

St. Andrew's Episcopal Church

Parish Canons

Effective October, 2003

TABLE OF CONTENTS

PREAMBLE Page 5

MISSION STATEMENT Page 5

Canon 1: ACKNOWLEDGMENT OF AUTHORITY Page 6

1.1 Constituent Parish Page 6

1.2 Acknowledgments of Authority Page 6

1.3 Name Page 6

Canon 2: PARISH MEETINGS Page 6

2.1 Purpose, Date, and Time of Annual Parish Meeting Page 6

2.2 Other Parish Meetings Page 6

2.3 Chair Page 6

2.4 Qualifications to Vote Page 6

2.5 Majority Rule Page 6

Canon 3: VESTRY Page 6

3.1 Composition Page 6

3.2 Officers of the Vestry Page 7

3.3 Term of Service Page 7

3.4 Canonical Responsibilities Page 8

3.5 Date and Time of Vestry Meetings Page 8

3.6 Attendance at Meetings Page 8

3.7 Quorum Page 8

3.8 Rules of Procedure Page 8

3.9 Chair Page 9

3.10 Election of Members Page 9

3.11 Nomination Process Page 9

3.12 Election Process Page 10

3.13 Replacement of Vestry Members Page 10

3.14 Installation of New Vestry Members Page 11

Canon 4: Delegates to the Diocesan Convention..... Page 11

4.1 Parish Delegates..... Page 11

4.2 Alternate Delegates Page 11

4.3 Nominations for Delegates Page 11

4.4 Election of Delegates to the diocesan convention Page 11

4.5 Elected Delegates and Alternate Delegates Page 11

4.6 Term Page 12

4.7 Expenses Page 12

Canon 5: FINANCES 8

5.1 Finance Committee Page 12

5.2 Fiscal Year Page 12

5.3 Annual Budget Page 12

5.4 Review of Budget after Stewardship Campaign..... Page 12

5.5 Mid-Year Budget Review Page 12

5.6 Contract Staff and Pastoral Compensation Page 13

5.7 Special Accounts, Memorial Funds, and Other Funds..... Page 13

5.8 Parish Accounts and Signatures Page 14

5.9 Financial Statements Page 14

5.10 Audit..... Page 15

Canon 6: CLERGY AND OTHER PARISH EMPLOYEES Page 15

6.1 Rector Page 15

6.2 Curate(s)..... Page 15

6.3 Other Pastors, Non-stipendiary Clergy, Worker-Priests, and Supply-Clergy Page 15

6.4 Lay Employees.....Page 15

Canon 7: CONFLICT RESOLUTIONPage 16

7.1 Petitions, Letters, Parish CommunicationsPage 16

7.2 Conflict Resolution Process.....Page 16

Canon 8: BUILDING AND GROUNDS.....Page 16

8.1 Title to Properties.....Page 16

8.2 Vestry SupervisionPage 16

8.3 Parish Participation.....Page 16

Canon 9: COMMITTEESPage 16

9.1 Committee Chair.....Page 16

9.2 Formation of CommitteesPage 16

Canon 10: AMENDMENTSPage 17

10.1 Local Canon Amendments.....Page 17

CITATIONS:Page 17

PREAMBLE

The Vestry of St. Andrew's Episcopal Church has adopted these Parish Canons replacing and superseding all previous parish by-laws and canons.

The Vestry in any Episcopal parish, including St. Andrew's Episcopal Church, has three primary responsibilities. The first two are managerial: to take care of the parish finances and parish buildings. The third responsibility is to choose individuals to fill various positions of parish leadership and representation: the calling of a rector, the choice of delegates to the diocesan convention, and the selection of other individuals as the national, diocesan, and parish canons may stipulate.

Additionally, vestry members have a liaison role to play between the parish members and the clergy and staff. They should help the clergy hear members who may not be willing or able to speak for themselves and help the parish understand the work the clergy are doing and the pressures they may be under. Good communications are critically important if the members of the body are to work together and support each other while growing as a parish both through supporting relevant traditions and embracing positive change. However, members of the Vestry always are to represent God's interests first.

MISSION STATEMENT

We the Parish of St. Andrew's Episcopal Church, acknowledge our first priority to be the acceptance of Jesus Christ as Lord and Savior. By the guidance of the Holy Spirit, we commit ourselves to continue our spiritual growth. Yielding to the Spirit, we will incorporate our various gifts into one Body, bringing the unconditional love and authority of Christ to others. As we witness this truth to others, we hope to lead them into a new life in Christ.}

We incarnate our mission statement by: Being a praying community; proclaiming the Good News of God in Christ in word and deed; bringing people into a new life in Christ; helping others discover their gifts, and incorporating those gifts into the parish and Church; supporting Christian education; getting personally involved in the community; recognizing and addressing our diversity in worship preferences; extending Christian hospitality to all who come our way; nurturing one another and our neighbors.

