

**ST. PAUL'S EPISCOPAL CHURCH
MISHAWAKA, INDIANA**

PARISH BYLAWS

A. OFFICERS

1. THE RECTOR:

The Rector is responsible for the worship and the spiritual jurisdiction of the Parish, subject to the rubrics and the canons of the Diocese and the General Convention. It is the special responsibility of the Rector to carry out the educational and instructional duties enumerated in the National Canons; to publish pastoral letters, to publish a newsletter or other medium of information for communicating with the membership at large.

The Rector is also charged with maintaining the Parish Register; Service Register, and Communicant List; to announce the Bishop's Visitation; to visit the sick, and other members of the parish as pastorally advisable.

The Rector, Wardens, and Treasurer constitute the Executive Committee. The Rector is a member of the Vestry.

2. THE WARDENS:

a. It shall be the duty of the Wardens while acting with and through appropriate committees approved by the Vestry:

1. To have general superintendence over the property of the Corporation.
2. To take care that the Sexton and other members of the staff perform their respective tasks in a satisfactory manner.
3. To carry out the duties enumerated in the Diocesan and National Canons, particularly during a vacancy in the parish.
4. To report to the Vestry the decisions of the Diocesan Convention.
5. To meet regularly with the Rector and Treasurer as the Executive Committee.
6. To work with the Rector in implementing the general mission of the Parish.
7. To inform the Bishop, in the event of the death, resignation, or disability of the Rector, or in the event of irreconcilable differences between the Rector and the Vestry.
8. To foster piety, good fellowship, stewardship, and zeal for the mission of the Church and parish by word and example.

b. The Senior Warden

It is the duty of the Senior Warden to:

1. Preside at Vestry meetings in the Rector's absence;
2. Serve as a member of the Executive Committee;
3. Serve the Rector in an advisory capacity;
4. Serve as the chief executive of the parish in the absence of the Rector thereby assuming responsibility for its operation.

c. The Junior Warden(s):

It is the duty of the Junior Warden(s) to:

1. Preside at Vestry meetings in the absence of both the Rector and the Senior Warden;
2. Assure that routine maintenance of the buildings and grounds is handled in a timely manner;
3. Serve as a member of the Executive Committee.

3. THE CLERK:

It is the duty of the Clerk of the Vestry to:

- a. Keep the minutes of all Parish and Vestry meetings;
- b. Preserve all journal records and communications from the Diocese.

4. THE TREASURER:

a. It is the duty of the Treasurer to:

1. Receive, record and deposit the money contributed for the current Parish expenses and the offerings for missions, and other special purposes, to pay approved bills;
2. Present itemized reports showing the financial condition of the Parish, together with all available vouchers in the miscellaneous accounts as may be requested by the Rector or Vestry, at all Vestry meetings;
3. Furnish reports of the Parish finances at the Annual Parish Meeting with a full and accurate statement of all money received and paid out during the preceding calendar year;
4. Retain the services of a qualified person(s) to perform an annual audit of the finances of the Parish.
5. The Treasurer may be a member of the Vestry. If not, the Treasurer is a member of the Vestry ex-officio.

B. THE VESTRY:

1. The Vestry shall consist of the Wardens and not fewer than five (5) nor more than seven (7) persons from the congregation who are communicants in good standing and qualified voters of the parish. The Vestry may also have a youth vestry representative who shall have the qualifications set forth above and the following additional qualification: the youth vestry representative shall not have attained his or her eighteenth (18th) birthday at the time of election.
2. The Vestry is the legal representative, or agent, of the Parish and has the following duties:
 - a. To faithfully administer the finances of the Parish for the promotion of its interests and the furtherance of worship according to the rites and usages of the Episcopal Church in the United States;
 - b. To see that the salary and pension premiums of the clergy and the salaries of all the members of the Parish Staff are paid regularly;
 - c. To approve all parish expenses for payment by the Parish Treasurer from specified funds;
 - d. To make provision for the current and future expenses of the Parish;
 - e. To call a new Rector following the death or resignation of the Rector. The Vestry may delegate the task of identifying and recommending candidates to a search committee, which includes no fewer than two members of the Vestry.
 - f. To call, or retain, supply priests as needed during times when the Parish is without a Rector;
 - g. To appoint or reappoint a Treasurer and a Clerk, the latter of whom must be a member of the Vestry;
 - h. To accept, or reject all funds given or bequeathed to the Parish for a special purpose. Accepted funds shall be used in accordance with the wishes of the donor or testator.
 - i. To elect a person to complete the term of any member of the Vestry or Warden who resigns, is removed, or dies.
 - j. The position of a Vestry member or Warden who misses three consecutive meetings shall be considered vacant, and the Vestry shall choose a successor; or alternatively, the Vestry may waive this power and sustain the delinquent member.
3. Vestry Meetings:
 - a. All regular or special meetings of the Vestry shall be held at the church.
 - b. The Vestry shall hold its first meeting of the calendar year immediately following the Annual Parish Meeting.
 - c. The Rector or in his/her absence a Warden shall preside and furnish an agenda.
 - d. All meetings shall be opened and closed with prayer.

