

General Information Sheet

141st Diocesan Convention of the Episcopal Church of West Virginia

October 19-20, 2018

Hotel Registration Information

And

Attendee and Exhibitor Registration Instructions

The 141st Convention of the Episcopal Diocese of West Virginia will be held October 19 - 20, 2018 in Sutton, West Virginia at the Flatwoods Days Inn & Suites and Conference Center. (We are *scheduled to adjourn around 5pm on Saturday*) Whether you are attending the convention as a delegate, alternate, clergy, clergy spouse, or just an interested party or guest, please follow the instructions below. Every attendee is responsible for these procedures and deadlines, so please disseminate this information to your parishioners in announcements, bulletins, etc. All forms contained in this packet are also available on our website. www.wvdiocese.org

1) Hotel Registration:

Registration for the Convention does not include overnight hotel accommodations at the Flatwoods Days Inn & Suites. These reservations must be made separately and directly with the hotel. Please do not call the Diocesan House or the meeting planner, as this process is separate from the actual Convention registration. Telephone number to the hotel is (866) 700-7284

To make your hotel reservation:

- A credit card number is needed to reserve your room. All reservations are subject to a 24-hour cancellation policy. Please note that the Flatwoods Days Inn & Suites will assess a fee in the amount of one night's room and tax charges (USD) if you cancel after this deadline. If, in this case, you have made a prepayment, they will retain all or part of your prepayment. Please note that a change in the length or dates of your reservation may result in a rate change.
- When you call simply identify yourself as part of the Episcopal Diocese of West Virginia Convention and then give the dates that you wish to stay.
- Reservations by attendees must be received on or before Monday, October 8, 2018. The hotel refers to this as the cut-off date. After that date they will no longer honor our special per night room rate of \$89.99 (single/double) or \$99.99 (triple/quad). This rate does not include applicable state/local taxes. Parking is free at this hotel.

(Over)

2) Convention Registration:

Each person attending the Convention must complete a separate registration form and return it to the Diocesan House with the required fee. Churches may send in their registration forms together, but remember each person attending must fill out in its entirety their own individual form. Fees may be combined into one check (i.e. one check from a church to cover all members attending the Convention).

The Convention Registration fee is \$195.00. This fee includes all Convention materials, meals and gratuities, entertainment, Convention favors, registration materials and entrance to all Convention functions and sessions. There is no registration fee for children 15 and under.

Convention Registration Deadlines: All attendees to the Convention should be registered with the Diocesan office by September 27, 2018.

Substitutions: A church may substitute one registered attendee for another so long as the head count remains the same. However, adding additional attendees require registering, and those attendees are subject to the deadlines and prices set forth above. Unfortunately, because of guarantee and financial commitments, there are no refunds after October 8, 2018.

Exhibitor Registration:

Exhibitor registration is on a first-come-first-serve basis. All fees must be paid with the registration in order to be complete. Please remember that all Diocesan-affiliated exhibitors will not be charged for a single booth. Exhibitors must register each year, regardless if they have had a booth in the past. If you are an exhibitor affiliated with the Diocese, you must contact the Diocesan office in advance to make sure that your fee is being waived. Space is limited so please register your exhibit early. To accommodate as many vendors as possible, I will be dividing each space in half (resulting in 4-foot exhibit spaces). If you know of a group you would like share a table with, please relay that info to me so I can arrange.

If you have any questions regarding the Convention or the registration process, please contact:

Kelly McGhee
Episcopal Diocese of West Virginia
P.O. Box 5400
Charleston, WV 25361
toll free (866) 549-8346 or local (304) 344-35971
(304) 343-3295 facsimile
kmcghee@wvdiocese.org

Instructions, flyers and additional registration forms are available on the Diocesan website www.wvdiocese.org (Diocesan Convention).

Thank you and look forward to seeing you soon.

Important Dates for the 2018 Diocesan Convention

As we approach the summer months it is easy to let time and dates slip away . . . keep this sheet as a reminder of important notices and deadlines for the 2018 Diocesan Convention.

