

Saint Peter's Anglican Church
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By-Laws 12-8-04

Saint Peter's Anglican Church is a congregation of the Anglican Communion functioning under the Episcopal oversight of the (Bishop of the International Diocese ,The Right Reverend Dr. Bill Atwood, of the Anglican Church in North America.)*

I. Doctrinal Statement

I.1 Being Anglican Christians, we turn to Jesus Christ, accept him as our Savior, put our whole trust in his grace and love, and promise to follow and obey him as our Lord. Since the earliest days of the church, Christians have “devoted themselves to the apostles teaching, and to the fellowship and to the breaking of the bread and to prayer.”(Acts 2:42) We seek to continue these devotions in our lives.

I.2 We do believe the Holy Scriptures of the Old and New Testaments are the inspired Word of God and that they contain all things necessary to salvation and that they are the rule and ultimate standard of faith.

I.3 We do believe the Nicene and Apostles' creeds to be accurate and sufficient statements of the Christian faith in the Triune God. Their authority rests in their being derived from and proven by Holy Scripture.

I.4 As Anglican Christians outside of the realm of England, the Articles of Religion (39 Articles) as established by the Bishops, the clergy and the Laity of (the Protestant Episcopal Church in the United States of America in Convention, on the twelfth day of September, in the year of our Lord 1801)are a summary of our historic theological responses to certain challenges to the Christian faith.

I.5 We are committed to our Lord's Great Commandment (Matthew 22:37-39) “Love the Lord your God with all your heart and with all your soul and with all your mind.. love your neighbor as yourself” and Great Commission (Matthew 28:19-20) “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you.”

I.6 To fulfill these commitments we will commit ourselves to:

daily prayer
daily reading and study of Holy Scripture
sacrificial giving of ourselves and our resources including our financial resources coming together regularly to worship, pray, study, baptize, and celebrate the Lord's Supper.

II. Membership

II.1 A member of Saint Peter's Anglican Church is a baptized Christian who is personally committed to Jesus Christ, agrees with the doctrinal statement of Saint Peter's, has personally requested membership, is recognized by the wardens and clergy as regular in attendance at worship, and on the treasurer's record as a regular contributor to the revenues of Saint Peter's Anglican Church.

II.2 Any member of Saint Peter's shall remove himself/herself from the privileges and duties of membership when they can no longer continue to meet any of the above criteria. This would include termination of service on the vestry and no longer voting in parish meetings. They may remain welcome to continue participation in the life of Saint Peter's Anglican Church as a participant in worship and other appropriate activities of parish life.

II.3 All members of this Parish shall be eligible to vote at Parish Meetings.

III. Parish Meetings

III.1 Special meetings of the members of the Parish called Parish Meetings may be held at any time upon two (2) weeks written notice to be given at all regular worship services on two consecutive Sundays. Such meetings shall be called by the Rector or Wardens, and shall be called by them upon request of the majority of the Vestry or upon written request of a group of members not less than twice the number of Vestry members. All by-laws respecting Annual Parish Meetings shall apply to Special Parish meetings except that Vestry members may not be elected at a Special Meeting.

III.2 A quorum at a Parish Meeting shall not be less than ten percent (10%) of the members of the Parish as shown in the parish register. Voting by proxy in Parish Meetings shall not be allowed.

III.3 The Annual Parish Meeting for the election of the Vestry and celebration of the ministry of the Parish shall be held in January of each year, or in the preceding calendar quarter, the date to be set by the Vestry. Notice of the time and place of the meeting shall be announced at a service of public worship at least two (2) weeks prior to the meeting.

III.4 The Rector and outgoing vestry members shall serve as the nominating group for ensuring the election of new members of the vestry at the forthcoming annual meeting. Their nominations should be communicated to the parish 30 days prior to the meeting.

III.5 Members of the church may nominate additional candidates for election to the vestry in writing up to the time of the election. The nominee must be a member of the church as defined above and willing to serve. The nomination must be seconded in writing by another member.

III.6 With all eligible nominees listed on the Ballot, those nominees receiving the highest number of votes shall be declared selected to serve. In the case of a tie, additional ballots will be cast to select among the tied nominees, In the event of a need to fill a partial or shorter term, the nominee elected with the lowest number of votes shall fill the shortest term.

IV. Vestry

IV.1 *(The Vestry shall consist of 9 members.) One third of the members of the Vestry shall be elected each year, to serve three year terms. After expiration of three year consecutive service, a Vestry member shall not be eligible for re-election until at least one year shall have expired.

