

# Holy Cross Faith Memorial Episcopal Church

## Articles

Revised 4/16/2014

### Article I

**Section I.** All temporal interests and affairs of this corporation shall be governed and controlled by the Vestry which shall be composed by the Rector of the church, two church wardens, and nine members who shall be elected at the annual parish meeting held on the last Sunday of January or some other day to be appointed upon not less than one week's notice given by the Rector or the Vestry if there be no Rector.

**Section II.** At the annual parish meeting held in 2001, three members of the Vestry shall be elected to serve for a period of three years. Three members of the Vestry shall be elected to serve for a period of two years, and three members shall be elected to serve for a period of one year; thereafter, members of the Vestry chosen to fill vacancies shall be elected for three year terms of office provided that at no election subsequent to the election of 2001, shall any such member of the Vestry be eligible to reelection until one ecclesiastical year after the expiration of the term that he/she shall have just served. The Senior Warden shall be appointed by the Rector from the membership of the congregation or elected by the Vestry in the absence of a Rector. The Junior Warden shall be elected by the congregation at large from the membership of the congregation, and both shall serve for a period of three years each and until their successors shall have been elected and shall have been qualified, provided that if any person shall have served as Senior Warden for three consecutive years, he or she shall not be eligible for reappointment as Senior Warden until one ecclesiastical year after the expiration of the term for which he or she shall have just served, and provided further, that if any person shall have served as Junior Warden for three consecutive years, he or she shall not be eligible for reelection as Junior Warden until one ecclesiastical year after the expiration of the term for which he or she shall have just served, provided further, that no Warden shall be eligible for election as a member of the Vestry immediately after the expiration of his or her term of office. Those elected at the annual parish meeting shall assume office immediately.

### Article II.

**Section I.** When a vacancy occurs in the office of Warden or member of the Vestry, the Vestry shall within sixty days after the occurrence of the said vacancy elect, or in the case of a Senior Warden the Rector shall appoint, a successor to serve until the next annual parish meeting at which time a Senior Warden is appointed or Junior Warden or member of the Vestry shall be elected by the congregation to fill the unexpired term, provided the Warden or member of the Vestry elected by the Vestry shall be eligible for election to the unexpired term. In the absence of a Rector, the Vestry shall elect a Senior Warden.

### **Article III.**

**Section I.** The Vestry shall convene upon call of the Rector whenever he or she shall deem it necessary or upon call by any three or more members upon one week's notice to the members of the Vestry. Six members shall constitute a quorum for all business and all questions shall be determined by a majority of members present, except as to the election of a Rector, in which case a vote of 2/3 of the membership of the Vestry shall be required.

### **Article IV.**

**Section I.** Any communicant in good standing as defined by the Canons of the Episcopal Church of the Diocese of South Carolina of the age of 18 years or older shall be eligible for election to serve as Warden or member of the Vestry. Every member as defined by the Canons of the Episcopal Church of the Diocese of South Carolina over the age of 17 shall be entitled to seek voice and vote at any parish meeting.

### **Article V.**

**Section I.** A parish meeting other than the annual parish meeting may be called at any time by the Rector or by thirty members, as defined in these articles, by giving fourteen days written notice to the members of the congregation. At any parish meeting, thirty members shall constitute a quorum.

### **Article VI.**

**Section I.** At any parish meeting, parliamentary procedure shall be governed by Roberts Rules of Order.

### **Article VII.**

**Section I.** This constitution shall not be amended or changed until 30 days notice of amendment or change shall have been given in writing to the congregation and approved by a majority vote of those present at a subsequent parish meeting.

