



# THE EPISCOPAL CHURCH IN HAWAII

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Peter C. Pereira  
Diocesan Treasurer

June 5, 2015

TO: The Clergy and Lay Delegates of Convention and All Treasurers

FROM: Peter Pereira, Diocesan Treasurer

SUBJECT: **CONVENTION SHARED TRAVEL ASSESSMENTS  
OCTOBER 23-24, 2015**

Sharing the cost of travel to the annual meeting of our Diocesan Convention is part of the basic principles of our Diocese and is required by our Constitution and Canons, specifically Canon 4, section 4.3.

In accordance with this Canon your share of the assessment is **\$142** for each lay delegate. The attached list details the number of delegates and the assessment for each congregation.

This amount will cover the cost of round-trip airfare for canonically resident clergy, licensed clergy-in-charge and lay delegates (not alternates) from Hawai'i, Kaua'i, Maui, and Moloka'i to O'ahu. This allows us to share the burden of travel among all delegates equally. This amount also includes a reserve for the 2018 Annual Meeting.

The attached shows the amount that **each church will be billed on their July 1, 2015 statement.**

<u>ISLAND</u>	<u>CLERGY</u>	<u>LAY</u>	<u>FARES</u>	<u>TOTAL</u>
O'ahu	49	83		\$ 00
Hawai'i	9	20	29 x \$210	\$ 6,090
Kaua'i	6	16	22 x \$220	\$ 4,840
Maui	7	17	24 x \$195	\$ 4,680
Moloka'i	<u>2</u>	<u>3</u>	5 x \$155	<u>\$ 775</u>
	<u>73</u>	<u>139</u>		<u>\$ 16,385</u>
			Reserve for 2018 Annual Meeting:	<u>\$ 3,353</u>
				<u>\$ 19,738</u>

Note: The number of lay delegates is based on the number of communicants in good standing for each church as reported on the 2014 Annual Parochial Report Form (with the exception of Calvary).



**DIOCESAN ANNUAL MEETING – OCTOBER 23-24, 2015**  
**PROCEDURES FOR TRAVEL RESERVATIONS FOR DELEGATES**

Ms. Sharon Billingsley will be provided the delegate list as submitted to the Office of the Bishop in the Certificate of Election list. These delegates are the only persons authorized to travel at this time. \*

We strongly advise that each delegate contact Sharon **IN WRITING via e-mail** to request a flight. Please provide Sharon the following information when making your reservation:

1. Legal name as it appears on your photo identification
2. Your date of birth
3. Your phone number
4. Your e-mail address
5. Date, time of travel, departure city to destination city
6. Purpose of travel (Diocesan Annual Meeting)
7. Hawaiian Airlines frequent flyer member number

Sharon will send your itinerary by return e-mail. **Check to make sure all information is correct.** If not, let Sharon know right away. If you have not had a response 15 days after sent e-mail, call Sharon as there may be a problem with e-mail.

Changes need to be made at least 24 hours prior to departure. If you need to make a change in your flight time or cancel your flight, **please notify the Hawaiian Airlines Corporate Desk directly at 1-800-578-5722** (Mon-Sun 4AM-7PM HST). No shows and changes made within 24 hours will incur a \$50 fee that will be paid by you.

All neighbor island delegates must travel by Hawaiian Airlines. Sharon will only book Hawaiian Airlines travel. All travel through other carriers is the responsibility of the individual to book, pay and request reimbursement. Any difference in cost due to the use of other carriers will be the responsibility of the individual.

**Inter-Island Air Travel:**

**Sharon Billingsley**

E-mail: AirTravel@EpiscopalHawaii.org

Mobile phone: (808) 255-4245 (for **emergency** use only)

\*Each church must notify, **in writing**, the Office of the Bishop of any changes in delegates as soon as this information is available.