



## The Diocese of Fond du Lac

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### **Diocesan Convention Guidelines For Congregations**

*Adopted by the Executive Council February 15, 2007, as Guidelines*

The purpose of the Annual Diocesan Convention is to be the "legislative authority of the Diocese" (Constitution, Art. II, Sec. 1). Since its membership is composed of clergy and the duly elected lay delegates from each congregation who are representing the congregation, The Executive Council recommends that the following guidelines be followed in every congregation:

- 1) It is expected that each congregation will include a line item in their annual operating budget to cover anticipated expenses of convention delegates (both lay and clergy) for the next Diocesan Convention. This line item will vary from year to year depending on the number of delegates attending and the distance of the convention from the location of the congregation.
- 2) It is expected that each congregation, on behalf of convention delegates (both lay and clergy), will pay the registration fee and meal fee for meals provided by the convention.
- 3) It is recommended that each congregation reimburse convention delegates (both lay and clergy) for other expenses related to their attending the Annual Diocesan Convention and Pre-Convention Deanery Meeting. These include, but are not limited to travel expense (including mileage and meals while traveling) and lodging expense. The congregation will provide reimbursement when the delegate submits documentation of the expense.
- 4) If a delegate wishes to contribute any or all of the expense to the congregation, it is recommended that they receive reimbursement and then give the contribution back through their regular giving process to allow for documentation of the gift for IRS reporting purposes.

The vestry of each congregation should adopt a resolution which states the specific expenses the congregation will pay and/or reimburse for.