

**BYLAWS OF SAINT LUKE’S EPISCOPAL CHURCH**  
**SALISBURY, NORTH CAROLINA**  
**EPISCOPAL DIOCESE OF NORTH CAROLINA**

*Revised and Approved: December 2018*

**PREAMBLE**

Saint Luke’s Episcopal Parish, having associated as a Parish for the purposes of maintaining the worship of Almighty God according to the faith and practice of The Episcopal Church, has adopted the Articles attached hereto as its Bylaws. This Parish accedes to the Constitution and Canons of The Episcopal Church and the Diocese of North Carolina, as set forth in the General Convention thereof and acknowledges their authority accordingly.

**ARTICLE I**

**Vestry**

All the temporal interests and affairs of this Church shall be governed and controlled by the Vestry, which shall be composed of twelve (12) Vestry persons, who shall be nominated and elected as provided in Article III.

**ARTICLE II**

**Parish Meetings**

**Section 1 - General**

An annual meeting of the members of Saint Luke’s Episcopal Church who are qualified to vote shall be held in the church or other suitable location approved by the Vestry on a Sunday in Advent unless the Vestry of the Parish designates some other date for the required annual meeting. At least one week’s notice shall be given prior to any Parish Meeting. The Rector shall preside at all Parish Meetings. In the Rector’s absence, the Senior Warden or the Junior Warden shall preside at any meeting, in that order.

Notice of any special meeting, including the purpose, time and location, shall be given by announcement during the morning services, as well as published in the Parish newsletter, and Church bulletin where the vote of the congregation is required. Notwithstanding the publicized purpose of a special meeting of the Parish, any other business brought before the congregation may be ably transacted at any Parish meeting.

**Section 2 – Purpose**

The purpose of the Annual Parish Meeting shall be:

1. To discuss any new or old business which may be brought before the meeting by the Rector, Vestry, or any other person fulfilling the requirements of Section 3 of this Article.

2. To elect new Vestrypersons of Saint Luke's Episcopal Church.
3. To receive annual reports of the various activities of the Parish.
4. To approve any bylaw changes.

### Section 3 – Voting Requirements

Any enrolled adult communicant member of the Parish who is confirmed and in good standing in The Episcopal Church may vote in any meeting of the Parish when present. Diocesan Canon 30 further outlines necessary qualifications and defines an adult as being 16 years old.

## **ARTICLE III**

### **Vestry**

#### Section 1 – Composition

The Parish Vestry shall consist of twelve (12) persons and shall use the Rotating Vestry System whereby one-third (1/3) of the Vestry shall be elected for a term of three (3) years annually.

#### Section 2 – Requirements

Any enrolled adult confirmed communicant who is in good standing in this Parish is eligible to serve on the Vestry.

#### Section 3 – Election

1. Nominating Committee – A Nominating Committee shall be established consisting of the Vestry members in the final year of their terms.
2. Nominees for Vestry – The Nominating Committee shall present at each Annual Parish Meeting one or more candidates recommended for each Vestry position to be filled; the Committee shall work to have no fewer than six nor more than 10 nominees. The name of candidates to be balloted at the Annual Meeting and biographical statements, including photograph, from each shall be posted with the notice of the Annual Parish Meeting. Nominations for any office to be filled at an Annual Meeting may also be made during the meeting by any member of the Parish authorized to vote, with the consent of the person being nominated.
3. Election – At each Annual Parish Meeting, four (4) members of the Vestry will be elected. An exception will be allowed for those appointed during the past year to fill unexpired terms of one year or less. No retiring member of the Vestry shall be eligible for re-election until after three years have passed following the expiration of the previous service.

To be elected, a candidate must receive a simple majority (>50%) of the votes cast at the Annual Parish meeting. No candidate may receive more than one vote per ballot cast. If fewer than four candidates are elected on the first ballot, additional ballots are required.

On subsequent ballots, the number of candidates should be twice the number of unelected positions and those already elected should not remain on the ballot. Should there be a tie vote for the last position on any subsequent ballot, the number of nominees to be placed on that ballot shall be increased to include the two or more nominees whose votes were tied. Voting shall continue until all Vestry positions have been filled.

