

POSITION DESCRIPTIONS

Convention of the Diocese of California

Standing Committee

4-year term

May not be reelected without at least one year break between terms

1 clergy position (2012-2016)

1 lay position (2012-2016)

The Standing Committee of the Diocese of California consists of four lay members and four clergy members of the diocese elected by the annual Diocesan Convention and authorized by the Constitution and Canons of the Episcopal Church. Each year one new lay and one new clergy member are elected to replace retiring members. The Standing Committee meets monthly, typically during the day on the first Tuesday of the month, although Standing Committee members may also serve on various sub committees. The Constitution and Canons of the Diocese of California specify membership, duties and authority of the Standing Committee. One of the Standing Committee's major responsibilities is to serve as the Bishop's Council of Advice; the Canons also give the Committee broad responsibilities for oversight of Diocesan affairs.

In addition to advising the bishop, the Standing Committee has responsibilities involving such varied matters as the disposition of property, the election and consecration of bishops, ecclesiastical discipline, and the approval/certification of candidates for ordained ministry. In addition, Standing Committee oversees the processes of diocesan governance, and the bishop's compensation. Finally, each member of Standing Committee serves as a liaison to other diocesan committees and commissions, sometimes more than one.

POSITION DESCRIPTIONS

Convention of the Diocese of California

Executive Council

3-year term

May not be reelected without at least one year break between terms

2 positions, at least one must be lay (2012-2015)

Executive Council shares with the bishop and the Standing Committee primary responsibility for planning and directing the temporal affairs of the diocese. To this end it exercises the powers necessary for developing and implementing the policies, programs and budgets approved and adopted at the annual meeting of the diocesan convention. Council also serves as the board of directors of the diocesan corporation, exercising, except where canonically restricted, all the fiduciary responsibilities of a board under California law governing religious corporations. As such Council oversees the management of the operating fund and investments.

The bishop is president of Council and may appoint some members. Convention elects two persons each year; at least one of them must be a lay person. Each deanery also has two representatives on council, at least one of whom must be a lay person. Those elected serve staggered three-year terms. Council meets monthly, typically in the late afternoon/early evening of the third Tuesday of the month. It also holds an annual retreat for planning purposes.

POSITION DESCRIPTIONS

Convention of the Diocese of California

Secretary of the Convention

1 year term

May be reelected

1 position (any order)

At each Annual Convention, a Secretary shall be elected from among the members of the Convention or from communicants in good standing registered in a congregation of the diocese. The Secretary shall take office 60 days following the close of the Annual Convention at which such officer is elected and shall continue in office until 60 days following the close of an Annual Convention at which the Secretary's successor is elected. The retiring Secretary shall be responsible for the preparation of the minutes of every Diocesan Convention during which the Secretary was in office.

The Secretary shall appoint one or more Assistant Secretaries. In the absence of the Secretary the duties of that office shall be performed by a person appointed by the President of Convention.

The Secretary shall send to the cleric in charge of each congregation in union with the Convention forms of certificates of election of Delegates and alternates at least 30 days prior to the time appointed for any Annual or Special Convention. If any such congregation be without a cleric in charge, said forms shall be sent to a warden of the congregation.

The Secretary shall cause minutes of the proceedings to be prepared, and, after they have been approved, recorded in a book, and shall preserve the journals and records, attest the public acts of Convention, and deliver to the incoming Secretary all books and papers relating to the Convention.

The Secretary shall send annually a printed copy of the journal of the convention to each bishop of the Eighth Province of The Episcopal Church, to the Secretary of the General Convention, to each cleric in charge of a congregation, and to each cleric and delegate who, not later than the closing day of Convention, shall have requested a copy in writing. The journal may be issued in one or more volumes and may be supplemented as appropriate.

Finally, the Secretary shall send to the Secretary of the General Convention a certificate of the election of clerical and lay deputies and shall perform such other duties as may from time to time be required of the Secretary by authority of the General Convention.

POSITION DESCRIPTIONS

Convention of the Diocese of California

Treasurer of the Diocese

1 year term

May be reelected

1 position (any order)

At each Annual Convention a Treasurer shall be elected. The Treasurer of the diocese shall be a communicant in good standing of the Episcopal Church and registered in a congregation of the Diocese. The term of office of the Treasurer shall continue until the close of the next Annual Convention or until a successor is elected. When not a delegate to the Convention, the Treasurer shall, ex officio, be entitled to a seat and a voice in the Convention, but not to a vote.

The Treasurer shall be the chief financial officer and shall have charge of all diocesan funds.

The Treasurer shall present at each Annual Convention an audited financial report of the operations of the diocese for the preceding fiscal year and of its financial condition at the close of such year. The Treasurer shall present interim unaudited financial reports to the Department of Finance for approval and subsequently to the Executive Council. The fiscal year of the diocese shall be the calendar year.

A Controller may be appointed by the bishop with the approval of the Executive Council. The Treasurer may delegate duties to the Controller with the approval of the Executive Council. A vacancy in the office of Treasurer of the diocese shall be filled by a person nominated by the bishop and approved by the Executive Council.

“One or more Assistant Treasurers and other financial officers may be appointed by the Department of Finance after consideration of the recommendation of the Treasurer.”