Please note Convention is only two days and requires one hotel night. We are scheduled to begin Friday, October 19 at 1pm (lunch will not be served prior to the opening session) and are scheduled to adjourn Saturday, October 20 by 5pm (no dinner is scheduled that evening). We will meet at the Flatwoods Days Inn & Suites and Conference Center (866) 700 -7284

Meetings to discuss Budget, Constitution & Canons, and Resolutions will take place Friday afternoon prior to Eucharist and the Convention Banquet. No meetings are scheduled after dinner Friday night, but we will re-convene Saturday morning.

July 21, 2018 (90 days prior to Convention)

- All proposed changes for the Diocesan Constitution and Canons are to be received.

August 20, 2018 (60 days prior to Convention)

- Just counting down the days--we ask that the names of Convention Delegates from each church are submitted to the Bishop's office and the Certificate of Election of Lay Delegates is completed and returned.

September 4, 2018 (45 days prior to Convention)

- This is the last day for proposed Resolutions to be presented. They must be received in the Bishop's office by this date. Those postmarked on but received after this date will not be printed in the Preconvention Journal, and therefore will not be eligible for presentation to Convention – unless accepted by Convention.
- We ask that nominations for elected offices be submitted by this date, for inclusion in the Preconvention Journal.
- We also ask that names to be included in the Necrology (those persons who have died since our last Convention) be submitted by this date.
- The names of the newly elected members of Diocesan Council are to be received in the Bishop's office.

Attendee Registration Form

141st Diocesan Convention of the Episcopal Church of West Virginia
October 19 – 20, 2018
Flatwoods Days Inn & Suites and Conference Center

Title: _____ First Name: _____ Last Name: _____

Name Badge _____

(Please print your name as you wish for it to appear on your convention name tag)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: Home _____ Work _____

Cell _____ Church Office _____

Email address: _____

Church name: _____ Church location: (ex. Ansted) _____

Registering as (check applicable box):

- | | |
|---------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Voting Lay Delegate | <input type="checkbox"/> Other – including children (please specify): _____ |
| <input type="checkbox"/> Alternate Lay Delegate | <input type="checkbox"/> Other Clergy: _____ |
| <input type="checkbox"/> Voting Clergy Delegate | <input type="checkbox"/> Guest |
| <input type="checkbox"/> Non-voting Clergy (ex. Deacon) | <input type="checkbox"/> Exhibitor |
| <input type="checkbox"/> Clergy Spouse | |

Is this your first time as an attendee at a Diocesan Convention? Yes No

If you require any specific accommodations or assistance to attend this Convention, including special dietary restrictions please **note them on the back of this form.**

Remember registration for the Convention does not register you for your hotel accommodations. This must be arranged directly with the Flatwoods Days Inn & Suites. (866) 700-7284.

This completed form along with the registration fee of \$195 may be sent to:

Episcopal Diocese of West Virginia
Convention Registration
P. O. Box 5400
Charleston, WV 25361

Any attendee or guest, regardless if registered is welcome to attend all worship services.

Exhibitor Registration Form

141st Diocesan Convention of the Episcopal Church of West Virginia
October 19- 20, 2018 @ Flatwoods Days Inn & Suites and Convention Center
Hotel telephone number 866-700-7284

(Please Print)

Name of Company/Group/ Association: _____

Contact Person

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: Business _____ Cell _____

Contacts email address _____

Nature of Company, Group, or Association:

Have you been an exhibitor at WV Episcopal Convention in the past?

Yes

No

If yes, when: _____

Do you require any special needs with regards to your exhibit, including power?

Yes

No

If yes, please describe:

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Registration fees (check applicable box):

- Exhibitor affiliated* with the Diocese—no charge (one half of a table)
- Exhibitor not affiliated with the Diocese (non-profit group) \$100 (one 6-foot table)
- Exhibitor not affiliated with the Diocese (for profit group) \$150 (one 6-foot table)

*Affiliated exhibitors are those who have an affiliation with the Diocese of West Virginia, such as Peterkin Camp and Conference Center, Sandscrest Conference Center, etc. This determination is made by Bishop Klusmeyer. This must be done in advance and is the exhibitor's responsibility.

