

Proposed Bylaws from the Bylaw Committee 1/08/2019
Changes made by the Vestry 1/28/2019

By-Laws of The Rector,
Wardens and Vestry of
Saint Peter's Parish
At Jacksonville, Florida

ARTICLE I
NATURE AND PURPOSE

Section 1. Preamble. These By-Laws are adopted to provide for the orderly administration of the affairs of the Rector, Wardens and Vestry of ST. PETER'S Parish at Jacksonville, FL.

Section 2. Type of Organization. ST. PETER'S CHURCH is an Episcopal Parish within the Diocese of Florida, whose purpose is to carry out the mission of Christ subject to the Canons of the Diocese and the National Church. (01/2019)

Section 3. Purpose of the Organization. ST. PETER'S CHURCH is designed and dedicated to teach the Word of Christ to all and to see that the sacraments of the Church are administered as needed. (01/2019)

ARTICLE II
MEMBERS

Section 1. Members. All persons who have received the sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, whether in the Episcopal Church or in another Christian Church, whose Baptisms have been duly recorded in the Episcopal Church, and who have enrolled as members of the Parish Registry, are members of the Parish.

ARTICLE III
MEETINGS OF THE PARISH

Section 1. Annual Parish Meeting. An Annual Parish Meeting shall be held each year within 20 days after the closing of the annual Diocesan Convention in accordance with the Bylaws of the Parish, at a time, date and place within the Parish specified by the Rector or by majority vote of the Vestry. For the purpose of:

- A. Announcing selection by lot of the new Vestry members and alternates
- B. Review of the work of the previous Diocesan Convention
- C. Selection by lot of the delegates and alternates to the next Diocesan Convention
- D. Other business as may properly come before the meeting

Section 2. Special Meetings. Special meetings of the Parish may be held at any time at the call of the Rector or a majority of the members of the Vestry. Such meetings shall be held at the Parish or such other place within Duval County as is stated in the call and notice thereof.

Section 3. Notice of Meeting. Notice of each meeting of the Parish, stating the date, time and place of the meeting, and the purpose of any Special Meeting, shall be given by the Clerk of the Vestry to the Members in a practical manner (written notice, email, etc.) not less than seven (7) days prior to such meeting. (01/2019)

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Section 4. Presiding Officer. The Rector shall preside at all Parish meetings, and at the request of, the Rector or in his absence, the Senior Warden and Junior Warden in succession shall preside.

Section 5. Quorum, Required Member Vote. Twenty-five or more Qualified Voters, who are present at an annual or special meeting shall constitute a quorum for the transaction of business at such annual or special meeting of the Parish. The affirmative vote of the majority of the Qualified Voters present at the meeting shall be the act of the Parish.

Section 6. Members Entitled to Vote. All Members who are at least sixteen (16) years of age and who are Communicants in Good Standing, as certified by the Clerk, are Qualified Voters. A "Communicant in Good Standing" is a member of the Parish who is recognized as a member of the congregation and contributes by their presence and have done so for six months previous to the meeting, and who, in addition, if required, declares themselves conscientiously attached to the doctrine, discipline and worship of the Church.

Section 7. Vestry Selection Procedures. St. Peter's Church by tradition has no less than five (5) and no more than twelve (12) vestry members. They serve for three years each with those who have served their term **rotating off at the Annual Parish Meeting**. The selection of the Vestry is done by lot.

- Any member of the congregation meeting the qualifications of St. Peter's Vestry Criteria and have completed the Vestry Covenant may consider placing their name in the hat for vestry selection by lot.
- In November, the Vestry Criteria and Covenant is made available at each church service for members to take and review. These three months before our Annual Parish Meeting allow time for questions to be asked and answered by prospective participants. Vestry members are asked to spend additional prayer time as this process continues.
- All forms of communications are utilized to inform the congregation of the cut-off date prior to the parish meeting.
- At the first Vestry meeting following the cut-off date the names are presented to the vestry (the number of applicants may be as few as three or as many as qualified). The Vestry is told that all persons have signed the covenant and that they have met the required criteria. A motion follows to submit the names into the "hat". This step keeps the vestry informed as to who has come forward for consideration.
- The executive committee (Priest, Senior Warden, Junior Warden) then meets with the applicants any time before the Annual Parish Meeting to ensure that each is fully aware of the responsibilities involved and the time commitment required if their name is drawn.

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- At our Annual Meeting, which takes place no later than twenty (20) days after the diocese convention closes, the last order of business is to present to the congregation the applicant names which are dropped into the hat. A volunteer from the congregation comes forward and after prayer, draws vestry member's names from the hat; alternate's names will also be drawn. Alternates are required to serve as associate Vestry members for 1 year. No Vestry nominations from the floor are permitted in order to maintain the integrity of the stated procedures.

