

*PAROCHIAL BY-LAWS ALL SAINTS  
ANGLICAN CHURCH*

Greenville, SC

ARTICLES

1. OF THE FAITH

All Saints' Anglican Church in Greenville County, State of South Carolina, and its members adhere to the Christian Faith as the Anglican Church has received the same and as defined By the Constitution and Canons of the Reformed Episcopal Church.

2. OF DUTIES, DISCIPLINE, ORDER, WORSHIP.

It shall be the duty of every member to adhere to the Doctrine, Discipline, and Worship of the Church as contained in the Constitution and Canons of the Reformed Episcopal Church (hereinafter referred to as the REC) the Canons of the Diocese of the Southeast, (hereinafter referred to as the DSE), the Book of Common Prayer (1928 Edition), and such rites and ceremonies as are lawfully established by the said REC and DSE Canons and the By-laws of the parish

3. OF THE JURISDICTION OF THE CHURCH.

All Saints' Anglican Church is a parish of the REC and within the DSE. All Saints' Anglican Church shall afford to the lawful Bishop of the said Diocese, and his delegates, such rights as are set forth in the Constitution and Canons of the REC and the Canons of the DSE.

4. OF THE PARISH OFFICE.

The principal office of All Saints' Anglican Church shall be located at the home of the Rev. Charles Carlberg (6 Spring Valley Drive Greenville, SC 29615) until such time as the church acquires a regular church office

5. OF THE RECTOR

The Rector of All Saints' Anglican Church shall be called, elected, and installed in accordance with the Canons of the REC and the Canons of the DSE. The Vestry shall enjoy all the rights afforded to parochial vestries in this respect and shall seek the concurrence of the Ordinary of the DSE before an election is deemed final. The Rector shall enjoy all the rights and perform all of the duties which are by Canon Law established, and as defined in the Letter of Institution contained in the Book of Common Prayer (1928 Edition). These rights and duties shall include, but are not necessarily limited to, the following

(a) The control of the worship and spiritual jurisdiction of the parish, subject to the rubrics of the Book of Common Prayer the Canons of the REC and of the DSE, and the Godly counsel of the Bishop. All other ministers of the parish, by whatever name they maybe designated, are under the authority of the Rector.

(b) For the purpose of his office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall at all times be entitled to the use and control of the parish buildings with the appurtenances and furniture thereof. In accordance with the Law of the Church, the Rector shall have full control of the Altar Guild, choir and organist, the servers, the acolytes, the ushers, the readers, and the Sunday school and its staff and curriculum.

(c) It shall be the duty of the Rector to see that music used in the parish is an offering to the Glory of God and as a help to the people in their worship in accordance with the Book of Common Prayer and as authorized by the rubrics or by the General Synod of this Church. To this end he shall be the final authority in the administration of matters pertaining to music with such assistance as he may see fit to employ from persons skilled in music and all reverence in the rendition thereof.

(d) It shall be the duty of the Rector to keep a Register of Services and a book containing a register of all baptized and communicant members and of all baptisms, marriages and funerals.

## **6. OF PARISH MEETINGS.**

(a) The adult communicant membership of the parish shall meet annually on the last Sunday of January, for the election of Vestry members and delegates to the Diocesan Synod and Provincial Synod, to approve an annual budget, to receive reports from the officers and organizations, and to discharge such other business as may be appropriate. Notice of all parish meetings shall be announced to the congregation two Sundays before the established meeting date. The Rector or his representative shall preside at all parish meetings.

(b) Special parish meetings may be called at any time by the Rector or by the Rector's (Senior) Warden or by the Vestry. In such case the subject of the meeting shall be advertised and notice given in accordance with Section (a) of this Article, and no other business save that advertised may be considered. If such special meeting is called to amend these By-laws, the provisions respecting the amendment of the By-laws, as contained herein, shall be binding.

(c) Attending parishioners equaling a number equivalent to one third (1/3) of the entire adult communicant membership (as herein defined) shall constitute a quorum, and only such communicants shall be eligible to vote.

(d) Eligibility to vote shall be determined by the following criteria (this criteria is based upon Constitutions and Canons of the Dioceses of the South East Title III, Canon VI, sect 2):

- 1) The elector must be of legal voting age as determined by the state in which the parish is located.

2) The elector must be a communicant member in good standing who has attended/been associated with the parish for at least 12 months.

3) The elector must be regular in attendance (communing at least once a month over the past year).

4) The elector must be a regular financial contributor to the parish.

5) The elector must be present to vote.

6) Per Title III, Canon VI, sect 2 of the Constitution and Canons of the Diocese of the Southeast "In any case of dispute as to the qualifications of electors, the decision shall rest with the Wardens."