Canon 1: ACKNOWLEDGMENT OF AUTHORITY

1.1 Constituent Parish. St. Andrew's Episcopal Church, Panama City, Florida, is a constituent Parish of The Episcopal Church in the Diocese of the Central Gulf Coast and the Episcopal Church in the United States of America; and, subject only to any limitations in the laws of the State of Florida, recognizes, accedes to, and adopts the Constitution and Canons of the Episcopal Church in the United States of America and the Diocese of the Central Gulf Coast ("DCGC" or "Diocese"), and acknowledges their authority accordingly.

1.2 Acknowledgments of Authority. The Parish acknowledges, accedes to, and adopts, and shall at all times adhere to the doctrine, discipline, worship, and usages of the Episcopal Church in the United States of America, and likewise the Constitutions and Canons, including rules, procedures, or guidelines promulgated there from, of said Church, as set forth by the General Convention and the Charter and Canons, including rules, procedures, or guidelines promulgated there from, of the Church in the Diocese of the Central Gulf Coast, Inc. (refer to DCGC Canons.

1.3 Name. This Parish shall be known by the name of "The Rector, Wardens, and Vestry of St. Andrew's Episcopal Church, at Panama City, Florida" (see DCGC Canon 17, Section 3, Article 1).

Canon 2: PARISH MEETINGS

2.1 Purpose, Date, and Time of Annual Parish Meeting. The Congregation shall meet at least once annually, in the afternoon, on the second Sunday in November, unless otherwise changed by the vestry. Notice of such meeting shall be given by the rector, or if there be none, by one of the Wardens, to the members of the congregation, at least two (2) weeks before the appointed date, either in writing or at the regular services. The meeting shall be designated as the Annual Parish Meeting. At such meeting, after election of a Secretary for the meeting, there shall be conducted the election of Vestry members, unless they have been elected previously; the Rector and Parish Treasurer shall make their reports; and reports of Parish organizations shall likewise then be made; and such other business as may be properly brought before the meeting, through the same procedure described in Canon 3.8 (A), by any Communicant entitled to vote (as provided by Canon 2.4) shall be transacted. Vestry members may be elected at any other Parish Meeting if the Vestry so determines and notice is given as in the case of the Annual Parish Meeting (see DCGC Canon 18, Section 1). Additionally, the Vestry shall report to the Annual Parish Meeting each year on its activities from the previous year (see DCGC Canon 19, Section 6).

2.2 Other Parish Meetings. Other Parish meetings may be held as occasion may require, at such times as may be appointed by the Rector or Vestry; or, when there is no Rector, by the Senior Warden. Due notice shall be given as provided for the Annual Meeting.

2.3 Chair. At Parish Meetings, the Rector shall preside; or, when there is no Rector, one of the Wardens.

2.4 Qualifications to Vote. Those entitled to vote shall be confirmed communicants on the rolls at St. Andrew's in good standing as of the first day of the month in which the meeting is held and are not less than sixteen (16) years of age . The qualified voters present shall constitute a quorum.

2.5 Majority Rule. All elections and other matters voted upon shall be decided by a majority of qualified voters present.

Canon 3: VESTRY

3.1 Composition. The composition of the Vestry shall be twelve (12) lay members of the parish who meet the qualifications as outlined in Canon 3.11 (C) herein. Vestry elections shall occur at the Annual Parish Meeting or at other times as specified by applicable Canons.

3.2 Officers of the Vestry. The officers of the Vestry shall be:

(A) Senior Warden. The Senior Warden is appointed annually by the Rector at the regular January meeting of the Vestry from among those who are members of the Vestry who have served on the existing Vestry for at least one (1) year or who have previously served at least one full term (three years) on a previous St. Andrew's Vestry. When there is no Rector, the Bishop shall make this determination and may extend a current term of a Vestry member to permit the appointment.

(B) Junior Warden. The Junior Warden is elected annually by the Vestry at the regular January meeting of the Vestry from among those who are members of the Vestry.

(C) Clerk. The Clerk is appointed annually by the Rector, or by the Senior Warden when there is no Rector, at the regular January meeting of the Vestry. The Clerk shall be responsible for keeping the minutes of the Vestry, recording resolutions, writing official letters authorized by the Vestry, and signing the same on behalf of the Vestry. The Clerk may or may not be a member of the Vestry, but shall not be a voting member of the Vestry if not a Vestry member. In order to assure timely communication of Vestry actions to the parishioners, Vestry minutes will be submitted by the Clerk to the parish office no later than noon of the Monday following the regularly scheduled Vestry meeting; and such minutes will be published and posted to all pertinent bulletin boards no later than noon of the following Friday.

