“…be transformed by the renewing of your mind.” (Romans 12:2)

To: The Clergy of the Diocese of Tennessee
   Senior Wardens in Charge of Congregations
   The Bishop and Council
   The Standing Committee
   The Committee on Constitution and Canons
   Officers of the Convention
   The Diocesan Staff
   Seminarians
   The President of Episcopal Endowment Corporation
   The Vice-Chancellor of the University of the South
   The Dean of the School of Theology, the University of the South

The 186th Convention of the Diocese of Tennessee to be held at:
   Trinity Episcopal Church
   317 Franklin Street
   Clarksville, TN 37040

Dear Fellow Episcopalians,

Greetings in the Name of our Lord Jesus Christ!

This memo contains links and instructions for registering yourselves and delegates from your congregations for Convention, as well as other useful information.

All the forms included in this mailing may also be found at www.edtn.org under “Governance—Annual Convention”

Almighty and everliving God, source of all wisdom and understanding, be present with those who will take counsel in this convention for the renewal and mission of your Church. Teach us in all things to see first your honor and glory.
   Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. Amen.

Respectfully yours,

Vicki Burgess+

The Rev. Vicki T. Burgess
The Secretary of the Convention
1. **Before the December 14 deadline:**

    ➢ **Elect Delegates (and an equal number of Alternates)**¹
      - Schedule your election for your October or November Vestry/Mission Council meeting
        - Confirmed Communicants in Good Standing; at least 18 years of age
      - How many do we elect²…

      Missions with ASA less than 20 shall be entitled to one delegate.
      Missions with 20 to 49 ASA shall be entitled to two delegates
      Missions with 50 or more ASA shall be entitled to three delegates.
      Parishes with less than 50 ASA shall be entitled to two delegates.
      Parishes with 50 to 149 ASA shall be entitled to three delegates.
      Parishes with 150 to 299 ASA shall be entitled to four delegates.
      Parishes with 300 to 499 ASA shall be entitled to five delegates.
      Parishes with 500 or more ASA shall be entitled to six delegates.

    ➢ **Register your Delegates and Alternates**³ or Register Yourself — Canonically resident non-parochial & retired clergy; LTO clergy register as guests
      - Register each delegate and alternate and submit the **Certificate of Election** before the deadline of December 14, 2018
        - **Register Online**
        - All delegates and alternates may be registered together at one time on line, and payment may be made by credit card or by sending a check in the mail. The **Certificate of Election Form** is canonically required, and is embedded in the online registration. The **Certificate of Election Form** must be downloaded, printed, completed, and then signed by the Rector, Vicar, Priest-in-Charge or Senior Warden. The completed and signed form must be returned to the diocesan office before the registration of delegates and alternates is confirmed.

    ➢ **Nominate Someone / Stand for Election**⁴
      - Who may nominate: Lay or clergy delegates, Vestries, Mission Councils, Missionary Convocations, the Bishop and Council⁵
      - The deadline for Nominations to be included in Convention brochure is December 26, 2018. Late nominations may be received until noon on Thursday, January 24, 2019, but no later.
      - Nominees will introduce themselves to the Convention on Friday afternoon, January 25, 2019.
      - **Summary of Elections**
      - **Nomination Form**

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¹ See Canon 1, Sec. 7(b), Canons of the Diocese of Tennessee
² See Canon 1, Sec. 7(a)
³ See Canon 1, Sec. 7(c)
⁴ See Rule of Order 8.01
⁵ See Canon 1, Sec. 9
Submit a Resolution…here’s how to, if you wish

- **Who may:** any lay or clergy delegate, Vestry, Mission Council, Missionary Convocation, the Bishop & Council
- **Who may not:** diocesan commissions and committees
- **When:** 45 (forty-five) days before the first business day of Convention = **December 11, 2018.**

Please note: resolutions received by the Secretary **after** this date will require a majority vote of convention delegates to be placed on the floor.

- **How:**
  - **Resolution Form**
  - If you wait to submit your resolution later than December 11, but no later than 1 ½ hour following the opening of the Convention, it will require a simple majority vote of delegates to be considered on the floor of Convention;
  - If you wait to submit your resolution until 1 ½ hour after the opening of Convention, it will require a three-fourths (3/4) vote of the delegates to be considered on the floor of Convention;
  - And if you are submitting a late resolution, prepare 300 copies on blue paper for distribution at Convention.

2. **Before the January deadlines:**

- **Register Guests, Seminarians, Exhibitors**
  - Although guests and others are not held to the same canonical deadlines as others, they may register themselves beginning October 1, 2018 using the links above. We ask that they register no later than early January.

- **Exhibit Your Organization, Project or Merchandise**
  - **Who may:**
    - Official Diocese of Tennessee agencies listed in diocesan directory,
      - Given first priority, first-come, first-served
    - Non-official organizations associated with the Episcopal Church
      - As space is available
  - An email will be sent to previous exhibitors with instructions to register online, as above

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*6 See Canon 1, Sec. 9 and Rule of Order 3.02*
3. What to look forward to January 25-26, 2018:

- Lodging in Clarksville:
  
  **Riverview Inn** 50 College Street, Clarksville, TN 37040
  (931) 552-3331
  
  - $92 Standard Room
  - $109 Standard King Suite
  - $104 Executive King Room (renovated floor)
  - Ask for group rate: Episcopal Diocese/Trinity Episcopal

- Child care will be available during the Convention at Trinity.
  
  - Please e-mail Bethany Kelly at bethany@trinityparish.com

- Reception
  
  - Friday, January 25th at Trinity Parish 5:00 – 6:00 p.m.
  - THERE IS NO ADDITIONAL COST FOR THE RECEPTION!

- Parking for Convention
  
  - A map showing parking options will be in the pre-Convention Memo.

4. Financial Audits for 2017

- Financial audits are required by the Canons each year from congregations. The 2017 financial audit was due August 31, 2018.\(^7\) We do not yet have a copy of the 2017 audit from the following parishes and missions:

  Clarksville – Grace Chapel, Rossview
  Cowan – St. Agnes’ Mission
  Decherd – Christ Church, Alto
  Dickson – St. James’ Church
  Franklin – St. Paul’s Church
  Hendersonville – St. Joseph of Arimathea
  Monteagle – Church of the Holy Comforter
  Murfreesboro – St. Paul’s Church
  Nashville – St. Ann’s Church
  Nashville – St. Bartholomew’s Church
  Nashville – St. Philip’s Church
  New Johnsonville – St. Andrew’s Church
  Pulaski – Church of the Messiah
  Sewannee – Otey Memorial Parish
  Sherwood – Epiphany Mission
  Smyrna – All Saints’ Church
  Tullahoma – St. Barnabas’ Church
  Winchester – Trinity Church

***list as of 9/26/18

\(^7\) Title I, Canon 7, Sec. 1(g))