

Saint Christopher's Episcopal Church Hampstead, New Hampshire

VESTRY/BISHOP'S COMMITTEE HANDBOOK

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Revised and Updated

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Containing the Parish Mission Statement, Vestry Policies,
Rules Governing Vestry Subcommittees, Job Descriptions,
Parish Articles of Agreement, and Parish Bylaws

Table of Contents

PARISH MISSION STATEMENT	1
VESTRY POLICIES	1
Memorial and Thanksgiving Gifts	1
Process for Considering an Application for Aspirancy	1
Youth Ministry	1
Committee Budget Expenditures	2
SUBCOMMITTEES OF THE VESTRY	2
Property Committee	2
Finance Committee	3
Purpose.....	3
Responsibilities.....	3
Annual Auditors/Assessors	3
Membership	4
JOB DESCRIPTIONS	4
Treasurer	4
Accountable To The Parish.....	4
Responsibilities.....	4
Financial Management Team	4
Bookkeeper	4
Responsibilities.....	4
Pledge Secretary	5
Responsibilities.....	5
Vestry (as part of the Financial Management Team).....	5
Stewardship Committee	5
Clerk	5
Committees	6
Task Force	6
Liaisons	6
Terms of Committee Chair	6
ARTICLES OF AGREEMENT	7
Article I. Name and Purpose.	7
Article II – Faith	7
Article III – Meetings	7
Article IV – Notice of Meetings	7
Article V – Voting Members	7
Article VI- Quorums	8
Article VII – Officers, Their Election and Duties	8
Article VIII – Amendments	10
BYLAWS	11
Section 1 – Purpose	11
Section 2 – Ballots at Annual Meeting	11
A. Order	11
B. Method	11
C. Multiple Positions	11
Section 3 – Members of the Vestry	11

A. Membership	11
B. Removal	11
C. Resignation	11
Section 4 – Meetings of the Vestry	11
A. Meetings	11
B. Notice	12
C. Chair	12
D. Voting	12
E. Quorum	12
F. Meetings by Telephone	12
G. Meetings by Electronic Communication System	12
Section 5 – Officers of the Vestry	12
Wardens	12
Section 6 – Committees	12
A. Executive Committee	12
B. Other Committees	12
Section 7 – Appointment of Agents	12
A. Contracts/Documents	12
B. Agents	12
Section 8 – Facility Usage	13
Clean Kitchen Policy	13
No Smoking Policy.....	13
Alcohol at Church Functions	13
Safe Church Policy	13
Section 9 - Amendments	13

PARISH MISSION STATEMENT

(adopted 10/89; revised 4/93, 1/03, 1/16)

**St. Christopher's Episcopal Church, a welcoming,
spiritual community, living, acting and witnessing our love for God.**

VESTRY POLICIES

Memorial and Thanksgiving Gifts

(adopted 10/89; revised 01/03; 3/15)

Gifts may be made to the parish at any time. All gifts must be reviewed and approved by the Rector, and/or Wardens, before they can be accepted. In handling all gifts, every effort will be made to proceed in accordance with the current revision of the "Manual of Business Methods in Church Affairs" of the Protestant Episcopal Church of the USA.

Any person contemplating a gift to St. Christopher's Church is urged to discuss the proposed gift with the Rector, Wardens and/or Vestry so that all gifts may be made and received in a mutually satisfactory manner. To help in this review, "Gift to St. Christopher's Episcopal Church" forms are available in the church office and one must be filled out to help clarify and process intentions and directions.

