

Report of the Secretary of Convention

The Secretary of Convention, a constitutional officer whose duties are prescribed by Canon 5, is elected each year by the Annual Convention upon nomination of the Bishop. The Secretary has two principal duties: (1) to organize and to publicize the annual and special conventions of the Diocese and to publish a journal of their proceedings, and (2) to serve as secretary of Diocesan Council.

Other duties include receiving and processing applications for admission of congregations, soliciting and receiving reports of diocesan institutions, and receiving and evaluating the annual parochial reports of all parishes and missions. In addition, the Secretary is responsible under the constitution and canons of The Episcopal Church for giving formal notice to the Convention of the Diocese when amendments are proposed to the Constitution of the Episcopal Church or to the Book of Common Prayer, for reporting on the actions of the Diocese in response to acts of General Convention, and for certifying elections by the Diocese of bishops and deputies to General Convention.

Actions of the 203rd Annual Convention

I prepared ballots for elections, compiled the Acts and the Journal of Proceedings of the 203rd Annual Convention of the Diocese, and I communicated actions of the Convention to the necessary parties. I published the Constitution and Canons of the Diocese and the Rules of Order of Convention as amended by the 203rd Annual Convention as corrected by the Commission on Constitution and Canons in January 2019 and March 2019 under the authority newly granted by Canon 12.2(c); see Exhibit B hereto.

Diocesan Council

As secretary of Diocesan Council, I scheduled, prepared the agenda, oversaw logistics, attended, and wrote minutes for ten meetings since the 203rd Annual Convention. I notified various persons and Diocesan entities of the actions of Council and wrote summaries of actions for the website of the Diocese. I maintained consolidated electronic minutes of Council from 2011 onward and answered occasional inquiries pertaining thereto.

Ex-officio Meetings

Being an ex-officio member of the Commission on Constitution and Canons and the Chartered Committee on History and Archives, I participated in their meetings during 2019. I worked with the Archivist to arrange the scanning of Journals from 2004 to 2009, these being the only ones not already accessible from the Internet. I also worked with the Archivist in researching the history of the Diocesan House property at 200 West Morgan St, Raleigh.

The Episcopal Church

I certified that I had informed the 203rd Annual Convention of changes to the Constitution of The Episcopal Church proposed by the 79th General Convention. I also submitted corrections to the Episcopal Asset Map and forwarded the Journal of the 203rd Annual Convention to the Archives of The Episcopal Church.

Organizing of the 204th Annual Convention

I gave formal notice of the 204th Annual Convention, published various forms, prepared the rolls of voting clergy and lay delegates, served as Secretary for the Committee on Dispatch of Business which met six times in 2019, solicited and received proposed resolutions and nominations, delivered new delegate orientation in person and via webinar, prepared templates for ballots, and tracked compliance of churches with the Constitution, Canons, and Rules of Order of the Diocese with respect to parochial reports, audits, and payment of Fair Share. I also responded to numerous inquiries from churches, members of the clergy, and lay delegates on matters related to Convention.

Change in Status of Churches

I received timely applications from Trinity, Fuquay-Varina and St Titus, Durham for union with Convention as parishes and determined that all canonical requirements pertaining thereto were fully met.

Statistical Analysis

I commented upon the statistics of the Diocese and certain churches to the Bishop Diocesan and Standing Committee.

Reports of Diocesan Institutions

I solicited reports from 49 officers, commissions, committees, appointees, and entities of or related to the Diocese for inclusion in the Journal of the 204rd Annual Convention.

Canon 18 and Rule III Report

I communicated with 31 churches with respect to incomplete, late, or missing parochial reports, audits, and payments of Fair Share. Pursuant to Canon 18, Section 4 and Rule of Order III, I submitted the report in Exhibit A hereto to the 204th Annual Convention.

Convocation Meetings

I corresponded with Deans with respect to meetings of Convocations in October, 2019, and I attended the Greater Raleigh Convocation meeting.

