

# ST+BARTS

## EPISCOPAL CHURCH

Bylaws of St. Bartholomew's Parish  
Beaverton, Washington County, Oregon  
Adopted by the Vestry, February 17, 1973, Revised August 2016

### I. Name, Location, Mission Statement

- A. The name of the Parish is "St. Bartholomew's Parish, Beaverton, Washington County, Oregon."
- B. The Articles of Incorporation were signed and subscribed on November 9, 1964.
- C. The location of the Parish is in Beaverton, Washington County, Oregon.
- D. Mission Statement: "St. Bartholomew's Episcopal Church is a growing community living the Gospel through a shared journey of ministry, worship and fellowship."
- E. Our Goals:
  - 1. Develop and manage master plans that drive staff, volunteers, programs, ministries and finance.
  - 2. Support ministries and operations through stable funding.
  - 3. Grow the parish to reflect the demographics of the community, including cultural and ethnic diversity.
  - 4. Expand ministries to youth and young families.

### II. Parish Organization

- A. St. Bartholomew's Parish (herein referred to as the Parish) is a corporate unit within the Diocese of Oregon in accordance with the Constitution and Canons of the General Convention, the doctrine, discipline and worship of the Episcopal Church, and the Constitution and Canons of the Diocese of Oregon.
- B. The Rector is the President of the Parish Corporation and is presiding officer of the Vestry.
- C. The Vestry shall be the Board of Directors of the Parish. The board shall manage the temporal affairs of said Parish and act as a council of advice to the Rector in the spiritual concerns of the Parish. They are incorporated as a body corporate, as the "Rector, Wardens and Vestry St. Bartholomew's Parish, Beaverton, Washington County, Oregon."
- D. The Parish is managed in accordance with these bylaws which establish procedures and practices for electing members of the Vestry, conducting the annual meeting, and attending to the general business affairs of the parish.



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### III. Ministry and Governance

- A. Lay Ministers: all baptized persons are called to ministry as a part of the Body of Christ. Christians engage in this ministry where they work and live.
- B. Ordained Ministers: those persons who, having been called by God, receive theological and special education, training, examination and the ordination rites of the church so that they may support the ministry of the members of the church, minister pastoral care, preach the Gospel, and celebrate the sacraments (Bishops, Priests, and Deacons).
- C. Governance of the Congregation: The annual meeting of the congregation shall be upon a day and at an hour as determined by the Vestry but no later than sixty days after the end of the previous fiscal year (December 31st.). It shall elect its governing body (Vestry) and other elected representatives and hear the reports of the Rector or Priest in charge, wardens, committees and other church groups. The Vestry shall attend to the fiscal matters of the congregation between annual meetings.

### IV. The Vestry Of the Parish:

- A. The Vestry will have regular monthly meetings. Special meetings may be called in accordance with the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church.
- B. Proxy votes will not be allowed.
- C. Vestry meetings are open to all members of the parish, except when an executive session is declared.
- D. The Vestry shall consist of:
  - 1. Members with a seat and a vote:
    - i. The Rector
    - ii. Twelve members elected by the annual meeting of the Parish. One of which shall be appointed Rector's Warden by the Rector and one shall be elected People's Warden by the Vestry
  - 2. Ex-officio with a seat and voice, but no vote:
    - i. The Clerk of the Parish
    - ii. The Treasurer of the Parish
    - iii. The Delegates to the Diocesan Convention
    - iv. Other Clergy of the Parish
- E. The Vestry may fill any vacancies that occur in its membership between the annual meetings of the Parish.
- F. A majority of the members of the Vestry shall constitute a quorum, and a majority of the quorum so convened shall be competent to act.
- G. Stated meetings of the Vestry shall be held monthly. Special meetings may be called as deemed necessary either by the Rector or both Wardens, or any three Vestry members, by giving three days notice to all Vestry members by mail. No meeting of the Vestry shall be held without the attendance of the Rector or one of the Wardens.



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H. If the office of the Rector is vacant:

1. The Vestry shall elect a Priest-in-Charge to act as Interim Rector.
2. The Rector's Warden shall be the acting president of the corporation.
3. The Priest-in-Charge shall be an ex officio member of the Vestry.
4. The Vestry shall elect a Rector's Warden should the need arise.

