

**TRINITY PARISH**  
**Wethersfield, Connecticut**  
**BYLAWS**

PREAMBLE

Trinity Parish, Wethersfield, Connecticut, has been duly constituted as such by the Bishop of the Protestant Episcopal Church in the Diocese of Connecticut. It is organized and exists as a non-profit religious corporation under an act of the Connecticut State Legislature passed on March 23, 1877, as appears in the Connecticut General Statutes Section 33-265. The Parish promulgates the following as its Bylaws and hereby rescinds all Bylaws hitherto in effect.

ARTICLE I

As a parish of the Protestant Episcopal Church in the Diocese of Connecticut and of the Protestant Episcopal Church in the United States of America, Trinity Parish is subject to the constitutions and canons of both ecclesiastical governing bodies insofar as these affect parishes generally and Trinity Parish specifically.

ARTICLE II – MEMBERSHIP

Section 1. In accordance with Canon I of the Diocese of Connecticut, any person who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in Trinity Parish or in another Christian church, and whose Baptism has been duly recorded by Trinity Parish is a member thereof. Such members sixteen years of age and over are considered adult members. All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of the Church and all communicants sixteen years of age and over are adult communicants. An adult member shall meet the registration requirements by having been registered in the Parish register of Trinity Parish, or by having been confirmed or received by a Bishop in communion with this church in the parish, or by presentation of a letter of transfer in due form signed by the appropriate authority of another parish in the Anglican Communion. Should such a letter be unobtainable for valid reason beyond the person's control, this requirement may be waived in the judgment of the Minister or Warden.

Any member of Trinity Parish shall remain as such until the relationship is terminated by death or written notice of withdrawal or by vote of the Parish at the annual Parish meeting. The reason for termination of such relationship in the last-mentioned case shall be done in accordance with the canons of the Episcopal Diocese of Connecticut.

ARTICLE III – OFFICERS

Section 1. The officers of this parish shall be a Rector, two Wardens, a Clerk, a Treasurer and six (6) other communicants of the Parish. The foregoing shall constitute the Vestry of the church; the Rector shall be chairman ex-officio.

Section 2. Each member of the Vestry shall have one vote.

Section 3.

Two thirds of all voting Vestry members shall constitute a quorum.

Terms of office are as follows.

Wardens; terms of one (1) year with a three (3) year term limit.

Treasurer; a term of two years with a six (6) year term limit.

Clerk; a term of one year with a three (3) year term limit.

Six (6) Vestry members at large. Term of office three years (3) with two members elected each year on a rotating basis.

Positions on the Vestry that require specialized skills (Treasurer and Clerk) can exceed the specified term limits for each, by a majority vote of the Vestry upon request from the Nominating Committee prior to the annual meeting, on a year to year basis. This provision is not applicable to Wardens or general members.

No Vestry person shall be re-elected at the end of a full term, but may serve again after an interval of one (1) year.

Section 4. The Vestry, at its meeting subsequent to the Annual meeting, shall designate a Senior and a Junior Warden.

Any vacancy occurring by death or otherwise in the office of Warden during the course of the year may be filled for the unexpired balance of the term at a special Parish meeting duly called for that purpose.

Any vacancy of Treasurer, Clerk or general Vestry member may be filled at the next Annual Meeting or may be filled until the next Annual Meeting by the Vestry or at a special Parish meeting duly called for that purpose as the Vestry in its discretion may determine.

Section 5. The term of any Parish Officer, except the Rector, may be terminated at any time, by vote of the Annual Parish Meeting or of any special Parish Meeting called for that purpose, provided that notice of such proposed action is included in the call of such meeting and written notice is given simultaneously to the person affected thereby, and that such person be given due opportunity to be heard at such meeting. A vacancy occurring as a result of such action shall be filled by election at a subsequent meeting.

Section 6. The Parish Clerk shall be Clerk of the Vestry ex-officio.

Section 7. Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy.

Section 8. The regular meetings of the Vestry shall be held monthly except when there is no church business to be conducted, e.g., July/August, to be determined by the Rector in consultation with the Wardens. Special meetings of the Vestry may be called by the Rector or by three (3) members of the Vestry upon one (1) week's written or electronic notice to all members. At all Vestry meetings, two thirds of the voting members shall constitute a quorum. All matters at such meetings shall be decided by a majority of those present. Emergency church business, as determined by the Wardens or Rector, may also be conducted via telephone or other electronic medium, e.g., email. Vestry meetings shall be open to all members of the congregation except when the Vestry adjourns to executive session.