New Documents

I contributed to the new Handbook for clergy and lay delegates attending Convention.

Charles L. Till
Secretary of Convention

Exhibit A to the Report of the Secretary of Convention

Canon 18 and Rule III Report

Part 1

Article IX.7 of the Constitution of the Diocese and Canon 18.4 require the Secretary to strike from the voting rolls of Convention the lay delegates and members of the clergy assigned to any parish or mission that failed to pay its Fair Share in full and on time. These consequences are not subject to the discretion of the Convention. Accordingly, lay delegates and members of the clergy of the following two churches are denied vote:

Battleboro, St John
Kernersville, St Matthew

Part 2

Rule of Order III of Convention applies to churches that “failed to achieve timely compliance” with Canon 30, Canon 17(i), or Canon 18. The canonical deadline of The Episcopal Church to file a parochial report is March 1. The canonical deadline of the Diocese to file an audit is September 1. For the avoidance of doubt, these deadlines also apply to churches with interim clergy or no clergy.

The following churches were late in complying with Rule III:

Church	Late parochial report	Late audit
Albemarle, Christ		X
Battleboro, St John	X	
Burlington, Holy Comforter		X
Chapel Hill, Advocate		X
Charlotte, Christ the King		X
Charlotte, St John		X
Charlotte, St Michael and All Angels		X
Clemmons, St Clement		X
Durham, St Joseph		X
Eden, Epiphany		X
Garner, St Christopher		X
Greensboro, All Saints		X
Greensboro, Redeemer	X	
Greensboro, St Barnabas	X	
Henderson, St John		X
High Point, St Mary		X
Kernersville, St Matthew		X
Lexington, Grace		X
Littleton, St Alban	X	
Louisburg, St Matthias	X	

Mooresville, St James	X	X
Oxford, St Cyprian		X
Raleigh, St Ambrose		X
Rocky Mount, Good Shepherd	X	
Salisbury, St Paul		X
Speed, St Mary	X	
Wake Forest, St John		X
Walnut Cove, Christ		X
Weldon, Grace	X	

I will propose to Convention that lay delegates from twenty-seven of these twenty-nine churches (the exceptions being Battleboro, St John and Kernersville, St Matthew; see Part 1) be granted vote with admonition notwithstanding such failures.

Part 3

The following churches are not compliant with Rule III but provided explanation that the Committee on Dispatch of Business found sufficient:

Church	No audit
Durham, El Buen Pastor	X
Greensboro, Redeemer	X
Halifax, St Mark	X

I will propose to Convention that lay delegates from these three churches be granted vote notwithstanding such failures.

Part 4

The following churches are not compliant with Rule III:

Church	No audit
Battleboro, St John	X

The status of the audit for Battleboro, St John is moot; see Part 1.

Exhibit B to the Report of the Secretary of Convention

Canon 12.2(c) states:

After the close of each Annual Convention, the Commission [on Constitution and Canons] shall certify the changes, if any, made in the Constitution and Canons, including a correction of errors in spelling, punctuation, grammar, and references made in any portion of the Constitution or Canons to another portion thereof, and report the same to the Secretary of the Convention who shall include such corrections in the official edition of the Constitution and Canons published in the Journal. All such technical corrections shall be reported to the Convention.

The Commission undertook two such corrections in 2019:

1. Rule of Order XXII(f) as previously published read erroneously, in part: “After the election of Deputies to the General Convention are designated from the remaining candidates in the order of the number of votes received on the preceding ballot.” [sic] Upon research and review, the Commission corrected the sentence to read “After the election of Deputies to the General Convention, alternates for these deputies are designated from the remaining candidates in the order of the number of votes received on the preceding ballot.”
2. Act 2018-9 merged two Departments of Diocesan Council into a single Department of Finance and Administration. However, Canons 17, 20.6(a), and 21.4(g) made a total of six references to the former Department of Business Affairs and Administration. All such references were updated to read the new Department of Finance and Administration