Gifts not designated for any specific purpose will be placed in the Memorial Fund for special purposes determined by the Vestry. Gifts may be designated for particular purposes in the following way:

1. They may be given toward some item or purpose included in lists of special needs compiled from time to time by the Rector and/or Vestry in their respective areas of responsibility.
2. A gift may be suggested for another purpose with the understanding that any gift related to worship, Christian Education or spiritual formation must be approved by the Rector. Any gifts involving additions or renovations to the property unrelated to worship, or the establishment of any new parish fund, must be approved by the Vestry. Gifts for major property alterations to the sanctuary or nave must be approved by both Rector and Vestry.
3. In the event that an item or object, given to the church as a memorial or designation becomes unusable, inappropriate, or obsolete, the Vestry reserves the right and authority to determine the final disposition of that item or object. Such decisions will be made with careful consideration and deliberation.

Process for Considering an Application for Aspirancy

(adopted 04/91; revised 01/03))

The process for aspirancy will follow the policies in the Diocese of New Hampshire, Commission on Ministry, that are in practice at the time application for aspirancy takes place.

Youth Ministry

(adopted 9/91) (Revised 3/15, 1/16)

The Vestry of Saint Christopher's, recognizing the importance of our youth, has developed this statement regarding Youth Ministry. Any/all Youth Minister(s) must at all times follow Safe Church Policies and must be trained and certified by the NH diocese in safe church policies including undergoing a criminal records check.

The Vestry Statement itself is intended to serve as a tool for discerning the relationship between the youth of Saint Christopher's and the overall parish.

The Vestry of Saint Christopher's, in recognition of our responsibility to be good and faithful stewards of God's gifts, understand the importance of the young people within our parish. Within this context of stewardship we are called to insure that the youth of our congregation are afforded the fullest opportunity to develop and become incorporated into our Christian community. As a Vestry we believe that this responsibility takes three basic forms.

First is the Vestry's responsibility to insure the proper administration and oversight of any youth program within our parish community. Within this context the Vestry has appointed one Vestry person to serve as a liaison to the youth ministry found at Saint Christopher's. This individual will work in accord with the Vestry to implement any policies and practices as well as exercise any oversight necessary to insure the safety and security of the youth within our parish.

Secondly, an important task of the Vestry is to insure that any youth ministry program reinforces the development of Christian values and beliefs. This aspect of youth ministry is manifest within the content of the actual program, vis-à-vis opportunities for youth to involve themselves in outreach-related projects as well as those geared to enhance the youth's understanding of liturgical and biblical teaching.

The final basic area of responsibility for the Vestry is to insure that the youth program works to afford each young person with the opportunities to become better incorporated within the parish community. This aspect of youth ministry can take the form of fellowship-building events as well as participation within various facets of our parish life.

Committee Budget Expenditures

(1/03, 1/16)

It is the duty of the Vestry to be the Fiduciaries of St. Christopher's Church and to oversee the overall policies and responsibilities of church functioning. It is hereby stipulated that any/all committees report any expenditures or lack of expenditures within their scheduled annual budget, that exceed 15% of the committee's annual budget, to the Vestry within the quarter that excess takes place. Any committee with such expenditure or lack thereof may make a recommendation to the Vestry for the use of such monies, however the Vestry is responsible for accepting or denying recommendation and/or using such excess for what the Vestry deems more appropriate for the good of the whole church.

SUBCOMMITTEES OF THE VESTRY

Property Committee

(adopted 11/89)(revised 3/15, 1/16)

The parish as a whole is responsible for maintaining its property: The Vestry has the task of guiding the parish in carrying out this responsibility by calling forth the necessary resources, and allocating those resources.

The Property Committee is an administrative subcommittee of the Vestry, having these duties:

1. To list and describe property-related tasks to be done in the following categories:
 - a. Short-term maintenance

- b. Long-term maintenance
 - c. Improvements
2. To prioritize each of these lists, making a clear distinction between items that must be done immediately, items that must be done but not immediately, and items that are optional.
 3. To research and estimate the cost of each task, if it were to be done by a professional contractor.
 4. To determine which tasks could be done by volunteers within the parish.
 5. To present all this information, on a regular basis, to the Vestry and the Finance Committee.
 6. To oversee the accomplishment of whatever of these tasks the parish has the means (either finances or volunteers) to accomplish.

