



## 2022 Certificate of Change for Lay Delegates

THIS FORM TRANSFERS VOTING RIGHTS from a Lay Delegate (who can't make it to Convention) to an Alternate Delegate (who will take their place at Convention).

### **Requirements**

- The Alternate Delegate must be certified, via the Delegate Certification Form that the parish submitted previously. Their name and contact info must appear on that form.
- If the Lay Delegate who can't make it to Convention is a vestry member, the Alternate Delegate taking their place must also be a vestry member.
- Parish clergy are not permitted to sign this form. It must be signed by the Parish Clerk OR both Wardens.

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Name of Church:  
City/Town of Church:

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*THIS IS TO CERTIFY that, at a regular meeting of the parish/mission or the vestry/executive committee of the above church, duly convened according to the Canons of the Diocese,*

**Name of Alternate Delegate:** [type name here]

*was duly chosen lay delegate to substitute for*

**Name of Lay Delegate who can't make it to Convention:** [type name here]

*as an authorized representative of this parish/mission at the 121st Annual Meeting of the Convention of the Episcopal Church in the Diocese of Western Massachusetts.*

### **Signatures**

The signature of the Parish Clerk is sufficient. If for any reason the Clerk does not sign, then BOTH Wardens must sign.

Parish Clerk:  
Dated:

*(Senior Warden's signature is only needed if the Clerk does not sign.)*

Senior Warden:  
Dated:

*(Junior Warden's signature is only needed if the Clerk does not sign.)*

Junior Warden:  
Dated:

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*The Diocesan Constitution, Article II, Section 3, states that a certificate of appointment of authorized lay delegates (signed by the Clerk or both the Wardens) shall, before their admission to a seat, be laid before the Convention.*

*The Constitution further states that the parish or the vestry may fill any lay delegate vacancies which may occur and that, again, a certificate of such change (signed by the Clerk or the Wardens), shall be laid before the Convention before any Alternate Delegates be admitted to a vacant seat.*