IV.2 The Vestry shall set the time and place of its regular meetings, which shall not be less frequently than quarterly. The Rector or the Senior Warden or, in the absence of both, the Junior Warden may call a meeting of the Vestry; a meeting shall be called on the request of three members of the Vestry upon giving five days~ notice.

IV.3 Vacancies occurring in a Vestry during the term of office of its members shall be filled by vote of the remaining Vestry members, and members so elected shall hold office until the next annual election or until their successors are elected.

IV.4 At all meetings of the Vestry a majority of its members shall constitute a quorum for the transaction of business.

IV.5 In all meetings of the Vestry, the Rector, or at the Rector's discretion one of the Wardens, shall preside, or in their absence, one of the body.

IV.6 The Vestry shall have responsibility for raising and disbursing moneys and for keeping proper records thereof. It shall be responsible for building, maintaining, and keeping in good condition for the use of the Parish all parish buildings and improvements. It shall be responsible for all equipment and property belonging to the parish, and for the maintenance of the grounds, and real properties owned apart from the church buildings. It shall be responsible for all business and temporal affairs of the Parish. It shall call a Rector

and cooperate with the Rector in discharging duties with respect to the spiritual life of the Parish. It shall represent the Parish in its dealings with the larger church.

IV.7 The Rector of St. Peter's Parish shall have exclusive charge of all things affecting the spiritual interest of the Parish, subject only to the Bishop. For the purpose of ministry 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 Church and Parish building with the appurtenances and furniture thereof.

IV.8 The Rector's counsel and advice shall be sought on all projects involving buildings and grounds.

IV.9 It shall be the Rector's duty to take order concerning the worship of the Church, together with all that appertains thereunto. The Rector may appoint, from time to time, fit persons to assist duties which may lawfully be performed by lay persons. The Rector shall have spiritual direction and spiritual control of all Sunday Schools, and other educational and charitable associations connected with the Parish.

IV.10 Whenever the office of Rector becomes vacant, it shall be the duty of the Wardens and the Vestry to give immediate notice thereof to the Bishop, who shall render the Vestry such assistance as may be in his power in filling the vacancy.

V. Officers

V.1 The Rector shall appoint from among the Vestry a Senior Warden with the approval of a majority of the Vestry. The Vestry shall elect from among its members a Junior Warden. The Vestry shall also elect a Treasurer, a Clerk, and such other officers as it shall desire, none of whom need be members of the Vestry. It shall organize itself, as it deems proper, into committees for the better attention to its work.

V.2 The Clerk shall keep and record the minutes of all business meetings of the Vestry. The Clerk shall receive and file any written reports of the various committees and shall give notice of the time and place of the meetings of the Vestry to each of the members thereof. The Clerk shall compile and maintain a complete file of By-Laws, Resolutions and Standing Committees, for ready reference by the Vestry~ Purely clerical detail may be delegated to a hired or volunteer parish secretary when desirable and practicable. If the clerk is not a member of the Vestry, the clerk shall serve as an ex-officio member.

V.3 The Treasurer shall have charge of the funds of the church and shall disburse the same under the direction of the Vestry. The Treasurer shall present in writing, to the Vestry at each regular meeting and to the church body at the Annual Parish Meeting, a statement or report of the finances of the church. The Treasurer and, when such a person is available, the

Financial Secretary, shall be bonded by the church in such amount as the Vestry shall designate. If the Treasurer is not a member of the Vestry, the Treasurer shall serve as an ex-officio member.

V.4 The Rector shall appoint such other leaders as may be warranted to fulfill the mission of the church.

V.5 In the case of a vacancy in the office of Rector, the Vestry may elect, by simple majority, from among its members a Senior Warden, to serve until the Rector is appointed and in office.

VI.Procedures

VI.1 It is expected that all Vestry meetings begin and end with intentional prayer and that all business be conducted in a prayerful manner with an effort to make decisions by consensus. When consensus is not possible decisions shall be made by majority vote of the Vestry. In the case of a tie, the rector may cast the deciding vote.

VII.Duties

VII.1 It shall be the duty of the Vestry to be responsible for at least the following:

- (a) the financial affairs of the Church are administered faithfully;
- (b) the property of the Church is maintained;
- (c) the salary of the Senior Clergy, other clergy and lay staff is paid regularly;
- (d) provision is made for payment of the current expenses of the Church;
- (e) seek to comply with the Biblical principle of the Tithe as the Standard of Giving for all Christians and will work and grow proportionally toward the tithe; and
- (f) such duties as may be assigned to members of the Vestry from time to time are appropriate.