*Registration as an exhibitor does not include any meals or participation in programs. If you wish to participate in meals or programs, you must register as an attendee as well as an exhibitor.

Upon completion of this registration, mail both payment and form to:

Episcopal Diocese of West Virginia

Convention Registration

P. O. Box 5400

Charleston, West Virginia 25361

Make all checks payable to the Episcopal Diocese of West Virginia and please pay by September 4, 2018

Special note: Everyone is welcome to attend all worship services. Even if they are not registered for the convention

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Certificate of Election of Lay Delegates

141st Annual Convention – Diocese of West Virginia

October 19 -20, 2018

Flatwoods Days Inn & Suites and Conference Center

This form must be returned to the Secretary of Convention by August 20, 2018

Diocese of West Virginia

Post Office Box 5400

Charleston, WV 25361

This is to certify that the following persons, communicants in good standing and attendants upon its worship in _____ (church name), _____ (city), West Virginia, were duly elected by said Church to the 141st Convention of the Diocese of WV. They were elected on the _____ day of _____, 2018, by the said Parish or Mission according to the direction and intent of the Constitution and Canons of the Episcopal Diocese of West Virginia.

(Please Print Clearly)

Delegate(s)

Alternate(s)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

Signature of Registrar/Vestry Clerk

Signature of Rector/Vicar or Warden

Print Name of Registrar/Vestry Clerk

Print Name of Rector/Vicar or Warden

DEANERY _____

Each Parish and Mission shall be represented by lay delegates and alternates as authorized herein, subject to such conditions as may be prescribed by Canon. Each Mission shall be entitled to one (1) delegate and one (1) alternate. Each Parish of fewer than one hundred (100) communicants in good standing as listed in the prior year's parochial report shall be entitled to one (1) delegate and one (1) alternate. Parishes numbering at least one hundred (100) but fewer than two hundred fifty (250) shall be entitled to two (2) delegates and two (2) alternates. Parishes numbering at least two hundred and fifty (250) but fewer than five hundred (500) shall be entitled to three (3) delegates and three (3) alternates. Parishes numbering at least five hundred (500) but fewer than a thousand (1000) shall be entitled to four (4) delegates and four (4) alternates, and Parishes numbering one thousand (1000) or more shall be entitled to five (5) delegates and five (5) alternates. Numbers of each congregation's delegation shall be determined by the Parochial Reports of the year previous to the Convention. Each lay delegate and alternate shall be a member of the Parish or Mission represented and chosen as prescribed by Canon and a communicant in good standing as defined in Canon I.17.3 of the canons of The Episcopal Church such term always having the same meaning in this Constitution and the Canons of this Diocese.

(Constitution Article 5, Section 3)

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Canon I.2.2

Determination and Credentialing of Lay Delegates from Congregations

Section 2. Determination and Credentialing of Lay Delegates from Congregations

- (a) Lay delegates from Congregations to Convention, as prescribed in Article 5, Section 3, of the Constitution, and their alternates, shall be elected at the annual meeting of each Congregation. They shall be communicants in good standing of the Congregation. Vacancies occurring during the time between a Congregational meeting and the Convention shall be filled by the Vestry or Mission Committee.
- (b) A form for the certification of lay delegates and their alternates shall be sent by the Secretary to each Congregation eligible to have delegates. The form shall provide spaces for the name (s) of delegates, the inclusive dates of their period of service as delegates and alternates, and the name of the Congregation. These forms will be certified by the senior clergy person of that Congregation, and sent promptly upon election to the Secretary of the Convention. Certification of such forms shall be prima facie evidence of the rights of those named to seats in the Canons – Title I Convention. The Secretary will prepare a list of all such certified delegates and alternates for use at the Convention.
- (c) Lay Delegates shall have seat, voice and vote. Alternates shall have seat and 4 voice, but no vote. In the event that a delegate is unable to function in the capacity of delegate, the alternate to that delegate shall assume full rights of the delegate, with seat, voice, and vote.
- (d) Registration. At the time of registration at the Convention each lay delegate and alternate shall fill out a registration form, prepared by the Secretary, which shall include name, address of residence, email address, and name of congregation. The Secretary will make sure that each registrant is properly certified, and will prepare a list of lay delegates and alternates properly registered certified. This list shall be available to all members. Such registration shall constitute the taking of the Lay Roll.
- (e) Resolution of Questioned Membership. If the right of any lay delegate or alternate to membership in the Convention is questioned, the case shall be referred at once to a special committee of three laypersons appointed by the President of the Convention. After hearing a report from this committee, the Convention will decide by majority vote whether the person or persons at issue are qualified to be members pursuant to Article 5 of the Constitution of this Diocese.

