

VESTRY BY- LAWS
ST. ANDREW'S EPISCOPAL CHURCH

Last Revision: 01/23/2018

ARTICLE I

NAME AND GENERAL DUTIES

1. The name of the organization is The Vestry of St. Andrew's Episcopal Church.
2. The purpose and duties of the Vestry are to take charge of the temporal concerns of the Parish, and to work with the clergy and members of the congregation for the furtherance of the Church's purpose.
3. The Vestry shall execute duties imposed by any General Convention or any Convention of the Diocese.

ARTICLE II

ELECTION

1. The Vestry shall be elected by ballot, or by voice and shall be persons sixteen (16) years of age or over who are communicants in good standing of the Parish for a period of six (6) months prior to the date of their election.
2. They shall be persons who are giving to the support of the parish in the current year.
3. Elections shall be at the annual parish meeting to be held no later than thirty days after the annual Diocesan Convention.
4. Any questions of eligibility are referred to and determined by the Rector.

ARTICLE III OFFICERS

1. The Rector shall be Chairperson of the Vestry.
2. A Senior Warden shall be appointed by the Rector,
3. A Junior Warden shall be elected by the Vestry Membership.
4. A Treasurer shall be appointed by each Vestry and serve as a member of the Vestry with full voice and vote.
5. A Clerk shall be appointed by each Vestry and serve as a member of the Vestry with full voice and vote.

ARTICLE IV

TERMS OF OFFICE

1. All Vestry members shall be elected for a two (2) year term which commences immediately following their election.
2. Vestry members are eligible for election to two (2) consecutive terms, after which one (1) year shall elapse prior to being eligible for re-election.
3. The Treasurer is appointed for one (1) year term and is eligible to serve additional and consecutive terms.
4. The Clerk is appointed for one (1) year term and is eligible to serve additional and consecutive terms.
5. The Vestry may fill any vacancy that may occur in its number to serve until the expiration of the term of the person who vacates the position. Filling a partial term shall count as one (1) full term if the person appointed serves in excess of 365 days until the expiration of the term of the person who vacated the position. Filling of a partial term shall not count as a term for the purpose of eligibility for subsequent election if the person appointed serves 365 days or less until the expiration of the term of the person who vacated the position.

ARTICLE V

ORGANIZATION

1. The Vestry shall hold an organizational meeting following the annual election.
2. The Vestry shall be composed of:
 - (A) The Rector, Senior Warden, Minister of Building & Grounds, Minister of Finance, Minister of Outreach, Minister of Worship, Minister of Youth, and the Minister of Parish Life. A Commission Minister always serves as a member of the commission that he/she represents. A Commission Minister may chair his/her commission in some circumstances.
 - (a) A Clerk of the Vest1Y and a Treasurer,
 - (b) Standing and ad hoc committees deemed necessary by the Vestry to conduct its duties,
3. The Vestry may select from its elected membership, excluding the Senior Warden but not the Junior Warden, one (1) member for each of the following:
 - (A) Finance Committee

- (B) Building and Grounds Committee
- (C) Parish Life Council
- (D) Youth Commission
- (E) Outreach Commission
- (F) Worship Committee

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4. Additional Committees of the Vestry:

(A) Executive Committee:

I.Purpose:

To make specific decisions for the Vestry when authorized by the Vestry at prior meetings

To report all actions to the Vestry at its regular meeting.

II.Members:

The Rector, who will serve as Chairperson

The Senior Warden

The Junior Warden

The Treasurer

When there is no Rector, the Senior Warden will serve as Chairperson, and a member of the Vestry will be elected by the Vestry to serve on the committee.

(B) Nominating Committee:

I.Purpose:

(a) Seek members of the parish to fill Vestry vacancies; submit the proposed names at the November Vestry meeting.

(b) Throughout the year, provide on-going education to parishioners regarding Vestry duties.

II.Members:

The Rector.

Two (2) or three (3) other members of the Vestry nominated by the Rector. Two(2) or three (3) members of the Parish nominated by the Rector.

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ARTICLE VI

AREAS OF RESPONSIBILITIES OF OFFICERS} COMMISSION CHAIRPERSONS AND REPRESENTATIVES

1. Rector

- (A) Chairperson of the Vestry and presides over all congregational meetings. (B) Supervises all paid staff positions.

2. Senior Warden

- (A) With the Vestry, provides for the celebration of public worship.
- (B) In the absence of the Rector, calls meetings of the Vestry and presides at the same and acts as liaison between the diocesan office and the congregation.
- (C) Coordinates activities of commissions to maintain active programs.
- (D) Consults with the Rector and other members of the Vestry in planning agenda to be distributed prior to Vestry meetings.
- (E) Reports to Parish regularly to keep them informed.

3. Junior Warden

- (A) Acts for Senior Warden in his/her absence.
- (B) Serves as Representative of one of the Vestry Commissions.

4. Finance Committee:

I.Purpose:

- (a) Prepare and submit a proposed annual budget to the Vestry at the November meeting based on:

- I. Request for funds submitted by the commissions and staff including an annual list of special projects, priorities and estimated costs.

- Ile A reasonable estimate of projected income for the coming year.

- III Record of spending during the past years.