(D) Treasurer. The Treasurer is selected by the Rector and shall be approved by the Vestry at the regularly scheduled Vestry meeting each January. The Treasurer does not have to be a member of the Vestry, but the Treasurer shall not vote if not an elected member of the Vestry. Because of the financial reporting and auditing requirements of this office, expertise in accounting, bookkeeping, or finances shall be considered in the selection of a Treasurer. If the Treasurer is not a member of the Vestry, the Treasurer shall attend each Vestry meeting and remain at the meeting up to and through their place on the agenda to answer and clarify questions that may arise.

3.3 Term of Service. The term of service for each Vestry member shall be three (3) years. No Vestry member may succeed him/herself in office until one (1) calendar year has elapsed between the last year of a Vestry member's first full (three-year) term of service and the return of that person to service as an elected member of the Vestry. Thereafter, two (2) years must elapse between the member's second and subsequent full terms of service and a third or subsequent term(s). Partial terms of service as may occur (as defined in Canon 3.13) are not counted toward these hiatus provisions. Each Vestry member shall serve in one of the twelve Vestry positions identified below:

(A) Vestry Members #1, 2, 3, and 4: Term expires December 31, 2001, and every three-year interval thereafter;

(B) Vestry Members #5, 6, 7, and 8: Term expires December 31, 2002, and every three-year interval thereafter;

(C) Vestry Members #9, 10, 11, 12: Term expires December 31, 2003, and every three-year interval thereafter.

3.4 Canonical Responsibilities. It shall be the duty of the Vestry to take charge of the temporal concerns of the parish. The Vestry shall call a rector. Upon selection by the rector, and with the concurrence of the Vestry, curates may be called. Curates and all other staff and employees shall serve under the authority and direction

and at the pleasure of the rector. The Vestry shall keep order in the worship services and work with the clergy for the furtherance of the parish's program. The Vestry shall be responsible for seeing that reports and registers required by the Canons are kept in order. All reports to be sent in to the Diocese shall be the responsibility of the Rector and Vestry working together (see DCGC Canon 19, Section 2).

3.5 Date and Time of Vestry Meetings. Regular monthly Vestry meetings shall be held on a day and a time determined by the Vestry.

(A) Special meetings. Special meetings of the Vestry may be called at any time by the Rector; or, when there is no Rector, by the Senior Warden.

(B) Notices. Except in emergencies, at least three (3) days notice shall be given each Vestry member on the occasion of any special Vestry meeting being called.

(C) Cancellation of a Regular Vestry Meeting. In the event a Vestry meeting is canceled, it should be rescheduled within the same calendar month, and Vestry members will be so advised, and notice posted to the congregation.

3.6 Attendance at Meetings. Each Vestry member is expected to be present at all regular and special meetings of the Vestry unless otherwise hindered by illness, other unavoidable professional commitments, or other business of a serious or emergency nature. It is suggested that a Vestry member who is repeatedly absent due to professional or personal commitments, or extended illness, prayerfully consider relinquishing membership on the Vestry to permit the selection of another parishioner who could be more actively involved in the necessary decisions of the parish. A Vestry member will have automatically and involuntarily resigned his/her position on the Vestry after three (3) consecutive absences from regularly scheduled monthly Vestry meetings.

3.7 Quorum. A quorum shall consist of a simple majority of the eligible voting members of the Vestry.

3.8 Rules of Procedure. Governing standards for the conduct of all Vestry meetings shall be those provided in Robert's Rules of Order.

(A) Agenda. The agenda for each regularly scheduled monthly Vestry meeting shall be posted on parish bulletin boards not later than the Friday prior to the regularly scheduled Vestry meeting. Additional suggestions for the agenda must be submitted by a non-Vestry member to the Rector (or, when there is no Rector the Wardens) at least 5 days prior to the start of the meeting for approval and inclusion in the meeting at the Rector's discretion (or when there is no Rector at the Wardens' discretion). Other Agenda items may be added by the Rector or Vestry members (with the chair's approval) before the agenda is approved in the meeting, at the end of the proceedings during Old Business, or at the end of the proceedings during New Business.

(B) Attendance by Parishioners and Non-parishioners. All Vestry meetings are open to all communicants of the parish. Any non-parishioner visitor who attends any Vestry meeting does so only at the invitation of the Rector or the Senior Warden if there is no rector. Visitors will be asked to temporarily leave the meeting if the Vestry enters executive session.