Finance Committee

(adopted 4/90; revised 9/97; 1/03; 3/15, 1/16)

Purpose

The finance committee is a subcommittee of the Vestry. The committee shall be responsible for short and long term financial planning for the parish, and make appropriate recommendations to the Vestry. The committee shall be responsible for development of the parish budget, as well as the generation of all Parish and Vestry budget reports. The committee shall support the work of the Treasurer.

Responsibilities

1. Develop the annual parish budget. Present and recommend a budget to the Vestry. Present and recommend changes to the budget, as required.
2. Develop and recommend long range financial plans to the Vestry and monitor the status and effects of the implementation of these plans.
3. Working with the Treasurer, develop and maintain appropriate accounting policies and procedures necessary for proper financial management.
4. Assist the Treasurer in establishing short term spending priorities, and contingency plans, as required.
5. Treasurer or the Vestry liaison shall present a monthly budget status report for the Vestry.
6. Develop other reports and recommendations for the Vestry, related to the financial health of the parish.
7. Prepare a financial report to the Parish, including the budget for the coming year, for the Parish Annual meeting.
8. Finance Committee sets a schedule of meetings for each year following each Annual Parish Meeting.

Annual Auditors/Assessors

Two auditors shall be elected at the Annual Meeting whose terms of office is one year (adopted 1/16)

Membership

1. Treasurer (elected)

2. Two persons elected by Annual Meeting (2 year terms, limit two consecutive terms)
3. One additional person appointed by the Vestry
4. Rector (ex-officio)

Estimated committee member time required: 2-4 hours/month

JOB DESCRIPTIONS

Treasurer

(adopted 4/90; revised 9/97; 1/03; 3/15, 1/16)

Accountable To The Parish

Responsibilities

1. Working with the Finance Committee, develop, implement, and maintain appropriate accounting policies and procedures required for proper financial management of parish resources.
2. Provide necessary records for outside audit.
3. Support the Pledge Secretary and Bookkeeper.
4. Use the Finance Committee to assist in creating short term spending priorities, developing contingency plans, and assist the committee in developing budget adjustments, as required.
5. Generate a monthly report of income, disbursements, account balances, pledge status and special financial events to the Vestry.
6. Produce a financial report of the previous year's activities and Parish financial condition to the Annual Meeting of the Parish.
7. Prepare the financial statement of the annual Parochial Report.
8. Prepare other diocesan financial reports, as required.
9. Sign checks, Federal, and State tax forms.
10. Work with a professional financial advisor to properly manage investments and special gifts. Create appropriate reports to the Parish and the Vestry, if applicable.
11. On a regular basis, review liability and property insurance coverage. Recommend any changes to the Vestry.
12. Attend annual diocesan treasurer conferences.
13. Must be bondable.

Estimated time required: 12-15 hours/month

Financial Management Team

(adopted 4/90; revised 9/97; 3/15, 1/16)

Bookkeeper

Bookkeeper position is held at the discretion of the Treasurer and Finance Committee and when such a position is so held, is accountable to Finance Committee and supervised by the Treasurer.

Responsibilities

1. Using accounting procedures and record-keeping methods developed by the Finance Committee and the Treasurer, maintains all records required by the Vestry, Diocese, State and Federal laws and regulations.
2. Working under the advice of the Treasurer, writes checks to parish obligations.
3. Prepares quarterly and annual tax exhibits according to Federal and State laws.

Estimates/time required: 8-10 hours/month

Pledge Secretary

Accountable to and supervised by the Treasurer

Responsibilities

1. Using procedures established by the Finance Committee and the Treasurer, maintains the pledge records for each parishioner and sends quarterly statements to them.
2. Receives, counts and deposits all weekly receipts.

Estimates/time required: 8-10 hours/month

Vestry (as part of the Financial Management Team)

1. Sets the tone for the annual stewardship and pledge gathering programs. Approves and supports these programs.
2. As fiduciaries of the parish, approves the final budget. Takes action on any recommendations from the Finance Committee for adjustments to the budget.