I. The responsibilities of the Vestry shall be:

1. To assist the Rector in carrying out the general Mission of the Parish, to advise him/her in administrative and pastoral matters, and to aid and support him/her in all efforts for the spiritual welfare and growth of the Parish.
2. To formulate the annual Parish Program and to fund the same.
3. To establish, in partnership with the Rector, the policies and procedures to guide the life of the Parish.
4. To be responsible, in partnership with the Rector, for the long range planning and strategy of the Parish Program.
5. To act as the agent and representative of the Parish in all matters concerning the corporate property and relations of the Parish with its clergy.
6. To be responsible for the buildings and other properties of the Parish, that the same are repaired and improved as need may require, that they are kept adequately insured and that use is consistent with the Mission of the Parish.
7. To be aware of and follow all canons, policies and guidelines for business methods and finances of the Parish.
8. To elect and call, in case of vacancy in the office, a Rector and to concur in the appointment of other clergy to the Parish.
9. To be responsible, in partnership with the Rector, for the enlistment and screening of candidates for the ordained ministry.
10. To be responsible that the delegates of the Parish to the Diocesan Convention are briefed on the agenda of the Convention.
11. To provide training for the members of the Vestry.
12. To establish such committees and/or commissions to adopt such rules of order for the transaction of its business, and to elect such other officers as it may deem necessary.



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### V. Leadership of the Congregation

The Officers of the Parish:

#### A. The Rector's Warden shall:

1. Preside at meetings of the Vestry in the absence of the Rector.
2. Be responsible for the temporal matters of the parish and perform other duties set forth in Canon law.
3. Have the authority to designate, with the concurrence of the Rector and Vestry liaisons, all standing and special committees and their chairs and vice-chairs.
4. With the Rector, convene a meeting of all committee chairs on a quarterly basis, or as appropriate.

#### B. The People's Warden shall:

1. Conduct meetings of the Vestry in the absence of the Rector and the Rector's Warden.
2. Be responsible for the temporal matters of the parish and perform other duties set forth in Canon law, or as assigned.

#### C. The Clerk of the Vestry shall:

1. Record all minutes of meetings of the Vestry.
2. Attest or certify documents of the parish as required.
3. Give notices of meetings of the Vestry.
4. Preserve all entrusted documents, papers, books and records.
5. Furnish each Vestry member with minutes of each meeting of the Vestry prior to the next following meeting and shall perform such other duties as may be prescribed by the Vestry and Rector.

#### D. The Treasurer shall:

1. Prudently discharge the financial obligations of the parish, maintaining records of account for all funds received and dispersed, and presenting them annually for audit.
2. Maintain records and assist the Rector in the preparation of the annual parochial report.
3. Maintain complete and accurate records with respect to all trust or other dedicated funds, including the source and date thereof, the terms governing the use of principal and income, to whom and how often reports of condition are to be made, how the funds are to be invested and proper books of account.
4. Inform the church pension fund of salaries and any other compensation paid to the clergy and lay employees by the parish and changes in such salaries and compensation as they may occur, and shall pay promptly to the church pension fund the pension assessments required thereon under the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church and in accordance with the rules of the church pension fund.
5. Perform all other duties prescribed by the Vestry and by the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church.



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### VI. Elections, Appointments and Term of Office.

#### A. Rector

1. Vacancies: When the parish is without a Rector, the vacancy shall be filled by the Vestry as outlined by the Diocesan Operations Resource Manual or as specifically directed by the Bishop.
2. Powers and Duties: For the purposes of his or her office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall, at all times, be entitled to the use and control of the church and parish building with the appurtenances and furniture thereof, in addition to the powers and duties prescribed by the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church.
3. Annual Review: The Vestry and the Rector shall conduct an annual mutual ministry review of the covenant of ministry, job description, parish goals and accomplishments of the Rector, Vestry and parish.
4. Resignation and Removal: The Rector may not resign without the consent of the Vestry nor may she/he be removed by the Vestry against his or her will except in accordance with the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church.

