



The Episcopal Diocese
of Northern California

Certificate of Lay Delegates
Due Date: July 22, 2022

This form is **ONLY to be used for lay delegates, **NOT** for clergy.*

Congregation: _____ Location: _____

We hereby certify that at a duly convened meeting of the Vestry of the above named parish or the congregation of the above named mission, held on the _____ day of A.D., 2022, the following were elected lay Delegates and Alternate Delegates to the forthcoming Diocesan Convention.

(Please Print or Type)

First Name	Last Name	Email	Please specify either Delegate or Alternate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Option 1: Rector, Vicar or Priest in Charge

Rector, Vicar or Priest in Charge - **Print Name** Rector, Vicar or Priest in Charge - **Signature** **Date**

OR

Option 2: Junior / Senior Warden AND Clerk

Junior / Senior Warden - **Print Name** Junior / Senior Warden - **Signature** **Date**
(Please circle one) *(Please circle one)*

Clerk - **Print Name** Clerk - **Signature** **Date**

Constitution—Article V. Section 5—“Lay members shall consist of delegates from each Parish or Mission, in union with the Convention. They shall be adult communicants in good standing in the respective Parish or Mission they represent and are entitled to vote for Vestrypersons or officers in the same. The number of delegates from each Parish or Mission shall be based on the Congregational Range which is published each year by the Diocesan Council according to the following formula:

Congregational Range	A	B	C	D	E	F	G
Delegates Allowed	3	3	4	5	6	7	8*

*One additional Delegate is allowed for every 100 Congregational Points, in the previous year, above the Diocesan Standard.

Please send this completed form to:
The Office of the Bishop | Attn: Convention
350 University Ave, Suite 280 | Sacramento, California 95825 | fax: 916-442-6927
email: michelle@norcalepiscopal.org



The Episcopal Diocese
of Northern California

**Filing Appointing Alternate
Delegate to the Diocesan Convention**

To be completed by the Cleric in Charge:

I, _____, the Cleric in Charge of
_____ Episcopal Church in _____
certify that _____, is hereby appointed as an Alternate to this
Convention and added to our Certificate of Lay Delegates from this congregation and have the power and
authority of a duly elected Alternate.

They can be reached at the following email address: _____

Date: _____
_____ *Cleric in Charge*

If there is not a Cleric in Charge, the Senior Warden completes the form below:

I, _____, the Senior Warden of
_____ Episcopal Church in certify that
_____, is hereby appointed as an Alternate to this
Convention and added to our Certificate of Lay Delegates from this congregation and have the power and
authority of a duly elected Alternate.

They can be reached at the following email address: _____

Date: _____
_____ *Senior Warden*



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**Filing Change from Alternate to
Delegate to the Diocesan Convention**

To be completed by the Cleric in Charge:

I, _____, the Cleric in Charge of
_____ Episcopal Church in _____

certify that _____, a Delegate to the 2022 Diocesan
Convention listed in the Certificate of Lay Delegates from this congregation, is unable to serve.

I hereby appoint _____, an Alternate elected by the Mission Committee,
to fill the vacancy and have the power and authority of a duly elected Delegate.

Date: _____
_____ *Cleric in Charge*

If there is not a Cleric in Charge, the Senior Warden completes the form below:

I, _____, the Senior Warden of
_____ Episcopal Church in _____

certify that there is no Clergy available to make this appointment and that _____,
a Delegate to the 2022 Diocesan Convention listed in the Certificate of Lay Delegates from this congregation is
unable to serve. I hereby appoint _____, an Alternate elected by the Mission
Committee, to fill the vacancy and have the power and authority of a duly elected Delegate.

Date: _____
_____ *Senior Warden*