(e) Nominations for Vestry members and for Delegates to the Diocesan Synod and Provincial Synod shall be selected according to the following Criteria:

1) A Nominee shall be a member eligible to vote as defined by Article VI, (d) of the Parish Bylaws.

2) A Nominee shall be 25 years of age or older.

3) A Nominee shall be of exemplary Christian character, service, spiritual maturity, and understanding of the Faith.

## 7. OF THE VESTRY.

(a) The Vestry of the parish shall consist of the Rector and four to six (4-6) members of the parish who shall be adult communicant members as defined herein, provided further that all such elected members shall have been members in good standing of All Saints' parish for at least six (6) months prior to such election. Married couples and individuals occupying the same common residence may not serve concurrently in office. The Rector shall have seat, voice and vote in all deliberations of the Vestry. Assisting clergy, duly appointed, shall have seat and voice, but no vote.

(b) The Vestry shall hold and administer all real and personal property and funds of the parish, including those funds which may from time to time be held by duly established guilds and similar organizations. The financial officers of all such organizations shall give regular account of their stewardship to the Vestry and to the Vestry's Treasurer and in accordance with the Constitution and Canons of the REC and of the DSE and these By-laws. For sufficient cause the Vestry may, from time to time, transfer funds designated for a specific purpose to use for a general purpose; provided, however, such transfer shall be duly noted and provision for timely refunding of such transfer be made. The Vestry may, from time to time, amend the budgeted amounts approved and designated at the Annual Meeting and shall advertise such amendments in an appropriate fashion. The Vestry shall cause to be

paid in a timely fashion such tithes and pledges as shall be established by the Parish for the benefit of the DSE Synod.

(c) At least one third (1/3) of the members of the Vestry shall be elected at each Annual Meeting for a term of three (3) years, with no limitation on the number of terms.

(d) Nomination of candidates for election to the Vestry shall be made in one of the two following manners at the discretion of the Vestry:

1) Nomination of candidates for election to the Vestry shall be made by the congregation within a suitable time prior to the Annual Meeting. Those nominated shall be examined according to the Canons and formularies of the REC and the Parish By-laws of this church and approved by the Vestry. The ballot shall then be presented to the Congregation at or prior to the Annual Meeting

2) The Vestry may compose a list of nominees consisting of at least one name for each position opened. The ballot shall then be presented to the Congregation at or prior to the Annual Meeting. The ballot may be approved and voted upon by the congregation or it may be rejected. Approval or rejection shall be by a majority of the vote. If rejected, the Vestry shall receive written nominations for a set period of time per option #1 and reschedule the election for no later than a month after the original meeting.

Regardless of which method of nomination is followed, no person shall be added to the ballot without his or her consent. Those approved by the Vestry shall constitute the ballot. Such names shall then be advertised to the communicant membership in a manner and form determined by the Vestry, and may contain such biographical information as the candidates shall provide.

Election shall be by written ballot which shall be tabulated by judges appointed by the presiding officer. The nominees receiving the largest number of votes cast shall be deemed elected. If a tie vote shall occur, the names of the person receiving such tie vote shall be placed immediately before the meeting for another ballot. In the event that there are not more nominations than office vacancies to be filled, elections may be effected by acclamation

The Vestry may fill any vacancy in its membership from death, removal, or resignation, by appointment of an adult communicant member who shall serve until the next regular Annual Meeting, at which time an adult communicant member shall be elected to serve the remainder of the unexpired term. Any person appointed to fill such vacancy shall be eligible to complete such term or eligible for election to a full term.

(e) At the conclusion of the Parish Meeting or during the principal service on the (first) Sunday after the Parish Meeting, all members of the Vestry shall be installed to office.

(f) At the first regular meeting of the Vestry following that Sunday:

(i) The Rector shall appoint a member of the Vestry to serve as the Rector's or Senior Warden. During a vacancy in the parish, the Rector's Warden shall be elected by the Vestry from its membership.

(ii) The Vestry shall elect from its membership the People's or Junior Warden, a Treasurer, and a Secretary, and such other officers as the Vestry may deem fit, in accordance with these By-laws.

(iii) The Vestry may also elect adult communicant members from the congregation to serve as (1) Assistant Treasurer and (2) Assistant Secretary, neither of whom shall be entitled to vote nor be Signatory to any kind of obligation in behalf of All Saints' Anglican Church.

(g) The Vestry shall, meet regularly at least once every month and at such time and place as the presiding officer shall determine. Any Vestry member missing three (3) consecutive meetings, or who shall fail regularly to attend public worship of the parish, or who shall fail to contribute regularly to the general operating funds of the parish, or whose conduct shall be deemed inappropriate and not in accordance with the Canons of the REC and of the DSE, without an excuse which is acceptable to a majority of the membership of the Vestry, shall forfeit his or her seat on the Vestry. Vacancies thus created shall be filled in accordance with these By-Laws.