VII.2 Removal from the Vestry

- Vestry members who are absent from more than 2 regularly scheduled vestry meetings in a calendar year are automatically removed from the vestry unless they be reinstated by a majority vote of the remaining vestry members.
- Vestry members shall remove themselves when they can no longer agree with the doctrinal statement.
- Vestry members may be removed by a majority vote of the Vestry for:
 - (a) Open and notorious conduct contrary to the Christian faith and our Doctrinal statement
 - (b) Conviction of a felony
 - (c) Conflict of interest

VII.3 At the close of each fiscal year, the Vestry shall make arrangements to have the Treasurer's books of account reviewed and/or audited by a Certified Public Accountant or other qualified person or persons. Once annually the Vestry shall require a review of insurance coverage to ascertain that adequate insurance is maintained for financial protection against loss. The Treasurer will normally be the custodian of the insurance policy, making premium payments as necessary to retain insurance in force.

VII.4 The Rector, the senior and junior wardens of the Vestry and members of the Vestry shall have authority to appoint such agents or representatives as may from time to time be deemed advisable to help carry out the responsibilities of the body.

VII.5 The Rector shall have authority to engage the services of all members of the Church staff, lay and clerical.

VIII. Selection of a Rector

VIII.1 A Rector shall be selected in the following manner: The affirmative vote of two-thirds (2/3) of all of the members of the Vestry shall be necessary to make valid the selection of a Rector. Notice of such a regular or special meeting of the Vestry shall be given in accordance with the provisions of these Bylaws. It is highly recommended, although not required, that the concurrence of the bishop be immediately received before announcing the selection publicly.

VIII.2 During a vacancy in the position of Rector of the Church, the Vestry shall be responsible for maintaining the public worship, public reading of the Holy Scripture, and pastoral care of the parish with the help of the Bishop.

IX. Duties of the Rector

IX.1 The Rector shall serve as Priest, pastor, minister, and teacher, sharing in the councils of this congregation and of the whole Church. By word and action, informed at all times by the Holy Scriptures, the councils of the Anglican Communion, and the adopted Book of Common Prayer, he shall proclaim the Gospel, love and serve Christ's people, nourish them and strengthen them to glorify God in this life and in the life to come.

IX.2 In accordance with the responsibilities placed upon the Rector by the ordination vows and the rubrics of the Book of Common Prayer, the Rector, in subordination to the bishop, shall be responsible for and have charge and care of the spiritual concerns, music and ritual observances of the Church, and the performance of their duties by all employees of the Church.

IX.3 The Rector shall be responsible for the hiring of any other clergy and the church worship musicians and shall have any terms of such employment reduced to writing.

IX.4 The Rector will also be responsible for:

- The pastoral and sacramental needs of the congregation, including Baptism and the Pastoral offices.
- The training, encouragement, and support of the Baptized lay ministers of the parish.
- The spiritual direction and guidance of the parish's religious education including preparation for confirmation. This will also include presence and leadership in weeknight gatherings for fellowship and study.
- Provide spiritual direction and guidance for all functions of the parish including assuming the role of Priest with the vestry and all groups within the parish.
- Participation in and support of the programs of the Anglican Communion in the United States
- Ministry, visibility, and support to communities and families within the local area, including visits to parishioners homes, schools, and places of work.
- The Priest's own continuing education and self-study.

X. Amendments

These By-Laws may be amended at any regular meeting of the Vestry. Such amendment proposed, shall be in writing, with copies for each member of the Vestry, and shall automatically lay over until the next regular meeting of the Vestry, when it shall be acted upon, and a vote of a majority of the entire vestry, in favor of the amendment, shall be sufficient to authorize a change in the By-Laws.

X1 Dissolution

(This congregation may be dissolved only by (3/4) vote of the Vestry present voting at a duly called meeting. In the event that Saint Peter's Anglican Church is dissolved, the net assets shall be transferred to another Christian Congregation whose doctrine in the opinion of the vestry closely resembles that of Saint Peter's or to a charitable organization that in the Vestry's opinion is committed to Christian Ministry consistent with the Doctrine of Saint Peter's.)*

X11 Amendments

Amendments of December 11, 2007:section4.1 should read :

“The Vestry shall consist of a minimum of 5 people up to a maximum of 9 people, with up to one-third of the members to rotate off each year. One third of the members of the vestry shall be elected each year, to serve three year terms. After expiration of three year consecutive service, a vestry member shall not be eligible for re-election until at least one year shall have expired.

Amendment of January 13, 2009: Section 4.1 should be amended to read: “The Vestry shall consist of a minimum of 4 people to a maximum of nine people, with up to one-third of the members to rotate off each year. One third of the members of the vestry shall be elected each year, to serve three year terms.

After expiration of three year consecutive service, a vestry member shall not be eligible for re-election until at least one year shall have expired.”