

ST. BENEDICT'S PARISH, LACEY, WA  
PARISH BY-LAWS

Article I  
Parish Meetings

Section 1. Parish Meetings. At all Parish meetings the Rector (if there be one; if not, a Warden) shall preside, and the Clerk of the Vestry shall act as the clerk of the meeting.

Section 2. The Annual Meeting. The annual meeting of the Parish for the election of the Vestry members, People's Warden, and lay delegates and alternates to Diocesan Convention, *election of the David Alkins Education Scholarship Fund board members*, and for the transaction of such other business as may properly come before the meeting shall be held at an hour and on a date between January 1 and the last day of February as determined by the Rector and the Vestry, and of which due notice shall be publicly given at Divine Service on the two Sundays next preceding said date.

Section 3. Composition of the Vestry. The number of the Vestry shall be no fewer than six (6) nor greater than twelve (12) members and they shall be communicants in good standing in the Parish. The Rector shall be, Ex Officio, a member of the Vestry. The members of the Vestry shall serve for terms of three (3) years each, at least three (3) members of whom shall be elected at each annual meeting. No member of a Vestry who is elected to a full three-year term shall be eligible for re-election to the Vestry until one (1) year after the expiration of the term for which he or she was elected.

Section 4. Special Meetings. Special meetings of the Parish may be called by the Rector, (or by the Vestry if there be no Rector), and shall be called by the Rector upon a written notice signed by the majority of the Vestry. Notice of any special meeting of the Parish shall be given at two regular services of the church on at least one Sunday next preceding the day appointed for the special meeting. The notice shall state the purpose of the special meeting.

Article II  
The Vestry

Section 1. At the first meeting of the Vestry' after their election, a Senior Warden (may be called Rector's Warden) shall be chosen by the Rector. In case the Parish shall be without a Rector, the Rector's warden shall be elected by the Vestry.

Section 2. The Rector shall nominate and the Vestry shall elect a Secretary of the Vestry, who shall also serve as Clerk of the Parish for the ensuing year, and a Treasurer of the Parish. It is not necessary for either officer to be a member of the Vestry.

Section 3. Regular meetings of the Vestry shall be held each month at such hour and place as may from time to time be fixed by the Vestry, or failing provision by the Vestry, by the Rector. The Rector may call special meetings of the Vestry at any time and shall call a special meeting on the written request of three (3) members of the Vestry, including one Warden. Notice of all meetings shall be given by the Clerk through the mail, by telephone, or electronically to all members of the Vestry. In the absence of the Rector, the Senior Warden shall preside at all meetings, In the absence of both the Rector and the Senior Warden, the Junior Warden shall preside at the meeting.

Section 4. There shall be no meeting of the Vestry unless the Rector, if there be one, and a majority of the Vestry, including one Warden, be present; provided that if the Rector is absent from the Parish, or, if when duly notified of the meeting, he or she shall decline or neglect to be present, the meeting shall be valid if there is a majority of

the Vestry including one Warden present. Voting by proxy shall not be permitted. In no event shall any member of the Vestry cast more than one (1) vote on the same question.

Section 5. Any vacancy in the office of a Vestry person by resignation, death or other cause shall be filled by the Vestry until the next annual Parish meeting. Any member of the Vestry who shall miss three (3) consecutive meetings of the Vestry may be considered to have resigned. The Rector and both Wardens may choose to excuse an absence for good cause.

Section 6. There shall be an Executive Committee of the Vestry consisting of the Rector, Senior Warden, and Junior Warden, Duties and responsibilities of the Executive Committee shall be:

1. To develop the agenda for meetings of the Vestry
2. To act as advisors to the Rector and Wardens
3. To serve as a forum for coordination and conciliation
4. To initiate policy and plans for Vestry authorization

### Article III The Rector of the Parish

Section 1. A Rector shall be elected by the affirmative vote of at least two-thirds (2/3) of the Vestry given by written ballot. He or she shall have been nominated at a meeting of the Vestry held not less than two (2) weeks prior to the meeting at which the election takes place. Each nomination must be accompanied by a statement signed by the Bishop of the Diocese. The statement will confirm the nominated candidate as a fit and qualified Presbyterian of this church and will approve such nomination. The call of the Rector-elect shall be in writing and shall distinctly and specifically express any special conditions, together with the stipulation as to salary and allowances. When the call has been accepted, the contract shall be completed. The contract may be revised by written agreement between the Rector and the Vestry.

Section 2. The Rector of the Parish shall have exclusive charge of all rights, ceremonies and ordinances of the church, and of the worship with the music and ritual accessories thereto, subject and answerable only to the Bishop. He or she shall be entitled at all times to have access to the church buildings and to open the same, as he or she may deem proper, for public worship, for celebration of Holy Communion, baptisms, marriages, burials, religious instruction, and for all other rites and ceremonies authorized by the church or by the Bishop of the Diocese. The Rector shall have charge of hiring any Associate Rector, Music Director, Sexton, and other staff upon approval of the Vestry.