#### ARTICLE IV – PARISH MEETINGS

Section 1. There shall be an Annual Meeting of this Parish on the third (3<sup>rd</sup>) Sunday in January, or on such other date as designated by the Vestry, but no later than the end of February, for the purpose of electing Parish officers other than the Rector, and for transacting such other business as may legally come before the meeting.

Special parish meetings shall be called by vote of the Vestry or upon written request of ten percent (10%) of the voting members of the parish.

Notice of any parish meeting shall be signed by the Clerk, or if absent, by one of the Wardens; and shall be posted at the door of the Parish Church and sent by the Clerk to every parish household at least one week before the time of the meeting.

Notice of any parish meeting, except the Annual Meeting, shall contain a statement of purpose for which the meeting is called; and at all meetings the Rector of the Parish, if present, shall preside. In the absence of the Rector of the Parish, the person designated as Senior Warden shall preside.

The Vestry of each Parish shall from time to time, and always within one month preceding the annual parish meeting, revise the roll of members of the Parish and of those entitled to vote at Parish meetings, in accordance with the provisions of these Canons, and such roll shall be presented by the Vestry to the annual Parish meeting, and when adopted by said meeting shall be the roll of that meeting.

Section 2. At the Annual Parish Meeting, the Nominating Committee shall present the following slate of nominations:

Two (2) or more Wardens

Clerk

Treasurer (at completion of 2-year term)

Six (6) Vestry members at large

Four (4) delegates to the Diocesan Convention; of which two (2) are designated as alternates, with a three (3) year term limit.

A Nominating Committee of four (4). (Note Paragraph below)

Each February, the Vestry shall appoint one (1) of the members who is serving the last year of a term to be the fifth (5<sup>th</sup>) member of the Nominating Committee. This person shall convene the Committee prior to the Vestry meeting of the following October. In the event the person cannot

serve at that time, the Vestry will appoint another such member. The Nominating Committee shall elect its own chairperson.

If a duly elected member of the Nominating Committee is not able to serve when the committee is convened, the Vestry shall appoint a replacement at the next Vestry meeting.

The delegates shall be elected at the Annual Meeting to serve until the third Annual Meeting following their election, and until their successors be chosen and qualified. No person may be re-elected after serving for two (2) complete terms until the Annual Meeting following the meeting at which such term expired.

Section 3. One-third of all voting members shall constitute a quorum at any parish meeting.

Section 4. Except as may be otherwise provided herein, or by Canon, all questions shall be decided by a majority vote of those voting members present.

Section 5. Any questions of Parliamentary procedure not herein covered shall be governed by Robert's Rules of Order.

#### ARTICLE V – COMMITTEES

Section 1. The Rector and/or Vestry shall appoint members of the congregation to the following standing committees of Trinity Parish:

- Christian Formation
- Worship
- Finance
- Outreach
- Stewardship
- Fellowship and Parish Life
- Property and Rental

The Rector/and or Vestry shall designate the chair of each committee, and require such reports as will assist the Vestry with its work.

The Rector may authorize other standing and special committees with the approval of the Vestry and will be an ex-officio member of each.

All standing committees shall be responsible to the Rector. Each organization shall present at the Annual Meeting of the Parish a report containing a summary of its activities and finances and a list of its officers.

The Vestry may from time to time create and charge Ad Hoc Committees to undertake specific tasks in the governance of the parish. Committee members shall be appointed by the Rector and/or Vestry. Each such committee shall be dissolved upon the completion of its work.

Section 1a. The Finance Committee shall meet regularly to review parish finances and budgets and prepare an annual budget for presentation to and approval of the Vestry.

ARTICLE VI – AMENDMENTS

Section 1. Any bylaw may be adopted or amended by two-thirds (2/3) vote of the voting members present at an Annual or special meeting, provided that the full text of such proposed amendment is in accordance with Canon Law and is available in the Parish Office and at Sunday worship services prior to the Annual Meeting. Unless specified otherwise, such adoption or amendment of any bylaw shall become effective upon passage.

Section 2. These bylaws shall be reviewed by a committee of five (5) members appointed by the Rector at least every ten (10) years. This committee shall report to the next Annual Parish Meeting following their appointment.

LAST REVIEW:

September 19, 2006	Recommended by the Bylaws Committee
October 17, 2006	Adopted by the Vestry
February 4, 2007	Adopted at Parish Annual Meeting
October 25, 2018	Recommended by the Bylaws Committee
January 28, 2019	Adopted by the Vestry
February 10, 2019	Adopted at Parish Annual Meeting
February 26, 2023	Adopted at Parish Annual Meeting