4. Balloting – Nominations to be added to the ballot and elections of members of the Vestry shall be voted by paper ballot or standing vote.

#### Section 4 – Vacancies

1. In the case of a vacancy on the Vestry by reason of death, resignation or other cause, the remaining members of the Vestry may fill the vacancy from among those eligible to serve under the provisions of this Article by a simple majority of those present.
2. A person elected to fill a vacancy on the Vestry shall hold office until the expiration of the unexpired term.
3. Any person filling an unexpired term of one (1) year or less shall be eligible for nomination for the Vestry at the end of the term.
4. The Vestry, by a vote of not less than two-thirds (2/3) of its members, may for cause, with a hearing where the member is invited to attend with at least one week's notice, remove any elected or appointed member of the Vestry or other officer of the Vestry.

#### Section 5 – Meetings

Meetings of the Vestry shall be at regularly determined intervals or upon call of the Rector or as provided under Diocesan Canons.

1. At all regular Vestry meetings a simple majority shall constitute a quorum, provided that at least one Warden is present. The act of a simple majority of the members in attendance at any meeting at which a quorum is present, shall be the act of the Vestry, except as required by federal or state statute, the National Church Canons, the Diocesan Canons or the bylaws. It is expected that all Vestry members, to the best of their ability, attend all meetings of the Vestry, and should give adequate notice of expected absences.
2. Voting made be done using remote technology as allowed by Diocesan Canon 33.

#### Section 6 – Duties

1. Unless another procedure is in place, all members of the Vestry will be responsible on a rotating basis for receiving, recording, and depositing Church offerings at a bank designated by the Vestry.
2. Vestry members are expected to maintain regular attendance at worship, to be faithful in supporting stewardship efforts, and diligent in prayer.

**ARTICLE IV**  
**Offices of the Vestry**

**Section 1 – Election**

Each Vestry shall annually elect from its own members, a Senior Warden and a Junior Warden. The Vestry should elect the Wardens upon nomination by the Rector. A secretary, who may or may not be a member of the Vestry, should also be elected each year by the Vestry upon nomination by the Rector.

1. **Senior Warden:** In the absence of the Rector, the Senior Warden shall preside at all meetings of the Parish and/or Vestry and shall also assist the Rector in dispatching Church business.
  
2. **Junior Warden:** In the absence of the Rector and Senior Warden, the Junior Warden shall preside at all meetings of the Parish and/or Vestry. The Junior Warden, or a liaison or representative, who is a standing member of and appointed and approved by a simple majority of the Vestry, in consultation with the Sexton and Buildings and Grounds (as they may exist) shall ensure the maintenance and repair of all Church property. Any expense or repairs to the property of more than five hundred dollars (\$500.00) must be approved by the Vestry, unless already approved in the current budget. In the absence of the Treasurer, the Junior Warden shall be authorized to disburse funds.
  
3. **Secretary:** The Secretary shall be appointed by the Rector and consent given by the Vestry. The Secretary need not be a member of the Vestry. It shall be the responsibility of the Secretary to:
  - a. Keep a correct journal of the proceedings of the Vestry and Parish meetings, preserve the records and deliver them to the succeeding Secretary.
  - b. Deliver to the Church office and Vestry members minutes of the proceedings, prior to the next scheduled meeting.

**ARTICLE V**  
**Other Parish Officers**

**Section 1 – Treasurer**

The Treasurer shall be an enrolled adult communicant in good standing of the Parish and appointed by a two-thirds majority vote of the elected members of the Vestry for a three-year term and renewable for subsequent terms. In the absence of such an election, the Junior Warden shall act as Treasurer of the Parish. The Treasurer shall be a member of the Vestry Finance Committee, but need not necessarily be a member of the Vestry. The Treasurer will be authorized to sign checks on all bank accounts; at least two signatures shall be required on any order of withdrawal of any Church funds in excess of \$500.00.