#### B. Officers of the Parish. The officers of the parish shall:

1. Include the Rector's Warden, the People's Warden, the Clerk, the Treasurer, the Assistant Treasurer and other officers which may be established by the Vestry.
2. Be elected by the Vestry for a term of one year or until their respective successors are elected with the exception of the Rector's Warden, who shall be appointed by the Rector. Each officer serves for one year from the time of each Annual General Meeting, and is elected by the Vestry directly following the Annual General Meeting.
3. Be members of the Vestry, except for the Clerk, the Treasurer and the Assistant Treasurer.



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## C. Vestry/Delegates to Diocesan Convention

1. Confirmation: At the Annual Meeting, a slate of four candidates is presented by the Vestry to the congregation. The candidates are confirmed on the recommendation of the Rector and Wardens. The slate of candidates is carefully chosen to ensure the Vestry has a good balance of skills and perspective. It has been the practice of St. Bartholomew's not to have contested elections. This means that no nominations are made from the floor.
2. Term of Office: Vestry members shall serve for three-year terms, with four members to be confirmed by vote at each annual meeting. It is the responsibility of the Vestry members to notify the clerk, Rector's Warden and Rector in writing of an intent to resign.
3. Delegates to the Annual Diocesan Convention: The parish shall elect delegates to the Diocesan Annual Convention in the same manner as the elections for Vestry. Delegates serve a one (1) year term. Delegates may serve consecutive terms without limit. The number of delegates is based on the Diocesan Guidelines published annually.
4. Process of Nominations: At least 90 days prior to the annual meeting, the Vestry shall appoint a Nominating Committee. The charge to this committee will be to solicit nominations for eligible Vestry candidates.
5. A call for nominations and a description of eligibility requirements shall be published in the weekly bulletins. The Nominating Committee shall utilize all means necessary to make the nomination process open and convenient.
6. The Nominating Committee will contact all those nominated and other potential candidates to ascertain whether they meet the eligibility requirements and will stand for election.
7. Written statements from the candidates will be solicited and published in advance of the annual meeting.
8. Nominations will not be made from the floor at the annual meeting.



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- D. Eligibility of Candidates: All eligible candidates for election to the Vestry and Diocesan Delegates will meet the minimum requirements specified by the Canons of the Diocese and the parish bylaws as described below. A candidate must:
1. Be eligible to vote in elections. (see below)
  2. Be 18 years of age or older.
  3. Have made a pledge, in his or her own name, to the financial support of our parish at least six months preceding the election.
  4. Have served no more than 18 months on the preceding Vestry or as a Diocesan delegate.
  5. Candidates shall not currently be serving as members of the parish staff or be related to a member of the paid parish staff.
  6. Candidates cannot have served a full Vestry term in the two years prior to seeking election to Vestry.
  7. A majority of the Vestry must be confirmed (or received) communicants.
  8. Wardens must be confirmed communicants in good standing: Communicants in good standing must have received Holy Communion at least three times in the preceding year and "...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...."
- E. Eligibility to Vote in Parish Election: The members of the Parish who meet all conditions specified in either of the two following categories are eligible to vote in a parish election:
1. Category I: A voter must:
    - i. Be enrolled on the Parish Register for six months: Those baptized, received or confirmed at St. Bartholomew's are on the Parish Register. Those baptized, received or confirmed in another Episcopal church must be transferred formally with a letter of transfer in order to be on the Parish Register (National Canons and Constitution, Title I, Canon 17).
    - ii. Be 16 years of age or older.
    - iii. Have been a communicant in the year preceding the election.
    - iv. Attend the annual meeting and cast a valid ballot.
  2. Category II: A voter must:
    - i. Be baptized and at least 16 years old.
    - ii. Have been a contributor, in his or her own name or be a member of a family that pledges, to the support of our parish for not less than six months preceding the election.
    - iii. Attend the annual meeting and cast a valid ballot.