Stewardship Committee

All solicitation of funds must be approved by the Vestry/Council. (adopted 6/01)

Stewardship Committee Secretary. Position created to assist the Clergy with tabulating results and acknowledging annual pledges. (adopted 10/13/08)

Clerk (adopted 1/16)

1. Take and record minutes of vestry, parish, and special meetings.
2. Certify to the secretary of the Diocesan Convention immediately names of delegates elected at annual meeting.
3. Furnish to the office of the bishop the text of duly adopted parish bylaws including any amendment thereto; keep a record of eligible voting members of the congregation and call the quorum at Annual Meeting
4. Call special meetings when requested by Vicar or Wardens
5. Sign written notice of meetings.
6. Clerk is a voting member of the vestry/council.
7. Must be a resident of the state of New Hampshire.

8. Clerk shall be elected for a one year term and serve no more than four consecutive terms and shall be ineligible for reelection to that office for one year after having served four consecutive years.
9. Clerk is expected to remain available for two months after leaving the position to assist vestry and new clerk, but is not then a voting member.

Committees

(1/03)

A Committee is an ongoing subcommittee of the Vestry, consisting of at least three members, with scheduled meetings held in accordance to the needs of the particular committee or in accordance with directions as stated elsewhere in this document, and that reports to the Vestry in an ongoing and timely manner. A Committee is responsible for submitting a proposed program and estimated cost of such while keeping a clear relation to the Parish Mission Statement. This may be done via yearly Committee Planning Goal Sheets, liaison, or committee representative as needed or directed by the Vestry. Less than 3 members is considered a Task Force accountable as below.

Task Force

(1/03)

A Task Force is a time-limited work group whose purpose is to complete a specific task as needed by a committee or the Vestry. A Task Force is responsible for submitting a proposal for its specific task and its estimated cost to the responsible party(ies) in a timely manner and in accordance with a clear relation to the Parish Mission Statement. At the end of such project the Task Force disbands after providing all necessary work related items to the appropriate source for carrying out future needs of the results of the project.

Liaisons

(1/03)

Liaisons are members of the Vestry who represent the Vestry at various Committees and Task Force meetings to act as a go-between bringing information to and from the Committee/Task Force and the Vestry. At some committees the liaison also acts as an active member of the committee; at others the liaison is a communications link only as required by individual committees/task forces.

Terms of Committee Chair

(1/03)

Term limitations of two years are encouraged for all Chairs of Committees rotating responsibility among members of the parish. It is also recommended that multiple committee membership entails a maximum of two committees per individual member of the parish.

Saint Christopher's Episcopal Church

ARTICLES OF AGREEMENT

Article I. Name and Purpose.

Section 1. The name of this association shall be Saint Christopher's Episcopal Church of Hampstead, New Hampshire.

Section 2. The purpose of this association shall be to provide the ministrations of the Episcopal Church to those who may unite themselves with it, and to be an arm of the missionary Church in the world.

Article II – Faith

Said parish accedes to and adopts the faith, doctrine, discipline, and worship of the Episcopal Church; it accedes to the constitution and canons of said Episcopal Church and the Diocese of New Hampshire, and acknowledges the authority of the same.

Article III – Meetings

Section 1. The annual meeting of said parish shall be held on a day in January designated by the vestry unless a different date shall have been licensed by the bishop of the diocese acting with the advice of the standing committee as provided by the NH 4.2.1.

Section 2. Special meetings of said parish shall be called by the clerk upon the written request of the rector, or one of the wardens with the majority members of the vestry. The purpose or purposes for which said special meeting is called, shall be duly stated in the notice thereof. No business shall be transacted at said special meeting other than that stated in the notice thereof, except by a vote of at least three-fourths of the voting members present.