(C) Parishioner Comments. The Vestry shall be open to and encourage comments and suggestions on agenda items from any communicant in good standing of the parish. Any communicant in good standing who wishes to address him/herself individually before the Vestry shall be added to the agenda by contacting the Rector, or a Warden no later than 24 hours before the regularly scheduled monthly meeting.

(D) Time constraints. Because of time constraints, time limits for parishioner comments may be set by the Vestry.

3.9 Chair. As provided in DCGC Canon 19, Section 4, the Rector shall conduct all meetings of the Vestry; and, when there is no Rector, the Senior Warden; or, if there is no Rector and the Senior Warden is not present, then the Junior Warden. The Rector shall not vote on matters before the Vestry except that the Rector may cast a vote when the Rector's vote will affect the outcome (DCGC Canon 19, Section 5).

3.10 Election of Members. The election of new Vestry members shall occur annually at the Annual Parish Meeting or otherwise as prescribed herein due to special circumstances. There shall be a Nomination Committee formed by September 1 of each year, such committee consisting of the following:

(A) The retiring members of the Vestry, or if less than three retiring members the Vestry shall appoint additional persons from the Vestry to assure at least three voting members.

(B) the Rector (non voting).

3.11 Nomination Process. The Nomination Committee shall seek nominations to the Vestry and prepare a slate of at least one (1) candidate more than the number of vacancies with the process including:

(A) Nominations from the Congregation. A "call for nominations" will be published in parish publications and otherwise distributed in form and substance at the discretion of the Nomination Committee, such notice to begin on the third Sunday in September. Nominations from the Congregation shall be received through and including the Thursday prior to the first Sunday in November.

(B) Form of Each Nomination. Nominations must be in writing, either using the form published in parish documents or in a letter addressed to the Nomination Committee. Nomination forms or letters must be signed by both the person making the nomination and the nominee. Nominations not signed by both parties and received prior to the deadline for nominations will be rejected by the Nomination Committee.

(C) Qualifications for Nomination. Any person who is nominated for Vestry (as subject to the provisions of Canon 3.3):

(i) must be a communicant member of the Parish in good standing,

(ii) must be qualified to vote in the Annual Parish Meeting,

(iii) shall be active and committed in participation in the worship and the work of the Parish,

(iv) shall subscribe to and support the Parish through the Biblical tithe, or be genuinely working toward a tithe,

(v) shall be willing and able to regularly and consistently attend Vestry meetings, and

(vi) be an example and leader for others in the Parish in terms of his/her personal Christian faith and life.

3.12 Election Process. The election for Vestry members shall be held at the Annual Parish Meeting or at another Special Parish Meeting.

(A) Electors. Those entitled to vote shall be Communicants in good standing of not less than sixteen (16) years of age who are Canonically resident in the Parish as of the first day of the month in which the election is held.

(B) Type of Ballot. The ballot shall be printed, listing names of all candidates in alphabetical order, clearly indicating on the ballot the procedure for voting, including how many votes must be recorded and the qualifications to be a member in good standing.

(C) Procedure for Voting. Each elector shall mark his/her ballot for the exact number of Vestry seats to be filled by the election. Any ballots which contain votes for more or less than the number of Vestry seats to be filled by the election shall be invalid.

(D) Tellers. The Nomination Committee shall count the ballots, certify the election, and provide to the Senior Warden and the Rector the names of the candidates elected. The ballots shall be counted immediately at the conclusion of the voting, with the announcement of the prevailing candidates announced to the Parish as soon as possible thereafter. Upon completion of the ballot count, the Tellers will submit all the ballots and the final ballot count to the Parish's Financial Secretary, or any other such person so designated by the Vestry, and the ballot count will be maintained with the official parish records for a period of one (1) calendar year. Any subsequent review of the ballot count shall be limited to the Rector and Vestry.

(E) Elected Candidates. The Tellers shall declare candidates elected who have attained the highest, second highest, third highest, etc., number of votes until the total number of vacancies has been filled. In the event the last (normally the fourth) Vestry vacancy selection results in a tie vote, another vote will be taken by qualified voters by writing the name of one of the two tied candidates on a blank ballot provided by the tellers.

(F) Absentee Ballots. Voting by absentee ballots is not permitted.

(G) Effective Date. The effective date for beginning the term of office of Vestry members elected at the Annual Parish Meeting shall be January 1st immediately thereafter.

