

## ST. PAUL'S EPISCOPAL CHURCH BY-LAWS

### I. ORGANIZATION OF THE VESTRY

- Section 1 The vestry of St. Paul's shall consist of twelve persons, four to be elected annually for three-year terms. (The diocesan Canons reads there shall be no less than five nor more than fifteen persons on a vestry.) The terms of office shall begin in January. Un-expired terms of vestry members shall be filled by a majority vote of the vestry. Persons elected to fill an un-expired term shall be eligible for nomination at subsequent elections.
- Section 2 The rector shall preside at all vestry meetings. In the rector's absence the order for presiding officer shall be the senior warden and junior warden.
- Section 3 The vestry shall have such committees, as it deems necessary. The chairman of each vestry committee will have a written report for the annual meeting in January.
- Section 4 The vestry shall, upon nomination of the rector, elect two of its members, one as senior warden, and the other as junior warden annually.
- Section 5 A secretary and a treasurer, not necessarily members of the vestry, shall be nominated and elected by a majority vote of the vestry at the January meeting to serve for a term of one year. The treasurer must be bonded as required by National Canon Title 1, Canon 8, Section 3.
- Section 6 The nominating committee for a regular election of vestry members shall consist of the current vestry members whose terms are expiring.
- Section 7 The nominating team shall meet November-December each year prior to the date of the Vestry meeting to review nominations that have been compiled thru a variety of means. A list consisting of qualified candidates will then be recommended to the Vestry to fill the number of empty seats. Approved nominees will be presented at the annual meeting.

### II. QUALIFICATIONS AND REQUIREMENTS FOR SERVING ON THE VESTRY

- Section 1 "To be eligible to be a vestryperson, one must be a communicant."  
(Diocesan Canon 10, Section 8)
- Section 2 A vestry member must rotate off the vestry for a period of two years before being eligible for re-election except as provided for in By-Law I, Section 1.
- Section 3 A vestry member's regular attendance is expected. Missing two consecutive meetings, without good reason, shall constitute termination from membership on the vestry.

### III. DUTIES OF VESTRY OFFICERS

#### Section 1 Duties of the wardens:

It shall be the duty of wardens, especially, to provide the elements for the Lord's Supper, to collect the Alms at the administration of the same, to keep and disburse such alms in case the Church is destitute of a Minister, and while the church is destitute of a minister to provide for the holding of public worship and instruction of the congregation by occasional clerical services, or by lay reading, as the circumstances may permit. Meetings of the vestry may be called by the rector, or, in his absence, at the request of a majority of members, by the senior warden. (Diocesan Canon 10, Section 11)

#### Section 2 Duties of the secretary:

- a) It shall be the duty of the secretary to take and record the minutes of the proceedings of the vestry, preserve all records and papers belonging to the Parish not otherwise provided for, perform such other duties as shall be legally assigned to him, and faithfully deliver to his successor all books and documents in his possession belonging to the Parish.
- b) The minutes of the last vestry meeting shall be sent to each vestry person at least one week prior to the next vestry meeting, along with the treasurer's report and the agenda for the next meeting.

#### Section 3 Duties of the treasurer:

- a) The treasurer shall receive, disburse, and account for the funds of the parish.
- b) The treasurer shall be required to submit an annual audit, as is required by the National Canons (Title 1, Canon 6, Section 5) to the vestry by the April meeting so that the vestry can submit this audit to the Diocesan Office by May 1<sup>st</sup>. In addition, the treasurer shall submit a monthly financial report to the vestry.
- c) The handling of church financial assets shall be in accordance with the National and Diocesan Canons. (Title 1, Canon 6, Section 1, Sub-section (1) and (2))

### IV. MEETINGS OF THE VESTRY

The vestry shall hold its regular meeting on the third Sunday of each month. A simple majority of the vestry shall constitute a quorum for meetings of the vestry (seven members).

V. GUIDELINES

Guidelines for administering and managing church properties and assets are available upon request in the office of the rector.

VI. DISCRETIONARY FUND

The loose offering, at the time of the Bishop's visitation shall be forwarded to the Diocesan Office designated for the Bishop's Discretionary Fund, as is required by Canons.

VII. AMENDMENTS TO THE BY-LAWS

From time to time the vestry, by a majority vote, may amend the by-laws, as it deems necessary.

(Last revision adopted, October 2003)