(h) Special meetings of the Vestry may be called by the Rector after due notice has been given to its members; provided, further, in any event and at the call of a majority of the Vestry, with the consent of the Rector's Warden and after due notice to the Rector, the Vestry may meet and transact such business as may be proper.

(i) All questions and business placed before *the* Vestry in an orderly fashion and for action thereupon shall be decided by voice vote or show of hands and an affirmative vote of a majority of the Vestry then present shall be and sufficient to carry any motion or question so placed before the Vestry. If a roll call vote is requested, the yea or nay vote of each member shall be recorded by name and results made a part of the minutes.

(j) A quorum of the Vestry shall consist of a majority of its total elected members.

## 8. DUTIES OF OFFICERS OF THE VESTRY.

(a) The Rector or Priest in Charge shall be the chairman of the Vestry. In his absence or during a vacancy in the parish, the chairman shall be the Rector's or Senior Warden, and in the absence of the Rector's Warden, the Vestry shall elect a president pro tem.

(b) It shall be the duty of the Rector's or Senior Warden to counsel with the Rector from time to time concerning the state of the parish, to ensure that decisions of the Vestry and the policies thereof are duly and diligently pursued and implemented and

to promote such projects and activities as may be undertaken for the general welfare of the congregation

(c) The People's or Junior Warden. shall be responsible to the Vestry for the oversight of the ' and upkeep of all parish property.

(d) It shall be the duty of the Secretary to attend all Vestry and parish meetings, to record the names of all Vestry and parish officers present, and record all official actions taken at such meetings. The minutes of each meeting shall be presented for approval at the next meeting following any regular or special meeting and shall be filed appropriately as a permanent record. Such records shall be made available for reading by any communicant member in good standing upon request and to the Ordinary upon his official visitation, if he so requires. The Secretary shall also perform such other duties as the V e s t r y may from time to time direct

(e) The Treasurer may be elected from the members of the Vestry or selected by the Vestry (when the Treasurer is an elected member of the Vestry he/she shall retain all the rights and privileges afforded to elected members until the normal expiration of such term). The Treasurer shall be bonded. The Treasurer shall have custody of all parish funds and securities, except those which from time to time may be kept and held by duly appointed officials of designated guilds and organizations in which case the Treasurer shall be afforded at regular intervals full particulars of the amounts therein deposited, the names of such persons who may contribute to such funds seeking to claim tax exemption for such gifts, and the disposition and disbursement of such funds The Treasurer shall cause to be kept full and accurate accounts of receipts and disbursements in books which shall be the property of the Vestry in trust for the parish and shall receive all monies and valuable effects, or cause them to be deposited in the name and to the credit of the parish and/or its trustees (the Vestry) in such depositories as may be designated by the Vestry. The Treasurer shall cause to be kept the financial records and books and shall disburse the funds of the parish as maybe ordered by the Vestry, taking proper vouchers therefore, and shall render to the Vestry, whenever required, an account of all transactions of the Treasurer and of the financial condition of the parish. The Vestry shall annually cause the books to be audited and receive such audit reports, which shall be appropriately published.

#### 9. OF STANDING AND SPECIAL COMMITTEES.

(a) The Rector shall be an ex-officio member of all standing and special committees Such committees shall make recommendations to be acted upon by the Vestry and shall not implement policies or decisions on their own initiative.

(b) Except as otherwise herein provided, the presiding officer(s) of committees shall be member(s) of the Vestry. Both adult and non adult communicant members of the parish may be added to any standing or: special committee. Such committees may include consultative nonmembers as approved by the Vestry.

(c) The Rector, upon consultation with the Vestry, shall constitute such standing or special committees as may be deemed necessary for the general welfare of the parish, Membership on all such committees shall terminate on the date of the first Vestry meeting following the annual Parish Meeting.

#### 10. OF GUILDS AND PARISH ORGANIZATIONS.

(a) In accordance with the DSE Canons, the Altar Guild, the Readers and Servers Guild, the choir, the choir director, the organist; and the Sunday School and its officers and teams shall be under the direction of the Rector, and such positions, officers, teachers, and members shall be appointed by him and for such terms as he shall determine.

(b) The Rector, with the advice and counsel of the Vestry, may post the establishment of such guilds, or; other organizations, as shall further the work and witness of the parish. In all such cases, membership in such guilds and organizations shall be limited to adult communicant members of the parish or other parishes in communion with the Church, unless otherwise permitted by the Rector: In all instances only adult communicant members of the parish may hold office, and such guilds and organizations shall exist and serve at the pleasure of the Rector, who with the advice and counsel of the Vestry, may disband such guilds and organizations. The officers of such guilds and organizations may be elected by their membership, subject to the consent of the Rector. All funds collected, held, and disbursed by such guilds and organizations shall be subject to the provisions respecting parish funds as set forth herein.