## By-Laws

(Revised and adopted May 20, 2015)

1. **Organization.** After each annual meeting of the Vestry pursuant to Article I of this constitution, the Wardens shall convene the Vestry within seven days and the Vestry shall organize with the Rector as Chairperson thereof, shall hold necessary elections by electing a Treasurer. Seven standing committees shall be appointed, each responsible for a variety of ministries. At least one member of the Vestry shall serve each committee, but the chair of the committee need not be a Vestry person. The committees shall be: Stewardship/Finance, Parish Life, Church Growth, Communications, Mission In/Outreach, Worship and Christian Formation.
2. **Meetings:** Regular monthly meetings of the Vestry shall be held at such time and place as may be appointed by the Vestry.
3. **Chairperson:** The Rector as chairperson when present shall preside at all meetings. In his or her absence the Senior Warden or Junior Warden shall preside. When requested, all motions must be presented in writing and shall be seconded before being put to vote.
4. **Senior Warden:** The Senior Warden shall be appointed by the Rector. He or she shall be responsible for the administrative function of the vestry and shall be the Rector's Warden.
5. **Clerk:** The clerk shall be the Secretary of the Parish, unless otherwise appointed by the Rector, shall notify the members of the Vestry at least three days in advance of the time and place of each meeting and shall record the minutes thereof. He or she shall also record the minutes of all parish meetings.
6. **Treasurer:** The Treasurer shall be elected annually by the vestry and may be either a member of the vestry or a member of the congregation at large. He or she shall serve as an officer of the vestry and may vote at vestry meetings. He or she shall keep an adequate set of books, which shall be available for inspection by the Vestry or any member of the parish and shall facilitate the making of prompt deposits of all offering and other receipts by the Vestry to the credit of Holy Cross Faith Memorial Episcopal Church. He or she shall report monthly the receipts and disbursements of the church.
7. **Assistant Treasurer:** The Assistant Treasurer shall be elected annually by the vestry and must be a member of the vestry. In order to assure effective internal controls he or she shall be responsible for reviewing, approving and signing monthly bank reconciliations. He or she shall not be responsible for recording or approving receipts or disbursements for the Church and shall not have the authority to sign checks for the Church. In the absence of the Treasurer, the Assistant Treasurer shall report monthly receipts and disbursements of the church to the Vestry.
8. **Stewardship/Finance:** This committee shall make all monetary arrangements ordered by the Vestry. They shall be responsible for the preparation of an annual report to the congregation which shall be approved by the Vestry. They shall arrange an annual audit

as required by the Canon of the Episcopal Church in South Carolina. This committee shall also have the responsibility of initiating and executing an annual stewardship campaign as well as highlighting the principal of Christian stewardship of time, money and talent to the entire parish throughout the year.

9. **Hospitality/Parish Life:** This committee shall be responsible for the regular social and hospitality events of the church and shall plan and organize special events throughout the year at the direction of the Rector and the Vestry.
10. **Newcomers/Church Growth:** This committee shall be responsible for developing and executing plans within the parish with regard to prospective new members. Process developed with include Introduction of new members, providing contact information for new members, arranging an annual welcome event in a private home.
11. **Communications-Internal and External:** This committee will be responsible for developing and executing a broad communications strategy that informs both parishioners and the larger community of activities in the parish, and ensures effective communication practices across the parish ministries.
12. **Mission in Outreach:** This committee shall be responsible for identifying ministry opportunities to recommend to the Vestry for the engagement of the church with both its members and the larger community, and defining ways to support effective functioning of those ministries.
13. **Worship:** This committee shall have the responsibility of assisting the Rector with all matters pertaining to worship and music in the parish.
14. **Christian Formation/Youth Programs:** This committee shall assist the Rector in maintaining an ongoing Christian Formation program. It shall also be responsible for the recruiting and training of teachers.
15. **Building and Grounds:** The Junior Warden shall have charge of the care and maintenance of the real estate of the corporation and shall be responsible for all necessary repairs. He or she shall see that the building and grounds are cared for properly and may create a committee to assist with such.
16. **Amendments:** These by-laws shall not be changed or amended until thirty days notice of amendment or change shall have been given in writing to the Vestry and approved by a 2/3 majority of the Vestry at a regular meeting of the same.
17. **By-laws Rescinded:** All previous by-laws are hereby rescinded.