Article IV – Notice of Meetings (updated 1/16)

All meetings of the parish shall be called by a written notice signed by the clerk, stating the day, hour and place of the meetings, which notice shall be posted conspicuously at two locations within the church or parish hall for at least two weeks next preceding the day of the meeting, shall be published and/or sent to all parishioners at least two weeks prior to the day of the meeting.

Article V – Voting Members

Section 1. At parish meetings, every adult member of this parish who is a communicant of this parish in good standing, as defined in TEC I.17.2(a)and(3) of the national canons*, shall be entitled to vote on all questions that may come before said meeting. A list of persons entitled to vote at any parish meeting shall be published one week before the meeting, and revisions in the list shall be allowed until three days before the meeting. The rector and treasurer shall be responsible for compiling the list.

Section 2. A voting member of this parish who is to be more than fifty miles from the church on the day of the annual meeting, or who, by reason of physical disability, or for some other valid reason, is unable to vote in person may vote at said meeting in accordance with the following provisions.

A. At least ten days before the annual meeting, the nominating committee shall mail or deliver the official ballot to voting members of the parish who request it, and who are qualified for absentee voting under the provisions of this article.

B. Such ballots, sealed in an envelope marked “BALLOT” on the outside, and placed in a second sealed envelope bearing the name and address of the absentee voter, and received at the church before polls are closed at the annual meeting, shall be counted with the other ballots.

Article VI- Quorums

At any parish meeting ten percent of parish members who are entitled to vote shall constitute a quorum for the transaction of business. If less than a quorum is present, the rector, or in the rector’s absence, one of the wardens, may adjourn the meeting to a later date.

Article VII – Officers, Their Election and Duties (updated 1/16)

Section 1. The officers of said parish shall be a Senior Warden, a Junior Warden, a Clerk, a Treasurer, six Vestry Members, and the Delegates to the Convention of the diocese.

To encourage communication and understanding of all positions open for candidacy, one copy of the job descriptions shall be given to each candidate for office. (updated 1/16)

The Treasurer shall be expected to remain after leaving office for a period of three months to act as mentor to the newly elected Treasurer. This term of three months does not include voting rights at Vestry meetings although it may include attendance at such meetings during this interim period.

The Clerk shall be expected to remain after leaving office for a period of two months to act as mentor to the newly elected Clerk. This term of two months does not include voting rights at Vestry meetings although it is expected that the former Clerk shall be available for said meetings to help as needed.

All members of the Vestry, including Officers, who are leaving office are expected to attend the February meeting of the Vestry along with the newly elected members to act as mentors for that first meeting.

A. The wardens shall have alternating terms of office and hold their offices for two years each and until others are chosen and qualified in their stead, and may succeed themselves for one term but then shall not be eligible for re-election until one year shall have elapsed after the completion of their second term.

B. The Treasurer's position shall have a one-year term of office and until another is chosen and qualified, with a maximum of four concurrent years. One year of absence from this office shall be completed before becoming eligible for the same position just vacated by the individual.

C. The Clerk's position shall have a one-year term and until another is chosen and qualified, with a maximum of four concurrent years. One year of absence from this office shall be completed before becoming eligible for the same position just vacated by the individual.

D. Two vestry members shall be elected each year to hold office for three years with a maximum of two concurrent years. One year of absence from this office shall be completed before becoming eligible for the same position just vacated by the individual.

E. Half of the number of delegates to which the parish is entitled, and an equal number of alternate delegates, shall be elected each year to hold office for two years and until others are

chosen and qualified in their stead, and may succeed themselves without restriction on the number of terms served.

In the case of the death, resignation or removal of any of the officers above-named, an announcement of the vacancy shall be made verbally by an Officer of the Board or by published announcement at all services on the following Sunday, and a special parish meeting shall be held to fill such vacancy until the next annual meeting if it be requested by five parishioners. In the absence of such a request within five days of the announcement of the vacancy, the vacancy may be filled by the remaining members of the vestry until the next annual meeting. At such annual meeting, the vacancy shall be filled for the unexpired portion of the term.