He or she shall be responsible for:

1. Keeping a correct set of books, which shall be available to the Vestry at all times for inspection and/or audits.
2. Submitting a written report to the Vestry and Finance Committee, as applicable, for each regularly scheduled Vestry meeting and submitting a written report to the Vestry for the Annual Parish Meeting.
3. Paying all obligations related to the operation of the Church with the prior approval of the Vestry.
4. Researching and preparing financial information as requested by the Vestry, Clergy, and or Church committees and organizations.
5. Delivering into the hands of the succeeding Treasurer all books, documents, and funds relative to or belonging to the Church, in the charge of the Treasurer.
6. Executing his or her office in accordance with all canonical requirements and best practices found in *Business Methods in Church Affairs*, and superseding provisions thereof.

#### Section 2 – Chancellor

The Chancellor shall be an enrolled adult communicant in good standing of the Parish, who is learned in the law, and appointed by a two-thirds majority vote of the elected members of the Vestry for a three-year term and renewable for subsequent terms. He/she has the responsibility for providing the Parish with sound legal advice and reviewing all contracts into which the Parish may enter.

### **ARTICLE VI** **Vestry Committees**

The Rector, or Senior Warden in the absence of a Rector, shall appoint such committees, ministries, commissions, or boards as may be deemed necessary to ensure the smooth operation of the Church. The Rector may also direct the dissolution of any such group. All groups are accountable to the Rector and Vestry, and may be called upon to prepare reports for the Parish Meeting.

### **ARTICLE VII** **Election of Delegates and Alternates to the Diocesan Convention**

The Delegates and Alternates to the Diocesan Convention shall be elected by the Vestry upon recommendation by the Rector. A Delegate or Alternate must be an enrolled adult confirmed communicant who is in good standing in the Parish.

**ARTICLE VIII**  
**Employment Contracts with Church Employees**

There shall be an Employment contract with all employees, not inconsistent with the Constitution and Canons of the Diocese and of the Episcopal Church or the bylaws of Saint Luke's Episcopal Church which shall contain the amount of salary and allowances, vacation and sick leaves, sabbatical time, and other appropriate items. The contract will be reviewed and approved annually. It is the responsibility of the Rector to negotiate all employment contracts and to manage the staff.

**ARTICLE IX**  
**Amendment and Implementation of Bylaws**

These by-laws may be supplemented and implemented in accordance with the foregoing provisions by the regularly adopted resolutions contained in the minutes of the Vestry. In accordance with Diocesan Canon 22, all bylaws governing the conduct of Parish Meetings must be adopted and amended in a called Parish Meeting; all bylaws governing the conduct and business of the Vestry may be adopted and amended by the Vestry. Any amendments require a majority vote. A copy of these bylaws shall be filed within thirty (30) days after adoption with the Ecclesiastical Authority of the Diocese for approval. The Ecclesiastical Authority reserves the right, with the advice and consent of the Standing Committee of the Diocese, to disapprove any bylaw which is inconsistent with the Constitution or Canons of the Diocese or of the General Convention of The Episcopal Church. Upon final approval, all previous bylaws are rescinded.

**ARTICLE X**  
**Fiscal Year**

The fiscal year of the Parish shall begin January 1 of every year in accordance with the accepted practice of the Diocese.

**ARTICLE XI**  
**Parish Endowment**

The Endowment of this Parish shall be governed by appropriate control documents which have been approved by the Vestry. Any changes to such documents shall be approved by the Vestry.

**ARTICLE XII**  
**Saving Clause**

Changes in or amendment to the National Canons or the Diocesan Canons shall automatically be considered to amend these bylaws and prevail if there is a conflict with these bylaws.

**CERTIFICATION**

This is to certify that these bylaws were adopted by the Vestry at its meeting on April 19, 2016 and by the Parish at its Parish Meeting on December 9, 2018. Pursuant to Diocesan Canon 22, these Bylaws have been submitted to the Bishop of North Carolina.

\_\_\_\_\_ Secretary of the Vestry