- e. A majority of the Vestry, the Rector and a Warden shall constitute a quorum.
- f. The Vestry shall hold regular meetings monthly. It may waive two monthly meetings annually, but in no event shall a period of more than sixty (60) days elapse between meetings.
- g. The Rector, a Warden, or three or more members of the Vestry may call a special meeting of the Vestry. The Rector, the Wardens, and all members of the Vestry shall be given reasonable notice (not less than 24 hours) of the date, time and subject matter of the special meeting. With all expedience, the laity will be informed of any special meetings, if possible.
- h. All meetings of the Vestry shall be open to any member of the congregation. The Vestry may allow other persons to appear and participate.
- i. Not later than February 15th of each year the Vestry shall publish and post in a conspicuous place within the church a schedule, or listing, of the time and date of each Vestry meeting for the calendar year.

C. THE EXECUTIVE COMMITTEE:

- 1. The Executive Committee shall consist of the Rector, both Wardens and the Treasurer; the Executive Committee may act on behalf of the Vestry in emergencies where, due to time constraints, assembling the Vestry is impractical. To act in such situations, the decisions of the Executive Committee must be unanimous. The Senior Warden shall reduce to writing the Executive Committee's action, the circumstances surrounding it, and submit the same to the Vestry promptly thereafter.

D. THE ANNUAL PARISH MEETING:

- 1. The Annual Parish Meeting of St. Paul's Church shall be held each year on January 25 (The Feast of the Conversion of St. Paul) or the Sunday nearest, unless the Vestry designates another day.
- 2. At the November meeting of the Vestry, it shall set the date and time of the Annual Parish Meeting. In the event the Vestry should fail to set a date, the Rector shall do so.
- 3. At the Annual Parish Meeting the reports required by Diocesan Canon 12, Section 2, shall be presented. In addition, reports of the various parochial organizations and officers shall be presented, as the Vestry shall determine.

E. ELECTIONS:

- 1. Not later than the November meeting of the Vestry, the Rector shall appoint a nominating committee of not fewer than three persons. The committee shall prepare a list of nominees for each Warden and each Vestry member to be elected. At the Annual Parish Meeting, a member of the nominating committee shall nominate the persons so selected. Additional nominations may be made from the floor, with the permission of the nominee. Likewise the E.Y.C. shall hold a caucus not later than the November meeting of the Vestry and shall nominate not more than two (2) persons for election as youth vestry representative.
- 2. At the Annual Parish Meeting, the communicants in good standing who are qualified voters of the Parish shall elect no fewer than one (1) nor more than three (3) Vestry members, provided that the maximum

number of members specified in B.I. of these bylaws is not exceeded: these persons shall have the same qualifications, as members of the Vestry. The term of each Vestry member is three (3) years. At the same meeting, the communicants in good standing who are qualified voters of the parish shall elect one (1) person as the youth vestry representative from the nominee or nominees submitted by the E.Y.C. The length of the youth vestry representative term is one (1) year. The youth vestry representative shall have a voice at all meetings of the Vestry regarding issues set forth at B. 2. above. He or she shall not have a vote, however, unless he or she has attained the age of eighteen (18) years.

3. No person shall serve more than six consecutive years as a Vestry member and/or Warden; with the exception of the Treasurer.
4. At the Annual Parish Meeting the communicants in good standing who are qualified voters of the Parish shall elect:
 - a. Persons who are communicants in good standing and qualified voters of the parish [ref: Title I. Canon 14. Sec. 1] to act as Senior Warden and Junior Warden for a term of one (1) year. The office of Junior Warden may be shared by two (2) persons in a co-warden arrangement, who exercise one (1) vote between them, but both have seat and voice. The Wardens, however, shall have the following additional qualification: that he or she has served as either a Vestry member, or a: Warden, of this Parish, or another Episcopal parish, for at least two (2) years.
 - b. Three (3) delegates and three (3) alternates to the Diocesan Convention each of whom is a communicant in good standing and a qualified voter of the Parish. The election shall be based on plurality as follows: the nominees having the highest, second, and third highest number of votes shall constitute the slate of delegates. The nominees having the fourth through sixth highest number of votes shall constitute the alternates. The alternates shall fill vacancies in the slate of delegates in the order of the number of votes received. In the case of a tie vote, additional ballots shall be taken, if necessary. In the event of fewer than six (6) nominees, the Vestry shall appoint sufficient persons, having the qualifications set forth above, to comprise the required three (3) delegates and three (3) alternates.

F. AMENDMENTS:

1. These by-laws may be amended by a majority of communicants in good standing who are present at the Annual Parish Meeting or a special meeting called by (a) not fewer than three (3) members of the Vestry, or (b) not fewer than ten (10) communicants in good standing.
2. The Rector, the Wardens, all members of the Vestry and all communicants in good standing shall be given reasonable notice (not less than two weeks) of the date and time of the special meeting.
3. Copies of the amendments shall be made available to members of the congregation prior to the special meeting.

These by-laws amended: *January 30, 2011.*

ss// Ms. Julia Philip, Clerk