Section 2. All parish officers shall be communicants of the Church in good standing*, as defined in TEC I.17 of the national canons. The wardens shall have been either confirmed or received.

Section 3. The Rector must have had Episcopal ordination, must be in good standing in the Episcopal Church, must be elected by the two wardens and a majority of the members of the vestry, and must have been previously approved by the bishop of the diocese.

Section 4. The Clerk shall be a member of the vestry. The clerk shall be a resident of the state of New Hampshire. The clerk shall attend the meetings, and shall make and keep a full and fair record of all the proceedings of the parish and of the vestry and shall certify to the secretary of the diocesan convention immediately the names of the delegates elected at the parish meeting to attend the next convention, and shall notify at once all delegates who were not present when elected, of their election as such delegates.

Section 5. The duties of the wardens and the members of the vestry are fully set forth in the TEC I.14.2; II.7; I.7.4) and in NH14. The vestry is authorized to submit bylaws for the management and administration of the affairs of this parish for adoption by the membership. Said bylaws when so adopted shall govern the operation of the vestry in conformance with these articles and with the constitution and canons of the Diocese of New Hampshire and of the Episcopal Church.

Section 6. The treasurer shall be a member of the vestry. The treasurer shall act under the wardens and members of the vestry in keeping the accounts, and in receiving and faithfully keeping all monies and other property that may be received by the parish, and in paying over the same as directed by the vestry, and shall make report of the condition of the treasury at each annual meeting of the parish. The treasurer shall be bonded.

Section 7. The delegates to the convention of the diocese shall be voting representatives of the parish at all meetings of the convention, and also at all meetings of the convocation to which the parish belongs. Delegates should, as soon as possible after each Diocesan Convention, give a written report to the Vestry and should also provide a written report for the Parish Annual Meeting.

Section 8. There shall be a nominating task force of a maximum of five members of the parish, four of whom shall be elected by the vestry, and one member who shall be appointed by the rector, all persons to be so chosen on or before November 1 of each year. It shall be the duty of this committee to submit to the annual parish meeting nominations for the offices to be filled at that meeting. Notice of the nominating committee's nominations shall be posted conspicuously within the church or parish hall for at least two weeks prior to the day of the meeting, and shall be published in a church newsletter sent to all parishioners at least two weeks prior to the day of the meeting, or in the absence of such a newsletter, sent to all parishioners at least two weeks prior to the day of the meeting.

Nothing in this section shall limit or abridge the right of any voting member of the parish to make nominations from the floor at any annual parish meeting.

Section 9. Each member of the vestry (and their respective heirs, executors and administrators) shall be indemnified by the parish against any costs, expenses (including attorney's fees), judgment and liability

reasonably incurred by or imposed upon them in connection with any action, suit or proceeding to which they may be made a part or with which they shall be finally adjudged in connection with such action, suit or proceeding to be liable for willful misconduct as a member of this vestry. In the event of settlement of any such action, suit or proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which the parish is advised by counsel that such member of the vestry is not liable for the willful misconduct of such. The foregoing right of indemnification shall be an addition to any rights to which any member of the vestry may otherwise be entitled.

Article VIII – Amendments

Amendments to these articles shall be submitted in writing at an annual meeting of the parish and may then be adopted by a vote of two-thirds of the members present and voting thereon. This article may be temporarily suspended by any annual meeting having a quorum present by a vote of ninety percent of those present and voting; and then any new amendment may be submitted and the same may be adopted by a vote of ninety percent of those present and voting.

(Adopted at Annual Meeting, January 17, 1995;
revised at Annual Meeting, January 22, 1998
revised at Annual Meeting, January 26, 2003
revised at Annual Meeting, January 24, 2016)

*Canons I.17.2.a: All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of this Church.

