

**GRACE EPISCOPAL CHURCH**  
Southgate, Michigan

By-Laws 1-10-88

ARTICLE I  
Parish

**SECTION 1.** This Parish, an ecclesiastical corporation, incorporated under the laws of the State of Michigan, shall be known as Grace Episcopal Church, 15650 Reeck Road, Southgate, Michigan 48195, and is constituted in accordance with Canons of the Diocese of Michigan.

**SECTION 2.** All individuals, 16 years of age or older, who are baptized and who have been regular worshipers in the Parish for six (6) months prior to any annual or special meeting, shall be members of the Parish and shall be qualified to Vote.

**SECTION 3.** The annual meeting of the Parish shall be held each year, during the month of January, at such time and place as may be determined by the Vestry; two (2) weeks public notice must be given by the Rector, or in his/her absence, by the Senior Warden.

**SECTION 4.** Special meetings of the Parish may be called by the Rector, Wardens, the Vestry, or upon written request, stating the purpose of such meeting, submitted to the Vestry and signed by not less than fifteen (15) qualified members of the Parish. Notice shall be given for every special meeting as is required for the annual meeting, the object of such special meeting being stated therein.

**SECTION 5.** Twenty percent (20%) of the eligible membership of the Parish must be present at an annual or special meeting of the Parish to constitute a quorum. A list of the qualified members of the Parish shall be posted before any annual or special meeting of the Parish.

**SECTION 6.** A simple majority vote of the members present at any annual or special meeting of the Parish shall be required for the passage of business.

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ARTICLE II  
Vestry

**SECTION 1.** The governing body of this Parish shall be the Vestry comprised of nine (9) elected members of the Parish.

**SECTION 2.** Members of the Vestry shall serve for a three (3) year term, there being three (3) new members elected to the Vestry every year. No member of the Vestry may be eligible for re-election to the Vestry for a period of at least one (1) year following the expiration of his/her term on the Vestry, except those persons filling in an unexpired term.

**SECTION 3.** Nominations for candidates for the Vestry shall be made by the Nominating Committee and will be comprised of the three (3) retiring members of the Vestry. Nominations may also be made by petition bearing the signatures of at least five (5) members of the Parish; such petitions must be submitted to the Secretary of the Vestry at least one (1) week prior to the annual meeting of the Parish. Any qualified member of the Parish is eligible to be a candidate for the Vestry.

**SECTION 4.** Any vacancy on the Vestry can be appointed by the remaining members at any meeting and the person(s) so appointed may hold office for the unexpired term of the member being replaced.

**SECTION 5.** The Wardens, or in their absence, other members of the Vestry appointed by the presiding officer, shall serve as judges at an election of members of the Vestry. The three (3) persons with the highest number of votes will be elected. All elective voting shall be by secret ballot, except when there is only one candidate for the office. At the conclusion of the annual meeting, all ballots and tally sheets shall be destroyed by the judges of the election.

**SECTION 6.** A quorum of two-thirds of the Vestry (6) will be needed for the transaction of business at meetings of the Vestry. All financial, non-budgetary items will require five (5) affirmative votes for passage.

**SECTION 7.** Any Vestry member who is absent for three (3) consecutive meetings may be subject to removal from the Vestry.

**SECTION 8.** The officers of the Vestry shall be the SENIOR WARDEN, JUNIOR WARDEN, SECRETARY and TREASURER. They shall be elected at the first meeting after the annual meeting. The Wardens must be elected members of the Vestry. If the Secretary and Treasurer are not members of the Vestry, they shall have no vote, but they must be qualified members of the Parish.

**SECTION 9.** The regular meetings of the Vestry will be held at such time and place as may be designated by the Vestry.

**SECTION 10.** Special meetings of the Vestry may be called by the Rector or written notice of three (3) members of the Vestry, provided that all members of the Vestry are notified of the meeting.

**SECTION 11.** Each member of the Vestry who is not an officer shall serve on at least one (1) of the standing committees of the Parish.