Section 8. Meetings. The Vestry shall meet monthly, and the Rector shall preside or choose to have the Senior Warden preside in his absence. Decisions shall be made by the Vestry, and in accordance with unanimity. In case of an impasse and a decision must be made, on very rare occasions, the Rector or Senior Warden may call for a majority vote for resolution.

Section 9. Rules of Procedure - Roberts Rules of Order as revised shall be observed on all matters of parliamentary procedure not covered by these Bylaws, or the Charters and Canons of the Diocese and the Church.

Section 10. Vacancies. Should any member of the Vestry be unable to complete his or her term of office, such vacancies shall be filled by the first and then second alternate. These persons will be chosen by lot at the Annual Parish Meeting and shall serve **the remainder of term of the Vestry person they are replacing**. At such time the person may resubmit his or her name for Vestry consideration.

Section 11. Vestry Criteria. In addition to the qualifications contained in the canons of the Diocese and in the Bylaws of this Parish, the following criteria is applicable.

Vestry Criteria

1. The Vestry candidate must make a public confession that Jesus is his/her Lord and Savior. Romans 10:9-10
2. The Vestry candidate should agree with the stated purpose of ST. PETER'S EPISCOPAL CHURCH and must be a **Baptized and Confirmed** communicant in good standing, and not younger than 16 years of age. **Two (2) or more family members cannot serve on the Vestry at the same time.** The Vestry person should not be closely related to **more than one** Vestry or staff member, clergy or lay. **Any person related to an employee of St. Peter's Episcopal Church may be selected, but not participate in any vote that directly affects payroll or benefits related to employment, as well as any vote where a family member might derive a financial benefit from such a vote.** Acts 2:42 (01/2019)
3. A person serving on the Vestry must recognize that the position is one of spiritual leadership and must submit himself to the Headship of the Church, Jesus Christ, and His ordained leadership along with the duly elected leadership. Hebrews 13:17

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4. Each Vestry candidate should be a Christian in doctrine, believing in the Inspired Word of God, in the Sacramental life of the Church, in the Creedal Statements of the Church, in the Apostolic Order and in the ministry of the laity, which is best described as servanthood and demonstrates this belief in personal, family and daily life.
5. The Vestry candidate should be a giving Christian of time, talent and money. A person serving on the Vestry is to be prepared to offer a substantial amount of his time and talent each week to the furthering of the kingdom of Jesus Christ. He should be a known worshiper on Wednesdays and Sundays and a leader in ministry while endorsing the Biblical tithe from gross income as a standard of financial commitment, augmented by offerings and an exemplary life in worship. tithing, giving, and serving must be in evidence for the previous year. Acts 1:21-22
6. The Vestry candidate should recognize membership on the Vestry is a commitment to service, not a position of honor or status, nor a reward for previous service. 1 Peter 5:1-3
7. The Vestry candidate must be faithful in attendance at Vestry meetings and in ministry commitments, along with meetings of the Vestry and other ministry commitments. The only excuse for absence is sickness or emergency. If a Vestry member misses 3 meetings in a year without excuse. he or she will be asked to resign.
8. No one will be considered who is currently involved in Freemasonry, Eastern Star or the Shriners or who has not broken all ties from a previous involvement with any of these groups.
9. If, after selection to, and service on, the Vestry, the Vestry Member's circumstances should change significantly so that the candidate can no longer devote the necessary time or energy, the person should feel free to offer to resign, without embarrassment or stigma.
10. All nominations of candidates must be submitted for Vestry consideration in order that the Vestry may come to unity on the list of candidates for selection. There will be NO nominations from the floor at the time of selection. Acts 1:20-26 II.
11. A candidate should have held at least one position of leadership and performed the task(s) assigned faithfully.
12. Each Member of the Vestry is required to minister to the body of St. Peter's through attendance of the Vestry Retreat and active participation in their respective Area of Ministry.

13. Each Vestry member is required to read the Code of Ethical Conduct of the Diocese of Florida and sign off that they will conduct themselves in compliance with the Code of Ethical Conduct. **They will also be required to have completed with certification the Diocese of Florida program, "Safeguarding God's Children and Safeguarding God's People". (01/2019)**

Section 12. Vestry Covenant

Vestry Covenant

I freely covenant with the Lord Jesus as I seek His will for myself and St. Peter's Church. I understand the criteria of leadership in Jesus' Church and covenant with Him in the following ways:

Having been led by the Spirit of God to receive Jesus Christ as Savior and Lord by faith, and having publicly confessed Him, by Baptism in the name of the Father, Son and Holy Spirit **and having been Confirmed in the Episcopal Church by the Holy Spirit**, I freely and joyfully recognize the covenant my Heavenly Father has established for me to walk according to the commandments of the Lord Jesus Christ. 1 John 1:3 (01/2019)