Canons I.17.3: All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

BYLAWS

Section 1 – Purpose

Pursuant to Article VII, Section 5 of the articles of agreement of Saint Christopher's Episcopal Church, these bylaws are adopted for the management and administration of the affairs of the mission and the operation of its council in conformance with the articles of agreement of this mission and with the constitutions and canons of the Diocese of New Hampshire and the Episcopal Church.

Section 2 – Ballots at Annual Meeting (updated 1/16)

A. Order. Elections of officers at annual meeting shall be as follows: first the warden, then treasurer, clerk, members of the council, delegates to the convention, alternate delegates to the convention. NH4.2.2

B. Method. All officers shall be elected by receiving a majority of votes cast; a second ballot shall be cast between the two candidates with the highest number of votes.

C. Multiple Positions. When there are two or more identical positions to be filled (as in the case of council members, delegates, and alternates), the following procedure may be used: each voter may cast as many votes as there are positions to be filled, casting no more than one vote for each candidate; if the number of votes cast for a candidate is equal to a majority of the voters voting, that candidate is elected.

If positions remain to be filled after the first ballot, a second ballot may be cast following the same procedure. On this second ballot, there shall be, as far as possible, twice as many candidates as there are positions left to fill. The candidates shall be those who received the most votes among the original candidates, but who failed to receive a majority on the first ballot.

Section 3 – Members of the Vestry

A. Membership. The membership of the council shall consist of the wardens, clerk, treasurer, and council members duly elected pursuant to article VII, section 1 of the articles of agreement and section 2 of these bylaws. The vicar and any associate or assistant vicar shall be ex-officio voting members of the council.

B. Removal. An Elected member of the council may be removed from office for an offense against the canons of the Episcopal Church, or the canons of the Diocese of New Hampshire, or the articles of agreement or bylaws of this mission. The procedure shall be initiated by a written information signed by parties charging said council member with specific offenses, their time, place and other circumstances. A copy of this information shall be served on the party so charged with a copy to the bishop.

A rebuttal in writing signed by the party charged with said offense should be addressed to the council within a mutually agreeable time of receipt of preceding served information, and a meeting specifically to address said issue should then be called by the clerk. A vote of removal by two thirds of the council members is required and a copy of the results sent to the bishop.

C. Resignation. Any member may resign from the council by delivering a written resignation to the vicar or to a warden.

Section 4 – Meetings of the Vestry

A. Meetings. Meetings of the council shall be called by the clerk upon written request of the vicar or one of the wardens and two other members of the council. A minimum of one meeting each month shall be held except that the meetings of July and August may be cancelled by a majority vote of the council.

B. Notice. Every member of the council shall be notified by the clerk three days in advance of any meeting stating the purpose or purposes of the meeting and the time and place where it is to be held.

C. Chair. The vicar, when present, shall preside at all meetings of the council, in accordance with TEC I.14.3, or at the discretion of the vicar one of the wardens may preside at the meeting in the presence of the vicar. In the absence of the vicar, the senior warden shall preside. In the absence of both vicar and senior warden, the junior warden shall preside.

D. Voting. Every member of the council present at a meeting is entitled to vote.

E. Quorum. At any meeting of the council, the vicar or one of the wardens, and a majority of the members of the council shall constitute a quorum (6 members total).

F. Meetings by Telephone. The council, the executive committee, or any other committee appointed by the council, may participate in any meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by these means shall constitute presence in person at a meeting.

G. Meetings by Electronic Communication System. Any communication by means of email or other similar electronic communication system may be used only for preparation for a scheduled meeting or for further definition of ongoing communication begun at a scheduled meeting. It may further be used only when all members of the Vestry can equally participate in the communication, or when a nonparticipating member relates in advance that other means, especially slower methods of communication, is acceptable as a means of participating in the particular communication of that time period. Electronic communication may not be used as a voting meeting.

