



## THE EPISCOPAL DIOCESE OF VIRGINIA

### TEMPORARY PROTOCOL FOR CONGREGATIONAL MEETINGS DURING SOCIAL DISTANCING

In response to several inquiries from churches about congregational meetings during the period when COVID-19 pandemic church assembly and social distancing restrictions are in effect from the Bishop, the following advice is applicable:

**Background:** Diocesan Canons require action by a congregational meeting for several purposes, including vestry elections and sales of church property. Canon 11.3-5, which deals primarily with the election of vestry members, generally states the requirements for a congregational meeting, namely that (a) all adult communicants in good standing are entitled to vote, (b) voting in the election of vestry members shall be by ballot, in person, and (c) there shall be no voting by proxy.

Options:

1. **Delay** the congregational meeting until larger gatherings are permitted and feasible. Under Canon 11.3, vestry members serve until their successors are elected and qualified. Canon 11.11 allows vestries to fill vacancies on the vestry until the next congregational meeting.

Congregational meetings are an important link in the governance of Episcopal churches. They are the forum in which congregants can express their views and concerns through electing the members of their church's vestry. That link needs to be preserved, so (a) a delay in an annual congregational meeting should not be extended (or permanent), and (b) communication by the vestry with the congregants should be more extensive during the delay.

2. **While maintaining social distancing and complying with other current guidance from the Bishop on church assemblies, hold a congregational meeting in person.** To do this, it will be important that such a meeting be accessible to all adult communicants in good standing, and, if necessary and appropriate, reasonable accommodations should be made for all adult communicants in good standing to attend the meeting. Only qualified attendees at the meeting should be allowed to vote, with no proxy voting. The setting may be indoors (subject to the Bishop's guidance on the use of church buildings) or outside, but all persons present must be able to hear each other speak during the meeting and any attendee can speak to the group, and voting must be by ballot by only persons attending the meeting.

110 West Franklin St.  
Richmond, VA 23220

(800) DIOCESE  
(804) 643.8451  
(804) 644 6928 Fax

[www.thediocese.net](http://www.thediocese.net)

FOR CHRIST. FOR THIS TIME. FOR ALL TIME.



3. **Hold a virtual congregational meeting** in a form that (a) complies with current guidance from the Bishop on social distancing and church assemblies, (b) complies with the provisions of Canons 11.3-5 (listed above) and (c) has the capability for all persons present to be able to hear each other speak. That capability may be satisfied by use of a conference call or a video conference program like Zoom meetings, but would not be satisfied by an electronic format or program like YouTube or a webinar in which most participants can only hear a speaker but cannot speak themselves and be heard by the other attendees. This is not to say that most participants cannot be muted by the host for portions of the meeting, such as presentations, but all participants cannot be muted by the host for discussions and debates.

As with option 2, the meeting will need to be accessible to all adult communicants in good standing and, if necessary and appropriate, reasonable accommodations would need to be made for all adult communicants in good standing to attend the virtual meeting. There should also be an attendance list of the attendees who are qualified to vote, *i.e.*, who are adult communicants in good standing in that church, to determine the presence of a quorum and to be able to verify who voted.

Voting on resolutions may be done orally, although, in addition to the presiding person asking for those in favor of the proposal on the floor, the presiding person should also ask for those opposed. If the result of an oral vote is not clear, resort to the election process below.

Elections of vestry members must be by ballot by those present at the meeting, with no proxy voting, but those ballots may be submitted by electronic means and the voter will need to be identified to the election judges so that the voter's qualifications to vote can be determined. A voting program such as "Election Runner" may be used or, especially for smaller congregations, an informal voting process such as voting by texts, email, &c., may be used provided that the election judges can determine who the voter is and whether the voter is qualified to vote and was in attendance at the meeting. Provisions will need to be made for subsequent ballots for the vestry election. Depending on the process for tallying the election results, those provisions may have to involve a recess in the meeting and a reconvening at a later date, at which time the whole attendance and election process would have to be repeated. Appropriate and reasonable accommodations should be made for those without ready access to the electronic voting system.


To confirm the integrity of the virtual meeting, documentation of the notice of the meeting, the processes used to conduct the meeting, the list of attendees and the voting results, including the election judges' procedures for verifying who voted and the tabulating of vote (but not the identity of who voted for whom), should be filed with the meeting minutes.

A successful virtual congregational meeting should involve detailed planning and communication, not only to those who are technically challenged but to all of the congregation. The processes for who is recognized to speak, how questions may be asked, how voting works, and other procedural issues should all be thought through and explained in advance of the meeting.

Questions and comments may be directed to:

The Rev. Canon Mary Thorpe, Canon to the Ordinary  
Phone: extension 1013 at Mayo House or email [mthorpe@thediocese.net](mailto:mthorpe@thediocese.net)  
or  
J.P. Causey Jr., Chancellor  
Phone 804 843-2700 or email [jp818main@gmail.com](mailto:jp818main@gmail.com)

These practices and procedures will be a learning process and we encourage you to discuss your plans and experiences with virtual congregational meetings with us so we can improve or adjust the protocol as appropriate.

A handwritten signature in black ink, appearing to read 'JP Causey Jr.', written in a cursive style.

J.P. Causey Jr., Chancellor

June 8, 2020