3.13 Replacement of Vestry Members. Should a vacancy occur in the Vestry, and such vacancy occurs on or before June 30th, the Vestry shall affirm the vacancy, set a Special Election, and establish a Nominating Committee (as prescribed in 3.10) for the purposes of securing nominations for the unexpired term of the vacant vestry position. The provisions of 3.11 shall dictate the number of nominations. The nomination process, Special Election, and effective date for beginning the term of office of the new Vestry member shall be on a time line established by the Vestry at the time a vacancy is affirmed by the Vestry. Except as provided in this Canon, the provisions of Canons 3.11 and 3.12 shall be applicable. If a vacancy occurs after June 30th, the replacement will be selected at the next Annual Parish Meeting. The term of office for any replacement Vestry member ends at the same time as the term of office for the replaced Vestry member would have ended.

3.14 Installation of New Vestry Members. New Vestry members shall be installed at all services of worship on a Sunday morning. The date and form of the Installation Ceremony shall be at the determination of the Rector or Presiding Priest, except that the installation shall take place on a Sunday subsequent to the Annual Parish Meeting but prior to the regular meeting of the Vestry in the month of January there following. In the case of an election of Vestry member at a Special Parish Meeting, the installation shall occur within four (4) weeks of the election.

Canon 4: Delegates to the Diocesan Convention.

4.1 Parish Delegates. The Parish shall select lay delegates to the Annual Diocesan Convention at the Annual Parish Meeting, provided however the Annual Parish Meeting occurs at least sixty (60) days prior to the date of the Convention; otherwise, a Special Parish Meeting shall be called by the Rector, or Senior Warden when there is no Rector, for the election of delegates.

(A) Qualifications. Lay delegates shall be

- (i) communicants in good standing, entitled to vote in Parish meetings,
- (ii) regular in attendance at worship, and
- (iii) regular in contributions of time, talent, and money to the work of the Parish.

(B) Number of Delegates. The Parish shall select the following representation to the Diocesan Convention based on the last Annual Report of the Parish:

- (i) Fewer than 300 Confirmed Communicants: Three delegates,
- (ii) 300-599 Confirmed Communicants: Four delegates,
- (iii) 600-999 Confirmed Communicants: Five delegates,
- (iv) 1,000+ Confirmed Communicants: Six delegates.

4.2 Alternate Delegates. The Parish shall select at the Annual Parish Meeting two (2) alternate delegates.

4.3 Nominations for Delegates. Any Parish Communicant in good standing entitled to vote at the Annual Parish Meeting may nominate a delegate(s) to the Diocesan Convention. The nomination process shall be the same as specified in Canon 3.11 (A) and 3.11 (B). The Nomination Committee for the election of delegates shall be the same as specified in Canon 3.10. The total number of nominations for delegates shall be at least two (2) more than the number of delegates entitled to the Parish in Canon 4.1 (B).

4.4 Election of Delegates to the diocesan convention. The election of delegates shall follow the same form as specified in Canon 3.11 (B) and (c) or as specified in DCGC Canon 3, Section 5 .

4.5 Elected Delegates and Alternate Delegates. The tellers shall designate elected Delegates as "First Delegate," "Second Delegate," "Third Delegate," etc. by order of the number of votes received, beginning with the nominee receiving the highest number of votes. The alternate delegates are selected in order by beginning with the nominee who receives the highest number of votes after the delegates have been selected and shall be designated as "First Alternate" and "Second Alternate" . Service by Alternate Delegates shall be in the order of designation in the event a principle delegate(s) is (are) unable to serve.

4.6 Term. All Delegates and Alternate Delegates shall serve for one (1) year, or until their successors are elected, and shall also be the Delegates for all Special or Called Meetings of the Convention during their term of service. Elections shall be certified by the parish according to DCGC Canon 3, Section 5, not later than sixty (60) days prior to the opening of the Convention.

4.7 Expenses. The expenses of the Clerical and Lay Delegates from the Parish to the Convention shall be paid by the Parish (DCGC Canon 3, Section 6).

5.1 Finance Committee. There shall be a Finance Committee of the Vestry whose responsibility shall include the preparation of the annual budget. The Finance Committee shall also oversee all financial transactions of the Parish, subject to Vestry approval, and report at least monthly to the Vestry the financial condition of the Parish. The Finance Committee shall consist of the Senior Warden, Junior Warden, Treasurer (chair), Parish Administrator (if applicable), one other non-Vestry member of the Parish selected by the Vestry, and the Rector (non-voting) except in the case of a tie vote.

5.2 Fiscal Year. The fiscal year begins January 1.

5.3 Annual Budget. The Finance Committee is responsible for the preparation of the budget for approval by the Vestry. The annual parish budget shall be prepared using the following procedures unless changed by the Vestry:

(A) June 1: The Finance Committee shall send requests to departments, committees, and/or staff members asking them to submit their budget requests for the following year.

(B) August 1: Each department, committee, and/or staff member shall submit an itemized budget to the Finance Committee.