### Article IV Duties of Vestry and Wardens

Section 1. It shall be the duty of the Vestry to aid and support the Rector in all efforts for the spiritual welfare and growth of the Parish. The Vestry shall transact the temporal affairs of the Parish. It shall have charge of the church and other buildings of the Parish and see that the same are repaired and improved as need may require and that they are kept insured against loss.

Section 2. In addition to the care of the church buildings, it shall be the duty of the Vestry to care for the contents of the church as becomes the House of God; to see that it is always clean; to care for the grounds and other property of the Parish; and to preserve order and decorum at the time of Divine Service.

### Article V Duties of Clerk and Treasurer

Section 1. The Clerk shall perform all duties usually or naturally incident to his or her office, besides such as may be specially imposed by the Rector or Vestry.

Section 2. The Treasurer shall receive, hold and disburse all monies of the Parish in accordance with sound and proper financial and accounting practices. The Treasurer shall present a full written report at the annual meeting, and shall make a written report of receipts and disbursements to each regular meeting of the Vestry and other reports requested by the Vestry.

Section 3. The books and records of the Clerk and the Treasurer shall be open to inspection by the Rector, any member of the Vestry, and the Bishop.

#### Article VI Qualifications for Leadership

Section 1. Only persons who are Communicants in Good Standing<sup>1</sup> are qualified for leadership positions such as Vestry (including clerk and treasurer), Diocesan Convention Delegate, and ministry leaders.

#### Article VII Committees

Section 1. The Rector and Vestry shall appoint such committees as are needed in fulfillment of the life of the Parish.

#### Article VIII Fiscal Year

The fiscal year of the Parish shall begin on January 1st of each year and shall end on December 31st of each year. Annual reports shall cover the fiscal year.

#### Article IX Quorum

A majority of the Vestry, including one Warden, shall constitute a quorum at any regular or special meeting of the Vestry. Twenty-five (25) members of the Parish at any meeting of the Parish shall constitute a quorum.

#### Article X Amendments

These By-Laws may be amended at any regular meeting of the Vestry by a two-thirds (2/3) vote of those present and at any special meeting of the Vestry by a three-fourth (3/4) vote of those present.

#### Article XI Alcoholic Beverages Policy

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<sup>1</sup> (Communicant in Good Standing is a Communicant who is a recorded contributor to the support of the Church with money or with personal service, as determined by the rector or Rector of the congregation,,,, Communicants 16 years of age and older are to be considered adult Communicants)

The guidelines of the Episcopal Church and the Diocese of Olympia are established as the alcoholic beverage policy for St. Benedict's Church. These policies apply to all Parish and Parish related activities and to all others who use St. Benedict's facilities whether on a free or rental basic or a one-time use.

*The following is from the statement approved by the 1985 General Convention and the current policy in effect for the Diocese of Olympia .and provides the guidelines for use of alcoholic beverages in St. Benedict's Parish.*

The Episcopal Church has never endorsed the prohibition of using beverages containing alcohol among adult members. Scripture offers Jesus' example of the use of wine in his first miracle at Cana and in the institution of the Holy Eucharist. When an adult member elects to use alcohol, moderate usage is expected. Church members are expected to be educated regarding those conditions that might compromise the health and safety of oneself or others. The church also supports those people who abstain from the use of alcoholic beverages for whatever reason. Many congregations do not serve alcoholic beverages at social functions, but, for those that do, the following guidelines are given:

- All applicable federal, state and local laws must be observed, including age identification requirements and those governing the purchase and sale of alcoholic beverages.
- Beverages and food containing alcohol must be clearly labeled as such.
- When alcoholic beverages are served in any form, nonalcoholic beverages must always be accessible and served in an equally attractive manner, and food should always be served.
- The serving of alcoholic beverages at church events should not be publicized as an attraction of the event. Clearly state in advance, and adhere to, the hours during which alcoholic beverages will be served; serving should stop a reasonable amount of time before the end of the event. The serving of alcohol should not precede any congregation's business meeting.
- Any group or organization sponsoring an activity or event at which alcoholic beverages will be served must have permission from the parish or Parish congregation of such a plan. They must assume responsibility for following these guidelines and for the actions of those persons who might become intoxicated, and must provide alternative transportation for anyone whose capacity to drive is impaired.
- When a congregation's facilities are made available to private parties, following these policies must be required.
- Recognizing the effect of alcohol as a mood-altering drug, it is advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
- The usage of chemicals or substances other than alcohol is clearly controlled under federal, state and local laws.

*(Note: To serve alcohol at a charity event or to raffle alcohol you must obtain a permit from the Washington State Liquor and Cannabis Board)*

Bi-laws articles I through X approved by the regular meeting of the Bishop's Committee on October 11, 2016. Article XI approved at the regular Bishop's Committee meeting on February 20, 2018. Language modified to reflect Parish status and presented to the Parish Organization Meeting on August 11, 2019.

Clerk of the Vestry \_\_\_\_\_