Section 5 – Officers of the Vestry (updated 1/16)

Wardens. Senior and Junior Wardens shall call upon their God given talents to assist the clergy in developing and maintaining a mutual ministry and trust to promote the spiritual wellbeing of the congregation and be responsible stewards of the property and physical assets of the congregation.

Section 6 – Committees

A. Executive Committee. The executive committee shall consist of the vicar and the wardens, and may at times include the treasurer and clerk. Meetings of the executive committee may be called by the vicar or two other members. The executive committee is authorized to deal with emergencies that may arise between meetings of the council.

B. Other Committees. The council may from time to time appoint other committees.

Section 7 – Appointment of Agents (updated 1/16)

A. Contracts/Documents. The council may authorize the vicar and one of the wardens in the name of and on behalf of the mission to enter into any transaction, contract, or agreement or to execute and deliver any instrument or to sign or endorse checks, drafts or other orders for payment of money or notes or other evidence of indebtedness, and such authority may be general or confined to specific instances. Unless specifically authorized, no member of the council shall have the power or authority to bind the mission by any contract or transaction, to pledge its credit, or to render financially liable for any purpose or in any amount.

B. Agents. The council may appoint agents and representatives of the mission with such powers and to perform such acts or duties on behalf of the mission as the council may see fit, so far as may be consistent with these bylaws, the mission articles of agreement and the constitution and canons of the Diocese of New Hampshire and of the Episcopal Church.

Section 8 – Facility Usage (added 1/16)

Clean Kitchen Policy. The committee in charge of an event is required to clean up after the event and not leave food in the kitchen. (adopted 6/07)

No Smoking Policy. St. Christopher’s Church building is a smoke-free environment as of 9/4/08. (adopted 5/08)

Alcohol. Events at St. Christopher’s church are to be non-alcoholic per diocese. (adopted 8/04)

Safe Church. Safe Church training is mandatory for all employees, wardens, Sunday School teachers, nursery care workers, Eucharistic visitors, and EFM mentors. (adopted 12/07)

Section 9 – Amendments

These bylaws may be altered or amended by an affirmative vote of two-thirds of the communicants of the mission present and qualified to vote at an annual meeting or at any special mission meeting called for said purpose in which notice of the proposed amendment or amendments shall have been circulated ten days in advance thereof.

(adopted at Annual Meeting, January 17, 1988

Revised at Annual Meeting: January 24, 1999

Revised at Annual Meeting: January 26, 2003)

Revised as of March, 2010

Revised at Annual Meeting, January 24, 2016

Solicitation of Funds Separate from Stewardship Efforts: Constant solicitation of funds exhausts good will and will hurt our stewardship effort. A motion was made that there be no solicitation of funds without the approval and direction of the Bishop’s Committee. (6/11/01)

Alcohol at Church Functions	13	Memorial and Thanksgiving Gifts	1
AMENDMENTS	13	No Smoking Policy	13
Annual Auditors	3	Notice of Meetings	7
Appointment of Agents	12	Officers of the Vestry	8
ARTICLES OF AGREEMENT	7	Officers, Their Election and Duties	8, 9
Aspirancy	1	Parish Mission Statement	1
Ballots at Annual Meeting	11	Pledge Secretary	5
Bookkeeper	5	Property Committee	2
Budget Expenditures	2	Quorums	8
BYLAWS	11	Rector	9
Clean Kitchen Policy	13	Safe Church	13
Clerk	5	Solicitation of Funds	13
Committees	6	Stewardship Committee Secretary	5
Delegates to the Convention	9	Subcommittees	2
Executive Committee	8,12	Task Force	6
Facility Usage	13	Terms	8
Finance Committee	3, 4, 5	Treasurer	3,4, 5, 8, 9
Financial Management Team	4	Vestry Members	8
Job Descriptions	4	VESTRY POLICIES	1
Liaisons	6	Voting Members	7
Members of the Vestry	8, 9	Wardens	8, 12
Membership	7	Youth Ministry	1