(C) During the month of August, Meetings with departments, committees, parish, and/or staff members may be scheduled to discuss their respective budget requests.

(D) No later than three days before the August Vestry meeting: The Finance Committee shall have completed and mailed a copy of the proposed Annual Budget to each Vestry member.

(E) August Vestry Meeting: The Vestry shall consider any comments from the Parish, make any budget revisions deemed appropriate, and vote to approve the Annual Budget. If, as a result of Parish comments or Vestry review, substantial changes need to be made in the draft submitted by the Finance Committee, the Vestry may defer approval of the Annual Budget for not more than one (1) week, by which time an additional Vestry meeting must be scheduled for final vote on the Annual Budget. The final budget for the year will be published each year in the January High Tidings or any other publication of the parish at the Vestry's discretion.

5.4 Review of Budget after Stewardship Campaign. At their first regular meeting after the fall stewardship campaign, the Finance Committee and the Vestry will review (and if necessary, modify) the budget.

5.5 Mid-Year Budget Review. There shall be a review of the Annual Budget held to revise, if needed, parish financial planning for the second half of the year. This Mid-Year Budget Review is a mandatory function of the Finance Committee. Any amended proposed budget shall be presented to the Vestry for approval at the July Vestry meeting. However, the budget may be reviewed and/or modified by the Finance Committee or Vestry at any time.

5.6 Contract Staff and Pastoral Compensation. All salaries and other forms of compensation or benefits agreed to between the Vestry and parish staff are to be regarded as fixed and must be met. The Wardens shall negotiate with the Rector all matters relative to his/her salary and other benefits and submit their recommendations annually to the Finance Committee no later than August 1 for consideration in planning the Annual Budget. The compensation of the Rector and other clergy shall be at least the minimum salary and allowances which have been or may be established by the Standing Committee of the Diocese for clergy serving in the Diocese of the Central Gulf Coast (DCGC Canon 17, Section 6).

5.7 Special Accounts, Memorial Funds, and Other Funds. Special accounts, all Memorial Funds, and other designated funds, established by the Vestry, shall be regarded inviolate and held in trust and shall not be drawn upon for any purposes other than those for which they were designated or accepted by the Vestry. The Parish's budget contemplates a unified budgeting process where one central operating account, or "general fund" provides funding for all the temporal affairs of the Parish. The Vestry acknowledges such a centralized funding ideal, recognizing the importance of proportional allocation of funds to sustain all ministries and expenses undertaken by the Parish. Through the establishment of special or designated accounts, the Vestry, however, recognizes that certain parishioners will be led from time-to-time to make specific contributions thereto. While it is the preference of the Vestry that these designated funds account(s) not be used as a repository for the collection or the disbursement of funds for any ongoing ministries or operating accounts, the Vestry shall encourage sacrificial giving by all parishioners, in addition to the biblical tithe, in an amount and designation each parishioner feels appropriate. In the event specific, designated giving has been received into an allocated account, such funds may be incorporated by the Vestry into the identified budget allocation from the General Fund rather than being credited as additional funds above what was approved and designated by the Vestry, unless accepted by the Vestry as additional allocations.

(A) General Fund. All funds received by the Parish must be received through the General Fund. Funds contributed with designation for a specific account or category approved by the Vestry shall be transferred from the General Fund to a separately approved bank account or credited to the designated account. Under no circumstances shall any funds be received through a direct deposit to a special or designated account.

(B) Specified Memorial Funds. Specified Memorial Funds shall be disbursed by the Vestry with the advice of the Spouse and/or survivors of the person in whose memory a memorial fund account shall have been established. The spouse or survivors, however, shall not have "veto" power over the Vestry in disbursement. The ultimate responsibility for determining the appropriateness of any expenditure of all Memorial Funds shall remain with the Vestry. If, however, the memorial fund is designated for a specific purpose, it may not be used for other purposes unless agreed upon by the family.

(C) Unspecified Memorial Funds. Unspecified Memorial Funds shall be disbursed according to the determination of the Vestry in consideration of the fact that these funds were contributed as memorial gifts. These funds are not to be treated as part of the general operating funds of the Parish. These funds shall be used only for expenditures concerning the Sanctuary.

