

**Subject:** Re: Annual Meetings of Congregations in January

**Date:** Friday, December 11, 2020 at 3:01:32 PM Hawaii-Aleutian Standard Time

**From:** Denise Esposito

**To:** Denise Esposito

TO: All Clergy-in-Charge, Wardens, Treasurers and Administrators

Aloha,

As you know, the Diocesan Canons require that each Parish and Organized Mission have its annual congregational meeting in January (before January 31<sup>st</sup>). Take a look at the [Canons of the Diocese of Hawai'i](#) regarding annual meetings of Parishes (Canon 29) and Organized Missions (Canon 32 which then refers in detail back to Canon 29). You also need to review your congregation's by-laws for additional requirements.

The key purposes of the annual meeting are:

- (1) The state of the congregation report from the clergy-in-charge (or Senior/Bishop's Warden if there is no resident clergy-in-charge). The Senior/Bishop's Warden for the next year is announced at this time (Rectors appoint the Senior Wardens in Parishes and the Bishop appoints Bishop's Wardens in Organized Missions). This report can be written and electronically distributed before the meeting.
- (2) The Treasurer's report on the previous year's finances and a presentation of the budget for the new year. Remember, the budget is adopted by the Vestry/Bishop's Committee. It is presented to the congregation for information only. **In the Episcopal Church, the congregation does not vote on the budget at the annual meeting!** The report and budget can be written and electronically distributed before the meeting.
- (3) Elections:
  - (a) Both Organized Missions and Parishes elect Delegates to Diocesan Convention.
  - (b) In Parishes, members of the Vestry and the Junior Warden are elected.
  - (c) In Organized Missions, the congregations holds nominating elections for members of the Bishop's Committee and the Junior Warden. The nominations are then sent to the Bishop for approval and appointment.

Other written reports can be helpful – especially a report on the state of the buildings and grounds – and electronically distributed before the meeting. If there is a major building need or project, that can be explained.

Again, please review your congregation's by-laws regarding your congregation's particular requirements for a quorum and the size of your Vestry/Bishop's Committee.

Annual meetings of congregations can be held in-person following CDC, County and Diocesan pandemic guidelines. Congregations may also opt to have an online annual meeting using Zoom or other virtual platform. Rae can offer insights into how the Diocesan Support Center managed the annual meeting of Convention in October.

Advent Blessings!  
Bob

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## ***HE LANAKILA MA KE KE'A: Victory through the Cross***

“Once you weren’t a people, but now you are God’s people. Once you hadn’t received mercy, but now you have received mercy.” *1 Peter 2:10*

“A’ole ‘oukou he aupuni ma mua, akā, i kēia manawa, he aupuni ‘oukou no ke Akua; ia manawa, ‘a’ole ‘oukou i aloha ‘ia, i kēia manawa ua aloha ‘ia mai nō.” *1Petero 2:10*

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