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### F. Conduct of the Election

1. The parish election will take place at the annual meeting.
2. Proxy and absentee ballots are not allowed.

## VII. Removal of Elected Parish Members and Officers:

### A. Elected members of the Vestry, Diocesan delegates and officers of the parish may be removed only for cause, which may be:

1. Persistent failure to attend Vestry meetings and retreats without reasonable excuse.
2. Removal from the parish register.
3. Moving from the area by such distance as to preclude active, regular participation.
4. Conviction of a felony.
5. Mental or physical incompetence to perform a Vestry member's duties.
6. Substantial misfeasance or nonfeasance on the part of said member or officer.

### B. Removal shall be accomplished in the following manner:

1. A motion for removal shall be voted on at two successive regular meetings of the Vestry with two-thirds of the elected Vestry members voting in favor of said motion at both meetings.
2. Thereafter, a notice of intention to remove shall be addressed to the person concerned, setting forth the specific grounds for removal. Said notice may be delivered in person by the Rector or Rector's Warden or may be sent by certified mail, return receipt requested, and shall provide for 15 days from the date of receipt of the notice in which the member or other officer concerned may respond to the notice. He or she may then present statements and arguments in opposition at the next regular or special meeting of the Vestry. Upon hearing and considering the said statements and arguments, the Vestry shall take final action, which shall be in the form of a motion which shall require two-thirds of the Vestry voting in favor thereof. Notice of said final action shall be addressed in writing to the person concerned and shall be delivered in the same manner stated above.
3. If the final action results in removal of the member or other officer, the Vestry shall declare a vacancy as provided by the Canons of the Diocese of Oregon, and the provisions herein.

## VIII. Lay Delegates to Diocesan Convention and Central Convocation.

- A. Number of Lay Delegates: The number of lay delegates from the parish to the Diocesan Convention and to the Central Convocation shall be as prescribed by the Canons of the Diocese of Oregon. There shall be up to three alternate delegates.
- B. Certification of Lay Delegates: The names of the lay delegates to the diocesan convention shall be certified in writing by the Rector, or in the Rector's absence, by a warden and the clerk of the parish, on the form of certification provided by the secretary of the Diocese sixty days prior to the convention.





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### IX. Parish Register

Maintenance and Contents: The parish shall furnish a parish register, and it shall be the duty of the Rector to record therein all baptisms, confirmations, marriages, burials and the names of all communicants of the parish, together with such other information and dates as may be required by the Constitution and Canons of the Diocese of Oregon and the General Convention of the Episcopal Church and the Vestry of the parish.

### X. Record Management

- A. Preservation of Parish Records: The Rector, Wardens, Vestry members, Officers and committees of the parish shall preserve all parish books, records, documents, funds and property entrusted to them and shall deliver any such to their respective successors.
- B. Annual Audits: The books and records of the parish shall be audited (preferably during the first four months) each fiscal year. Either an independent public accountant or such other persons as the Vestry may appoint shall perform the audit and make a written report, to the Vestry following its completion.
- C. Signatures to Documents: All promissory notes, contracts or other formal legal documents shall be signed on behalf of the parish and in its corporate name by the Rector or the Rector's Warden or the People's Warden, as may be directed by the Vestry, and attested by the clerk.

### XI. Signing of Checks:

All checks drawn on parish accounts shall be signed by two check signers among those appointed by the Vestry. The Treasurer and Assistant Treasurer will not be signers.

### XII. Construction and Amendment of Bylaws:

- A. These bylaws are subject and subordinate to the Constitution and Canons of the Diocese of Oregon, the Constitution and Canons of the General Convention of the Episcopal Church, and to applicable civil law, all as the same exist or may hereafter be in force and effect. The bylaws are severable and the invalidity of any particular bylaw or portion thereof shall not affect the validity of any other bylaw or portion.
- B. Amendment of Bylaws: The bylaws may be amended or repealed at any meeting by a two-thirds affirmative vote of the Vestry provided that a copy of the proposed amendment is mailed either manually or electronically to each member of the Vestry at least fifteen days prior to the meeting at which such amendment will be considered.
- C. Repealer: All bylaws in effect prior to the date of adoption of these bylaws are repealed.

### XIII. Parliamentary Authority:

Nothing set forth herein shall be construed contrary to the Canons of the Episcopal Church in the Diocese of Oregon and Canons of the National Church.