(D) Clergy's Discretionary Fund. The purpose of a Clergy's Discretionary Fund ("CDF") is to provide the Clergy with a confidential means to extend benevolence to an individual in need and for other purposes as described in the National and Diocesan Canons. The Vestry shall determine the means of funding a CDF provided, however, that it can only be funded by the Vestry through a budgeted line item. No funds may be specifically solicited by the Clergy or specifically designated by a parishioner which violate the purpose for which this fund was intended. If a separate bank checking account is authorized by the Vestry for the convenience of the Clergy, no monies from any source will be deposited directly into this separate checking account; under these circumstances, all fees and gifts from any source to the fund must be deposited and recorded on the books of the parish and subsequently transferred by the treasurer to the separate checking account. CDF funds are always funds which belong to the parish; and, therefore, all receipts and disbursements, along with the resulting fund balance, must be recorded appropriately on the parish's books. A CDF, and the provisions for its sources, records, accountability, use, tax consequences, and auditing practices, must always conform to the Manual of Business Methods in Church Affairs dated January 1, 2000 in accordance with Title I, Canon 7, "Of Business Methods in Church Affairs", and Resolution D-147 (1979 GC): "Accounting Principles and Practices for Dioceses, Parishes, and Other Congregations" (hereafter, known as "The Manual"). This account must comply with the provisions in Canon 5.8 herein, except the Vestry may permit the proper withdrawal of funds,

as defined by the Manual, from the CDF by the Clergy alone, subject to the provisions in the Manual and incorporated herein by reference.

(E) Certificates of Deposit, Endowment Funds, Other Negotiable Assets. Funds of these categories shall be administered by the Vestry as it so chooses.

(F) Petty Cash Accounts. The Vestry acknowledges certain petty cash funds where the funds collected from one event fund the continuation of that event on subsequent occasions. Examples of this include but are not limited to funding donut purchases from week-to-week, covered dish dinners, etc. Upon prior approval, the Vestry may authorize these petty cash funds provided, however, the balance of any such fund shall never exceed \$1,000 at any given time, and the fund is self-liquidating from event to event. If such a fund is approved by the Vestry, the Vestry shall designate one parishioner to be in charge of said fund with the stipulation that an accounting of the fund must be provided to the Treasurer at the end of each quarter. This accounting shall include a ledger of receipts received and expenses used for each event, with receipts attached for all expenses incurred during the quarter. Any Petty Cash Account may be liquidated at any time by the Vestry. Liquidated Petty Cash Accounts shall be deposited into the General Fund of the Parish.

(G) Account term. The funds in any designated account inactive for a period of five (5) years or more may be reallocated by the Vestry to the General Operating account

5.8 Parish Accounts and Signatures. Accounts of the Parish will only be opened with the approval of and under the direction of the Vestry. The Vestry will ensure that each account of the Parish has current, authorized bank resolutions and signature cards on file with each financial institution in which Parish funds are deposited. The Vestry will maintain and update said bank resolutions and signature cards as authorized signatories change. Only the Vestry will determine the authorized signatories for all accounts of the Parish. Persons so authorized by the Vestry will be authorized signatories on all accounts of the Parish. Except as provided in Canon 5.7 (d), the Rector nor any other member of the clergy of the Parish shall be an authorized signatory, nor will any account established by the Vestry permit withdrawal of funds without the signature of at least two authorized signatories. Any funds in any account which is determined to have been opened in the name of the Parish or using the Parish's federal tax identification number and which does not comply with the provisions contained herein will immediately be captured by the Vestry and said funds distributed by the Vestry at its sole discretion. Funds from any account of the Parish which, in the sole determination of the Vestry, have been secured or used improperly will immediately be captured by the Vestry and the account promptly closed, and the disposition of said funds will be at the sole discretion of the Vestry.

5.9 Financial Statements. All accounts of the Parish, including but not limited to separately authorized and maintained checking, savings, money market, or security (stock, bonds, or the like), accounts and all designated accounts maintained with the General Fund, shall be reported monthly on the financial statements provided to the Vestry. For purposes of financial reporting, the value of securities shall be reported based on the trade value of same at the end of each calendar month. Generally accepted accounting principles shall govern the preparation of all Parish financial statements. Use of all parish funds shall be consistent with all local, diocesan, and national Canons, policies, procedures, or recommendations.

5.10 Audit. All accounts of the Parish shall be audited annually by a Certified Public Accountant, or Licensed Public Accountant, or such audit committee as shall be authorized by the Finance Committee of the Diocese or other appropriate Diocesan authority, or by any other procedure as may be authorized by the Diocese (see DCGC Canon 10, Section 2).

Canon 6: CLERGY AND OTHER PARISH EMPLOYEES

6.1 Rector. The Rector shall be called by the Vestry with the consent of the Bishop. Once the Rector accepts the call of the Vestry, a mutual covenant is established that can only be ended by mutual consent. The Canons of the parish require accommodation and team work. If the Vestry is dissatisfied with the Rector's ministry, the Vestry cannot unilaterally end the relationship. Notwithstanding actions by the Rector which may be unlawful, the Bishop of the Diocese shall be the final arbitrator in the event of disputes between the Rector and Vestry. The Rector is the "chief pastor" of the Parish.