**SECTION 12.** The Vestry shall be responsible for:

- A. Jointly acting, with the Rector, in taking efficient care of the property occupied or used by members of the Parish.
- B. Making recommendations to the Parish concerning policy and finance.
- C. Managing and maintaining all property and assets of the Parish.
- D. Making and executing contracts, leases, mortgages, and other encumbrances within the limitations of Canon 25, Section 3.
- E. Designating depositories in which the funds shall be kept and determining the means of proper withdrawal of said funds.
- F. Filling any vacancy in the Rectorship of the Parish, subject to the final approval of the Bishop of the Diocese of Michigan.
- G. Establishing and endorsing policy for the operation of the Vestry, subject to the by-laws of the Parish and the Canons of the Diocese of Michigan.

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### ARTICLE III

#### The Rector

**SECTION 1.** The spiritual concerns of the Parish are the responsibility of the Rector, subject to the ecclesiastical authority and the Canons of the Church.

**SECTION 2.** The Rector, when present, shall preside at all Parish meetings, but shall have no vote, except in case of a tie. If the Rector is absent from a Parish meeting, one of the Wardens, or in their absence, a member of the Vestry shall be elected to preside over the meeting.

**SECTION 3.** The Rector shall be an ex-officio member of all standing and special committees of the Parish.

**SECTION 4.** The Rector shall, in consultation with the Vestry, be responsible for the employment and direction of other staff members of the Parish.

**SECTION 5.** The Rector shall make or cause to be made all reports to the Bishop and the office of the Diocese, from time to time as may be required by the Canons of the Diocese.

**SECTION 6.** Keep a file of all documents, records, reports and communications connected with the business of the Parish.

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#### Article IV

#### Duties of the Executive Committee

**SECTION 1.** The Senior Warden shall:

- A. Assist the Rector in the discharge of his/her duties.
- B. In the absence of the Rector, perform the lay duties and exercise the lay power of the Rector.
- C. Preside at all meetings of the Vestry and of the Executive Committee of the Vestry.

**SECTION 2.** The Junior Warden shall:

- A. Assist the Senior Warden and in his/her absence, assume the duties of the Senior Warden.
- B. Be responsible for overseeing the maintenance of Parish property and grounds recommending to the Vestry any repairs or improvements that may be required.

**SECTION 3.** The Secretary shall:

- A. Record and maintain the records of all proceedings of all Vestry meetings, in books belonging to the Vestry and maintained in the Parish.
- B. Post a summary of Vestry meetings in an appropriate place in the church.
- C. Keep a record of attendance at all business **Vestry** meetings.
- D. Conduct the correspondence of the Parish and report all incoming correspondence to the Vestry and the Rector.
- E. At the end of each business year, turn over all records and documents in his/her possession to the Vestry so that they may be placed in a permanent file in the Parish office.
- F. Act as recording secretary at all annual and special meetings of the Parish.
- G. Maintain, in a separate file, all policies adopted by the Vestry.
- H.

**SECTION 4.** The Treasurer shall:

- A. Collect and hold, in the name of the Parish, all monies paid or to be paid and belonging to the Parish.
- B. Pay all bills, necessary and proper, for the effective operation of the Parish and the maintenance of its properties, as directed by the Vestry, or by such person or persons on the Executive Committee other than the Treasurer as shall be appointed this duty by the Executive Committee.
- C. Make a written report at the monthly business meetings of the Vestry or at such other times as may be designated, of all receipts and disbursement and the amount remaining in his/her possession.
- D. Shall be bonded as required under the National Church Canon 6, Section 3.
- E. At the termination of his/her term of office, turn over to the Vestry all current records, documents, books and funds belonging to the Parish. All closed records shall be stored in a permanent file in the Parish office.

- F. Insure that an audit is conducted at least once a year and always at the end of the term of office of current Treasurer.

**SECTION 5. The Recording Treasurer shall:**

- A. Notify each member in writing who has made a pledge to the Parish of the status of said pledge at least every six (6) months.

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**ARTICLE V**

**Executive Committee**

**SECTION 1.** The officers of the Vestry (Senior Warden, Junior Warden, Secretary and Treasurer), along with the Rector, shall constitute the Executive Committee.

