:

(1) Congregations with fewer than five hundred Communicants will have 3 Lay Delegates; with five hundred Communicants but fewer than one thousand will have 4 Lay Delegates; and Congregations with one thousand or more Communicants will have 5 Lay Delegates.

(b) It shall be the duty of the Vestry of each congregation to elect its lay delegates and an equal number of Alternates, each of whom shall be a Confirmed Communicant in Good Standing of the Congregation and at least sixteen years of age.

(c) If any or all of the Lay Delegates shall fail to attend the Convention, alternates shall be entitled to serve in their stead, in the order of their election.

(d) The evidence of election or appointment of Lay Delegates and Alternates shall be a certificate signed by the Clerk and which shall set forth, in the order of their election, the names of all Lay Delegates and Alternates and the fact of their qualification to serve. The Certificate shall be sent to the Secretary of the Convention not less than six weeks prior to the date set for the annual meeting of the Convention, and shall be prima facie evidence of the right of the persons named therein to seats in the Convention.

(e) The Lay Delegates duly elected or appointed to serve at the annual meeting of the Convention shall be the Delegates to any other meeting of the Convention prior to the succeeding annual meeting of the Convention. Vacancies occasioned by death, removal, resignation, or incapacity to serve, shall be filled in the same manner as the original election or appointment.

Sec. 9

In case any Vestry shall fail to elect Lay Delegates, or in case all the Delegates and Alternates elected from any Parish shall fail to attend the Convention, the Rector of such Parish shall have authority to appoint one Lay Person, who shall be a Confirmed Communicant of the parish in Good Standing, to represent the Parish in the said Convention as a Lay Delegate.

Certificate of Election for Delegates and Alternates Parish Clergy Registration

26th Annual Diocesan Convention
February 12 - 13, 2010
Crowne Plaza Hotel, Knoxville, Tennessee

The Bishop and Council have directed that a registration fee be paid for each lay delegate and each member of the clergy. A check for \$45.00 per person, made payable to the Diocese of East Tennessee, should accompany the Certificate of Election and should arrive at Diocesan House **no later than October 31, 2009**. *Do not pay for alternates. Registration fees are non-refundable.*

ELECTED DELEGATES: (Please check box if delegate or alternate is in high school.)

| | | | |
|--------------------------------|--|--------|--|
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |

ELECTED ALTERNATES: (Please check box if delegate or alternate is in high school.)

| | | | |
|--------------------------------|--|--------|--|
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |
| <input type="checkbox"/> Name: | | Email: | |
| Address: | | | |
| City/State/Zip | | Phone: | |
| | | | |

Statement of Certification

This is to certify that the parish representatives named above on the Certificate of Election of Delegates and Alternates are all duly registered confirmed communicants in good standing and are hereby elected by the vestry as lay delegates and alternate lay delegates, respectively, to represent (Parish) _____ of (City) _____ at the 26th Annual Convention of the Diocese of East Tennessee, February 12-13, 2010 in Knoxville, Tennessee.

Signature, Clerk or Secretary

Parish Clergy to be registered to attend the convention:

| | | | |
|---------------------|--|----------------------|--|
| <i>Name:</i> | | <i>Email:</i> | |
| <i>Name:</i> | | <i>Email:</i> | |
| <i>Name:</i> | | <i>Email:</i> | |
| <i>Name:</i> | | <i>Email:</i> | |
| <i>Name:</i> | | <i>Email:</i> | |
| <i>Name:</i> | | <i>Email:</i> | |

A check payable to the Diocese of East Tennessee for the \$45.00 per person registration fee is calculated as follows:

Note: There is no registration fee for alternates or clergy who are not canonically resident.

| | |
|--|--|
| | Number of elected delegates |
| | Number of parish clergy (canonically resident only) |
| | TOTAL number of delegates and parish clergy x \$45.00 each |
| TOTAL AMOUNT OF CHECK ENCLOSED: | \$ |

After completing this form, please print out and have it signed by the vestry clerk or secretary. This signed form, together with a check, are due at the Diocesan House by October 31, 2009.

Send to:

2010 Diocesan Convention
Diocese of East Tennessee
814 Episcopal School Way
Knoxville, TN 37932

Commissioning Service for Diocesan Convention Delegates and Alternates

The Examination

The congregation being seated, the Celebrant stands in full view of the people. The Sr. Warden (or other presenter), Delegates and Alternates stand facing the Celebrant.

The Celebrant says these or similar words

Brothers and Sisters in Christ Jesus, we are all baptized by the one Spirit into one Body, and given gifts for a variety of ministries for the common good. Our purpose is to commission these persons in the Name of God and of this congregation to serve as Convention Delegates and Alternates for _____ Church.

The Celebrant asks the presenter (preferably the Senior or Junior Warden)

Are these persons you are to present prepared by a commitment to Christ as Lord, by regular attendance at worship, and by the knowledge of their duties, to exercise this ministry to the honor of God, and the well-being of his Church?

Presenter I believe they are.

The Celebrant then says these or similar words

You have been called by the Vestry to serve as Convention Delegates and Alternates. Will you, as long as you are engaged in this ministry, carry it out with diligence?

Candidates We will.

Celebrant Will you faithfully and reverently execute the duties of your ministry to the honor of God, and the benefit of the members of this congregation?

Candidates We will.

The Celebrant says to the congregation

Celebrant Will you uphold these persons through your prayers as long as they serve in this ministry?

The People respond We will.

The Commissioning

Presenter I present to you _____, who have been chosen as Convention Delegates and Alternates.

The Celebrant says The Lord gives wisdom; from his mouth come knowledge and understanding; he stores up sound wisdom for the upright; he is a shield to those who walk in integrity.

Celebrant I am your servant; grant me understanding:

People That I may know your decrees.

Celebrant Let us pray. (Silence)

O Eternal God, the foundation of all wisdom and the source of all courage: Enlighten with your grace the Convention Delegates and Alternates of this congregation, and so rule their minds, and guide their counsels, that in all things they may seek your glory and promote the mission of your Church; through Jesus Christ our Lord. AMEN.

In the Name of God and of this congregation, I commission you as Convention Delegates and Alternates to represent _____ Church at the next diocesan convention.

(Adapted from The Book of Occasional Services)