#### 11. OF STIPENDS AND SALARIES.

(a) The Rector and such other clergy as may receive compensation in the form of stipends or other allowances shall be paid such amounts denominated by such designations as shall be determined by the Vestry from time to time, and as shall be contained in the parish budget approved at the Annual Meeting. When funds permit, the Vestry shall authorize the payment of such expenses as the clergy may incur in their attendance upon mandatory Diocesan, Provincial or other church meetings. The Rector shall be entitled to four (4) weeks paid annual leave of absence and one (1) week of study leave; provided, that due provision is made for the spiritual welfare of the parish. The Rector shall also be entitled to absent himself in a reasonable fashion to perform other ecclesiastical duties in the diocese, or elsewhere under the same terms and further, shall be entitled to such sick days and other leave days as may from time to time be needed. Provisions for annual leaves of absence on the part of assisting clergy shall be at the discretion of the Rector. The Vestry may establish and permit paid sabbaticals from time to time as may be appropriate, and shall make provision for such pension and medical compensation as may be agreed.

(b) Salaried lay members of the parish staff shall be paid such sums as may be negotiated between such employees and the Vestry and for such periods and at such intervals as shall be established by mutual agreement. All such negotiations and agreements shall be subject to the canonical right of the Rector to select and appoint the organist and choir director, whose compensation shall be established by the Vestry and contained in the budget of the parish. Unless waived for reasonable and due cause by formal action of the Vestry, no salaried employee shall be eligible to serve on the Vestry.

#### 12. OF OWNERSHIP OF CHURCH PROPERTY.

(a). All properties, both real and personal, presently used and acquired by the Church or hereafter used or acquired by the Church by any means whatsoever, shall be and remain the sole and only property of the corporation organized and under the laws of the State of South Carolina, and known and designated as ALL SAINTS' ANGLICAN CHURCH INC., or by its successor in right, title, or interest, whether by change of name or otherwise.

(b) No real property of the Church may be sold, conveyed, hypothecated, or otherwise aliened without the consent of a two-thirds (2/3) majority of the adult communicant members of the Church, first had and obtained and in a duly convened meeting of such communicants.

(c) In the event of the dissolution of the parish, no communicant or employee shall receive any payment or benefit, directly or indirectly, as a result of such dissolution, and all of the corporate assets, both real and personal, shall be distributed by proper deed or bill of sale by the Vestry to the DSE or in the alternative, to a corporation, fund, or other organization of a like nature operating exclusively for the promulgation of the Christian Faith, preferably in the Anglican Tradition.

(d) Personal property of the parish may be sold, traded, or otherwise aliened by a majority vote of the Vestry.

### 13. OF USE OF CHURCH PROPERTY:

#### (a) Marriage and Wedding Ceremonies

All Saints Anglican Church will only conduct marriage ceremonies when at least one member of the couple is a member of All Saints Anglican Church in good standing. Furthermore, the use of All Saints' facilities for any wedding related function (including but not limited to the marriage ceremony, reception, and showers) is likewise restricted to members.

Members are those who (1) have a viable confession of faith (as defined by the Nicene and Apostles Creeds), (2) have completed both Part 1 and Part 2 of the New Members/Confirmation class, (3) have been confirmed by a Bishop of a Trinitarian Church, and (4) are in good standing (meaning that they are under no disciplinary action as defined by the canons of the Reformed Episcopal Church, the canons of the Diocese of the Southeast of the Reformed Episcopal Church, and the general Biblical principles understood by the same. (5) Members seeking marriage are required to complete the marriage counseling class provided by the priest or some other suitable form of marriage counseling agreed to by the priest.

In all these matters the priest's discretion or that of the Bishop is final.

(b) For other uses of the church property, see Article 5. (a) – (c)

### 14. OF RATIFICATION AND AMENDMENT.

Amendments to these By-laws must be submitted to the Vestry not less than two (2) months prior to the Annual Meeting. The Vestry, within its discretion and by a majority vote, may call a special parish meeting for this purpose, and shall advertise such proposed amendments, noting the names of the adult communicant member, or members, sponsoring such amendments in the same mode and manner as provided herein for notice of the regular Annual Meeting. The Annual, or Special, Meeting

shall consider such and vote thereon. A two thirds (2/3) majority vote of the adult members present at the parish meeting shall be sufficient to adopt such amendments and they shall become a part of these By-laws at the time of such adoption.