- IV. Generally accepted financial management practices and policies.

- (b) Provide oversight for the Growth and Improvement Fund by previewing projects to be considered for this fund and making recommendations to the Vestry for such.

- (c) Provide oversight for the Building and Grounds budget.

11.Members:

Finance Committee Chairperson

Senior Warden

Treasurer Three (3) members of the Parish selected by the Vestry to serve a term of two years 111.Meetings:

(a) The Finance Committee will meet as needed to address the financial concerns of the parish and to review any and all proposals for the use of the Growth and Improvement Fund and to present these to the Vestry for their review and approval.

5. Stewardship Committee Chairperson

(A) Serves on Stewardship Committee which is in charge of annual ingathering of pledges and on-going stewardship education.

(B) Works closely with Treasurer to see to the well-being of the financial life of the parish.

6. Building and Grounds Committee Chairperson

(A) Serves on Building and Grounds Committee.

(B) Supports Parish Secretary in his/her job responsibilities as they relate to Buildings and Grounds.

(C) Presents a monthly report of Building and Grounds activities and expenditures to the Vestry.

(D) Organizes Parish work parties.

(E) Assists other commissions with projects involving Building and Grounds.

6. Treasurer

7. Strategic Planning — Responsible for the development of growth programs, strategic objectives designed to forward the mission of the church, and communications with the vestry and parishioners.

8. Worship — Organizes the liturgy and music programs of the church.

9. Outreach — Organizes and expands the program of Evangelism, Servanthood and Pastoral Care.

10. Parish Life - Organizes and develops the adult programs, fellowship, and Christian Education.

11. Youth - Responsible for Christian youth formations that includes EYC and Christian Education and Formation.

12. Clerk of the Vestry

13. Additional duties may be added to Representatives and Commissions at discretion of Vestry.

ARTICLE VII

MEETINGS

There shall be one (1) or more monthly Vestry meetings as necessary to conduct the temporal concerns of the Parish in accordance with the Commission System, These meetings shall be called by the Rector or Senior Warden with the consent of the Rector. The Rector, Senior Warden or Junior Warden may call a meeting at any time upon the request of one-third (1/3) of the Vestry members reflecting their own concerns and/or concerns of the congregation.

Commission Representatives and/or Chairpersons may call meetings of their commissions at any time needed to accomplish the commission responsibilities.

ARTICLE VIII

OPERATION OF BUILDINGS & GROUNDS COMMISSION

1. In accordance with the Building & Grounds Commission (B.G. Comm.) Document approved August 1, 1983, the Vestry shall:

(A) Appoint one member of the Vestry to serve as Building & Grounds voting member and thereafter act as liaison between the Vestry and the Building & Grounds Commission.

(B) Review the Building & Grounds Commission monthly reports to the Vestry as made by the Vestry person serving on the Building & Grounds Commission.

(C) Act on the Building & Grounds Commission annual budget within thirty-one (31) days after it is submitted to the Vestry.

(D) Remove members of the Building & Grounds Commission by Vestry motion or on recommendation of the Rector by the affirmative vote of not less than two-thirds (2/3) of the Vestry at each of two (2) successive regular meetings.

The Vestry may amend the Building & Grounds Commission document as warranted at any time upon sixty (60) days written notice to the Building & Grounds Commission.

ARTICLE IX

ELECTION OF CLERGY

1. The Interim Rector, if any, and the Senior Warden shall form when necessary a Search Committee for the purpose of recommending to the Vestry one or more candidates for the position of Rector. Current Vestry members, staff, and relatives of Vestry or staff will not be eligible to serve on the Search Committee.

2. The Vestry shall elect, subject to the approval of the Bishop, a Rector when a vacancy exists. Upon nomination by the Rector, the Vestry may elect, subject to approval of the Bishop, an assistant clergy.

ARTICLE X

QUORUM

A simple majority of the seated members, the whole being duly cited to meet, shall constitute a quorum. A majority of the members so convened shall be competent to act, unless the contrary be expressly prescribed herein, by Canon or some existing Charter, Constitution or Law.

ARTICLE XI

AMENDMENTS TO ARTICLES

These articles may be amended at any regular or special meeting of the Vestry by a quorum vote, provided that written notice of the proposed change and of the meeting has been delivered to each Vestry member at least ten days prior to the date of said meeting,

ARTICLE XI

VESTRY'S ALLEGIANCE TO EPISCOPAL CHURCH

This Vestry acknowledges their allegiance to the Protestant Episcopal Church in the United States of America, also known as the Episcopal Church, and to the Episcopal Church in the Diocese of Florida. The Vestry submits to the authority of the General Convention of the Episcopal Church and the Convention of the Diocese. The Vestry accedes to, recognizes and accepts the Doctrine, Discipline, and Form of Worship of the Episcopal Church and the Constitution and Canons of the Episcopal Church and of the Diocese, as may hereafter be amended from time to time. In the event of any conflict or inconsistency between the organizational documents of this Parish and the Constitution and Canons of the Church and of the Diocese, as may be amended hereafter from time to time, the Constitution and Canons shall control and govern.

NOTE: The Vestry shall insure that there be proper Representation to the First Coast Region and the Diocesan Convention, which representation may include a member of the Vestry.