**SECTION 2.** This committee shall be responsible for the budget and fund raising, long range planning, and shall prepare an agenda for all Vestry meetings as well as annual and special meetings of the Parish.

**SECTION 3.** This committee shall meet at least one week prior to the Vestry meeting to set up the agenda for the meeting. This agenda should be posted for additions and corrections prior to the meeting.

**SECTION 4.** This committee will ensure that:

- A. All organizations within the Parish, at the end of each calendar year and no later than one (1) day prior to the annual meeting present a written report of the year's activities, including financial statements, if applicable, to the Secretary for presentation at the annual meeting.
- B. Statements of policy duly adopted by the Vestry are maintained by separate written record from the minutes and available for reference at any reasonable time.
- C. The statements of policy referenced above (along with a copy of the by-laws of the Parish) shall be provided by the Rector to all members of the Vestry when assuming office.

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**ARTICLE VI**

**Standing Committees**

**SECTION 1.** The ongoing life and work of the Parish will be directed and supervised by various standing committees of the Parish. Each member of the Vestry who is not an officer will be responsible for participating in the affairs of one of the standing committees and reporting regularly on the activities of the committee to the Vestry. Although each committee will have a regular membership, committee meetings will be open so that any member of the Parish may participate in its discussions and decisions.

- A. The Worship Committee will be responsible for directing and guiding the weekly and special worship services of the Parish in consultation with the Rector and other Parish groups such as the Altar Guild, the Lay Readers, the Acolytes and Choir who are responsible for various dimensions of the liturgy of the Parish.
- B. The Pastoral Care Committee shall be responsible for establishing and implementing a program whereby the regular and special needs of members of the Parish family will attempt to be answered by members of the Pastoral care team.

- C. The Education Committee will be responsible for guiding and directing the educational programs of the Parish, including Church School education, youth ministry, and educational opportunities for adults.
- D. The Evangelism Committee will be responsible for establishing and guiding endeavors whereby members of the Parish family will be encouraged to share the "GOOD NEWS" with their friends and neighbors.
- E. The Community Ministry Committee will be responsible for assessing the needs of the community and designing and implementing programs whereby members of the Parish may get involved in responding to these needs of our community brothers and sisters.
- F. The Stewardship Committee will be responsible for facilitating a year round stewardship program of the Parish, coordinating the action plan of working toward the goal of 50/50 giving by the Parish, and developing educational programs that will enable the members of the Parish to consciously commit themselves to stewardship of their time, talent and treasure.

**SECTION 2.** Special committees or task forces will be appointed by the Rector in consultation with the Vestry at any time when a special need or concern arises that cannot properly be handled by any of the standing committees.

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**ARTICLE VII**  
 Delegates

**SECTION 1.** The Delegates and Alternate Delegates to Diocesan Convention shall be appointed by the Vestry subject to approval by the Parish at it's Annual Meeting.

**SECTION 2.** The names of the Lay Delegates and Alternates to the Annual Diocesan Convention shall be transmitted by the Secretary to the Committee on Credentials of Lay Delegates as provided by the Canons of the Diocese of Michigan.

**SECTION 3.** Three (3) representatives to the Downriver Area Council will be elected at the Annual Meeting. One of the three will be a Vestry member, another a delegate to Convention, and the third a member at large of the Parish.

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**ARTICLE VIII**  
 Procedures

**SECTION 1.** Unless otherwise directed by these by-laws, ROBERT'S RULES OF ORDER are adopted as the official procedures for the meeting of this Parish.

**SECTION 2.** The financial year of this Parish shall begin on the first day of January and shall end on the thirty-first day of December.

**SECTION 3.** These By-Laws may be amended, or new By-Laws made, by a two-thirds majority vote of the members present at any regular or special meeting of this Parish, provided the proposed Amendment be stated in full in the notice of the meeting. When such Amendment is properly before the meeting for consideration, it may, before final action thereon, be changed or amended by majority vote, provided the changes offered are germane to the subject covered by the amendment as proposed.

**SECTION 4.** These By-Laws adopted pursuant to the provisions of the Canons of the Diocese of Michigan.