Certificate of Election of Lay Delegates must be returned by August 20, 2018

**Secretary of Convention
Diocese of West Virginia
Post Office Box 5400
Charleston, WV 25361**

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**Offices to be Elected at the
141st Convention of the Diocese of West Virginia
October 19-20, 2018**

Constitution and Canons (3-year term)

One (1) presbyter to be elected (term expires 2021)

One (1) laypersons to be elected (term expires 2021)

Diocesan Council (serves per Deanery By-Laws—elected by Deaneries,
and ratified by Convention)

Eastern Deanery – One (1) layperson to be elected

Monongahela Deanery – One (1) presbyter to be elected

Northern Deanery – One (1) layperson to be elected

Diocesan Trustee (5-year term)

One (1) person (term expires 2023)

Sandscrest Board (3-year term)

Six (6) persons to be elected (term expires 2021)

Standing Committee (4-year term)

One (1) layperson to be elected (term expires 2022)

One (1) presbyter to be elected (term expires 2022)

Information Sheet for Elected Positions

For the 141st Diocesan Convention of the Episcopal Diocese of West Virginia

Constitution and Canons Committee: (Refer to Constitution Article 10 and Canon II.2.5; Canon II.7.5)

- Serves a 3-year term
- Consists of 3 presbyters and 3 lay persons
- Review Diocesan Constitution and Canons, making recommendations for changes and/or modifications
- Review recommended modifications or changes made by others

Diocesan Council Representative: (Refer to Constitution Article 10 and Canon II.2.3; Canon II, 7.3)

- Serves per Deanery by-laws
- Represents their respective Deanery at Diocesan Council meeting
- Council shall exercise all the power of Convention, during such time as the annual meeting is not in session
- Study opportunities for carrying on the mission of the Church
- Advise the Ecclesiastical Authority with regard to the welfare of the Diocese
- Work for the long-range plans for carrying on the mission of the Diocese
- Prepare and present budget for the Diocese to Convention
- Meets at least four times per year

Diocesan Trustee: (Refer to Constitution Article 10 and Canon II.2.1 and Canon II.7.1)

- Serves a 5-year term
- One Trustee elected annually at Convention depending on current term and vacancies; Bishop shall present nominees in any number he/she chooses
- Trustees may fill vacancies
- Manage the holdings and funds of the Diocese and have charge of real estate belonging to the Diocese
- Shall report annually to Diocesan Convention with regard to the condition of the funds in their charge
- Limited to 2 consecutive terms

Sandscrest Board:

- Serves a 3-year term
- Is the entity which holds title to Sandscrest
- Meets 4 times per year

The Standing Committee: (Refer to Constitution Article 10 and Canon II.2.2; Canon II.7.2)

- Serves a 4-year term
- Consists of four (4) elected by ballot presbyters entitled to seats in Convention AND four (4) adult communicant lay persons in good standing of Congregations in the Diocese
- Committee may fill vacancies until next Convention
- One term limit unless filling an unexpired term
- One presbyter and one lay person is typically elected each year to serve a 4-year term subject to vacancies
- Duties:
 - To be a council of advice for the Bishop
 - In the absence of the Bishop, Bishop Coadjutor or Bishop Suffragan be Ecclesiastical Authority of the Diocese as prescribed by General Convention

2018 Nomination Form for Elected Positions
141st Convention of the Diocese of West Virginia

(please type, or print legibly)

I nominate _____ as a
_____ as a candidate for _____
(clerical or lay)

** All nominations must include the signatures of at least two clerics entitled to seats at Diocesan Convention AND the lay persons who are either delegates to the Convention OR members of their Vestry/Committee in lieu of Vestry.