6.2 Curate(s). Upon nomination by the Rector, Curate(s) shall be called by the Vestry. Determination of need for full or part-time Curate(s) shall be made jointly by the Rector and the Vestry, considering both pastoral needs of the Parish and financial abilities of the Parish to sustain such a position. The screening and evaluation of candidate(s) for the position of Curate shall be undertaken by the Rector with the advice of the Vestry. Curate(s) shall be under the authority and supervision of the Rector and may be dismissed by him/her with one month's notice. Salary and other compensation and benefits for Curate(s) shall be negotiated by the Rector and the Senior Warden, shall adhere to the Canonical guidelines for Clergy compensation fixed by the Diocese, and shall be approved by the Vestry.

6.3 Other Pastors, Non-stipendiary Clergy, Worker-Priests, and Supply-Clergy. All clergy or pastors serving in any capacity whatsoever in the Parish shall do so only by invitation of and under supervision of the Rector or, if there is no Rector, the Bishop. The Rector must receive approval from the Vestry for any compensation to be paid for said services, if applicable. Stipends or other compensation for supply-clergy and other occasional assisting clergy shall be determined by the Rector with the advice and consent of the Vestry in accordance with the canonical guidelines for clergy compensation fixed by the Diocese.

6.4 Lay Employees. All lay employees of the Parish must be an active, participating member of the Parish or another Christian parish, and be active in the Christian faith and life.

(A) Salary. The salary and other benefits for all employees shall be negotiated by the Rector, Parish Administrator, or person(s) designated by the Vestry, and subject to Vestry approval.

(B) Probationary Period. All newly hired lay employees shall serve on a trial or probationary basis for the first six (6) months.

(C) Supervision. The non-cleric staff of the Parish shall serve under the direction and control and pleasure of the Rector.

(D) Definitions. Non-cleric staff or employees shall include but not be limited to paid office personnel, the parish sexton, organist, choir director, parish administrator, and any other employed position which may be approved by the Vestry.

(E) Pro Forma Resignations. All employees of the Parish are "at will" employees, and the positions are subject to funding by the Vestry. Notwithstanding parish financial considerations, however, no employee will be involuntarily terminated without cause, and pro forma resignations shall not be required nor received of employees upon the call of a new Rector. (General Convention 1997, A094s)

Canon 7: CONFLICT RESOLUTION

7.1 Petitions, Letters, Parish Communications. The Vestry shall not consider any petition, generic letter, or the like in its decision making processes.

7.2 Conflict Resolution Process.

(A) The parishioner will take the concern to the Rector, individually; a neutral witness and someone to take notes shall also be present.

(B) If satisfaction is not achieved, within fifteen (15) days the parishioner may request a meeting with the current Wardens and the Rector. The current Wardens will provide an opinion and recommendation on the concern. someone to take notes shall also be present.

(C) If after fifteen (15) days of the meeting in 7.2 (b), satisfaction is still not achieved, the parishioner, upon his/her request, will be added as an agenda item at the next Vestry meeting. After reviewing all sides of the concern, the Vestry will adopt a recommendation on the matter.

Canon 8: BUILDING AND GROUNDS

8.1 Title to Properties. Title to all real property of the Parish shall be held by and belong to the Diocese.

8.2 Vestry Supervision. Supervision for the care and maintenance of the buildings and grounds shall be vested to the Junior Warden and Sexton unless other persons are designated by the Vestry.

8.3 Parish Participation. In keeping with the St Andrew's Plan of Christian Stewardship, the Vestry shall encourage members of the Parish to contribute their time and talents for repairs and maintenance whenever possible rather than contracting for paid professional services.

Canon 9: COMMITTEES

9.1 Committee Chair. The Rector , or the Senior Warden when there is no Rector, may appoint a chair of any committee. The chair of any committee may or may not be a member of the Vestry. The chair of each committee will select the members for that committee unless the Rector or Vestry specifies certain parishioners who are to be included on a particular committee.

9.2 Formation of committees. The Vestry shall establish standing committees for the Parish.

Canon 10: AMENDMENTS

10.1 Local Canon Amendments. Upon the vote of the Vestry by a simple majority, the Vestry may alter or amend any local Canon contained herein provided, however, such an alteration or amendment is not in conflict with a Diocesan or National Canons. The Vestry shall notify the congregation, in print, no less than 25 days prior to any change to the canons going into effect.

Citations:

The Vestry Handbook. Christopher L. Webber, Morehouse Publishing, 1988.

Canons of the Diocese of the Central Gulf Coast

Manual of Business Methods in Church Affairs, Chapter V: Clergy Discretionary Funds