

## January

### Congregational Annual Meeting

Planning for the Annual Meeting of the Convention of the Diocese of Hawai`i (hereafter referred to as the “Meeting of Convention”<sup>1</sup>) begins in January with your own annual meeting. In addition to hearing reports and electing new vestry members, an important task is the election of your delegates and alternates to the Meeting of Convention (usually held at the end of October.) **Note: in 2012 it will be November 9-11.**

Here are the important things to do in January, to prepare for the election of delegates and alternates.

**1. Estimate.**

The person who will prepare the Parochial Report of your church (be it Rector, Vicar, Treasurer or Warden) should do an estimate of the number of communicants in good standing that will be reported on your Parochial Report. (Although the report isn’t due until March 1, getting this number is important, as will be explained below to help tell you how many delegates you need to elect to go to the Meeting of Convention.)

[A DELEGATE CALCULATOR IS FOUND ON THE LAST PAGE.]

**2. Inform.**

The congregation should be informed of the connection between your annual meeting and that of the Diocese. You would do this through the newsletter, e-News and/or other publicity for your annual meeting.

**3. Recruit.**

A sufficient number of candidates should be recruited to run for the positions of Convention delegates, as well as alternates. Notes:

- a. The date and place of the Meeting of Convention should be provided before the election. The candidates should be willing to save the dates and make a commitment to attend except in the case of an emergency.
- b. The candidates should be informed of the responsibilities of being a delegate by talking with someone who has attended in the recent past.

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<sup>1</sup> Many people think that the “Convention” is a meeting. Actually it is a governing body (such as the U.S. Senate is a governing body). The Convention can have more than one meeting in a year, for example, to elect a bishop. Delegates elected at Congregational Annual meetings are members of the Convention for the entire year and until the next congregation annual meeting.

Here is an excerpt from the Constitution of the Episcopal Church in the Diocese of Hawai`i explaining who is a member of Convention and how to calculate the correct number to elect.

A description of the members of the Annual Meeting of the Convention of the Diocese of Hawai`i is laid out in the Constitution of the Episcopal Church in Hawai`i:

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Constitution of the Episcopal Church in Hawai`i

ARTICLE III

**THE CONVENTION**

Section 1. The legislative functions of the Diocese shall be exercised by the Convention as duly constituted and duly assembled.

Section 2. The membership of the Convention shall be constituted as follows:

(A) The Bishop, the Bishop Coadjutor; if there be one, Suffragan Bishops, if there be any, and any retired Bishops of the Diocese.

(B) All Priests and Deacons who are canonically resident in the Diocese.

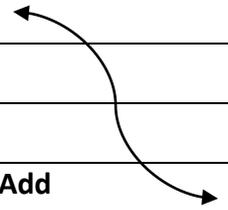
(C) Lay delegates from each Parish and Mission in union with Convention. Each such Parish and Mission shall be entitled to be represented by two lay delegates and in addition thereto, another lay delegate for each one hundred communicants or fraction thereof. All delegates shall have attained the age of no less than sixteen years, shall be communicants of the Parish or Mission which they represent, and shall be elected at the annual meeting of each Parish or Mission for a term which shall commence at the convening of the annual meeting of the Convention next following their election and which shall end at the convening of the next subsequent annual meeting of the Convention or their duly qualified successors shall have been elected. (As used in this Constitution and the Canons of the Diocese, the word "communicant" shall be construed to mean "communicant in good standing" as defined in the General Canons.)

Section 3. Alternate lay delegates shall be elected at the annual meeting of each Parish and Mission in such number so as to insure full representation of the Parish or Mission at each meeting of the Convention. Alternates are encouraged to attend the meeting of the Convention, but shall have no right to seat, voice or vote unless duly seated in replacement of a delegate. The order of substitution of the alternates shall be determined by their Parish or Mission.

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**Delegate Calculator:**

<b>All Churches automatically get</b>	<b>2</b>
Add additional delegates from table below	
Total Delegates	



<b>Parochial Report for Prior Year</b>	<b>Number to Add</b>
If your number of communicants in good standing are between 1 and 100	1
Between 101 and 200	2
Between 201 and 300	3
Between 301 and 400	4
Between 401 and 500	5
Between 501 and 600	6
Continue in same manner	