Clergy Signatures:

Lay Signatures:

1. _____ 1. _____
2. _____ 2. _____
3. _____

Biographical Information: *(please print clearly)*

Candidate's Name: _____

Mailing Address: _____

Telephone: _____ (home) _____ (work)

(cell): _____ Email address: _____

Congregation: _____

Occupation/Employer: _____

Interests/Hobbies: _____

Present Offices held in congregation: _____

Past Offices held in congregation: _____

Diocesan/Provincial Offices held: _____

(Signature of Nominee)

Each person nominated is asked to prepare, on a separate sheet of paper, a statement (100 words or less) describing how their experience and gifts help qualify them to the office.

Please include a wallet size photograph. This photograph can either be mailed to the Diocese, or an electronic form can be emailed to kmcghee@wvdiocese.org.

Thank you.

Return form and statement by Sept 4, 2018
to:

The Secretary of Convention
The Diocese of West Virginia
PO Box 5400
Charleston, WV 25361-5400

(over)

2018 Self-Recommendation Form for Appointed Positions
141st DIOCESAN CONVENTION

I hereby submit my name for consideration of appointment to the following Diocesan Committee:

I would like to serve on the above-named committee for the following reason(s):

Signature: _____

Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

E-mail: _____

Congregation: _____

Mail completed form by September 4, 2018
Episcopal Diocese of West Virginia
P. O. Box 5400
Charleston, WV 25361

(OVER)

2018 Recommendation Form for Appointed Positions
141st DIOCESAN CONVENTION

I hereby submit the following person for consideration of appointment to the following Diocesan Committee:

Name: _____

Committee: _____

I believe this person would be an asset for the above-named committee for the following reason(s):

Signature: _____

Your Name: _____

Your Address: _____

Your Telephone: _____

Your Cell Phone: _____

Your E-mail: _____

Your Congregation: _____

Mail completed form by September 4, 2018
Episcopal Diocese of West Virginia
P. O. Box 5400
Charleston, WV 25361

(OVER)

NECROLOGY

Please list below those in your congregation who have died since the last Diocesan Convention so that they may be remembered at this year's Diocesan Convention.

Please return this form to Diocesan House no later than September 4, 2018

CHURCH: _____

CITY/TOWN _____

Please print clearly or attach a typed list of the full name(s) of those departed:

Mail to:
Secretary of Convention
Diocese of West Virginia
Post Office Box 5400
Charleston, West Virginia 25361

Guidelines for Writing a Resolution

The following instructions for writing a resolution are taken from the format used by the 1997 General Convention of The Episcopal Church. For the sake of clarity, consistency, and efficiency, these guidelines are to be used in preparing resolutions for the 2018 Diocesan Convention.

Please do not use a Preamble (“Whereas” Clause).

Robert’s Rules of Order suggests that: “It is usually inadvisable to attempt to include reasons for a motion ... within the motion itself ... In general, the use of a preamble should be limited to cases where it provides little-known information ... or where unusual importance is attached to making certain reasons for an action a matter of record.”

The use of “Explanations” is encouraged over using preambles or “Whereas” clauses in legislative resolutions, because the latter has too often led to debating the whereas rather than dealing with the resolution itself. Background information, purposes, intentions or justifications are best placed in an explanatory section following the resolution.

Title: Each resolution should bear a brief descriptive title highlighting the topic of legislation.

Resolution Text: The word “Resolved” is underlined or printed in italics and is followed by a comma and the word “That,” which begins with a capital “T.” A resolving paragraph should not contain a period within its structure. In a resolution containing several resolving paragraphs, all but the final paragraph ends with a semi-colon followed by “and be it further” as the lead-in to the next paragraph.

A Resolution should be phrased so that, if adopted, it will result in some action by Diocesan Convention.