I commit myself to maintain family and private worship, to rear my children in the nurture and Spirit of the Lord, to seek the salvation of all members of my own family and of my acquaintances, and to strive for maturity in myself and in my fellow Christians. Deuteronomy 4:91

I commit myself to follow Christian principles of morality in my daily living; to be ethical in my dealings and faithful in my commitments; to promote the unity of fellowship by proper attitudes and careful speech; and to be zealous in my efforts toward the advancement of the Kingdom of God here and throughout the world. James 3:9-18x

I commit myself to respect the leadership of ST. PETER'S CHURCH and to encourage them in their efforts to give me spiritual oversight and guidance. Ephesians 5:21

I commit myself to come under the oversight of an approved Bible Study, Cursillo Grouping, Koinonia Group, Prayer Group, or to meet on a weekly basis with other Vestrymen for prayer and fellowship, and to be as faithful as possible in attendance, so that I may have fellowship and oversight in my Christian growth.
Acts 2:42

The persons set in delegated authority in this Church commit themselves to uphold the principles found in Titus I :5-9 and 1 Timothy 3:1-7 and to show love, care and respect to members of this Body.
***Related scriptures attached.**

My ministry gifts are:

If selected to serve on the Vestry, I will serve Jesus in this Parish to the best of my ability in the following ways:

Realizing that nomination does not mean Vestry selection or ultimate selection to the Vestry. I offer myself freely to God's Service on the Vestry without reservation. If not selected, I will consider it God's will and support and encourage those who are selected by lot. 1 Corinthians 16:13-17 13. (01/2019)

Date: _____ Printed Name: _____

(signature)

Scriptures Related to Covenant

1 John 1:3 - That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.

Acts 2:42 - They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer.

Hebrews 13:7 - Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.

Acts 1:21-22 - Therefore it is necessary to select one of the men who have been with us the whole time the Lord Jesus went in and out among us, beginning from John's baptism until the day Jesus was taken up from us. For one of these must become a witness with us of His resurrection."

1 Peter 5:1-3 - The elders who are among you I exhort, I who am a fellow elder and a witness of the sufferings of Christ, and also a partaker of the glory that will be revealed: Shepherd the flock of God which is among you, serving as overseers, not by compulsion but willingly, not for dishonest gain but eagerly; nor as being lords over those entrusted to you, but being examples to the flock;

Acts 1:23-26 - So they proposed two men: Joseph called Barsabbas (also known as Justus) and Matthias. Then they prayed, "Lord, you know everyone's heart. Show us which of these two you have chosen to take over this apostolic ministry, which Judas left to go where he belongs. Then they cast lots, and the lot fell to Matthias; so, he was added to the eleven apostles.

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1 Corinthians 16:13-14 - Be on your guard; stand firm in the faith; be courageous; be strong. Do everything in love.

1 Corinthians 16:15-17 - You know that the household of Stephanas were the first converts in Achaia, and they have devoted themselves to the service of the saints. I urge you, brothers, to submit to such as these and to everyone who joins in the work, and labors at it. I was glad when Stephanas, Fortunatus and Achaicus arrived, because they have supplied what was lacking from you.

1 John 1:3-4 - We proclaim to you what we have seen and heard, so that you also may have fellowship with us. And our fellowship is with the Father and with his Son, Jesus Christ. We write this to make our joy complete.

Deuteronomy 4:9 - Only be careful and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them.

James 3:9-12 - With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be. Can both fresh water and salt water flow from the same spring? 12 My brothers, can a fig tree bear olive, or a grapevine bear figs? Neither can a salt spring produce fresh water.

James 3:13-18 - Two Kinds of Wisdom - Who is wise and understanding among you? Let him show it by his good life, by deeds done in the humility that comes from wisdom. But if you harbor bitter envy and selfish ambition in your hearts, do not boast about it or deny the truth. Such "wisdom" does not come down from heaven but is earthly, unspiritual, of the devil. For where you have envy and selfish ambition, there you find disorder and every evil practice. But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. Peacemakers who sow in peace raise a harvest of righteousness.

Ephesians 5:21 - Submit to one another out of reverence for Christ.

Acts 2:42 - They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer.

ARTICLE IV
ASSOCIATE VESTRY MEMBERS

Section 1. Qualifications. Any member of the Parish, meeting all of the qualifications of the Vestry membership and being approved by the Vestry Executive Committee. Must be considering possible future Vestry service.

Section 2. Participation Limited to voice-only participation at the Vestry meetings.

ARTICLE V
COMMITTEES

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Section 1. Executive Committee. The Executive Committee shall consist of the Rector and the Wardens. The Executive Committee meets **monthly** for the purpose of conducting the business of the Parish. In the event of an emergency, the Executive Committee may take such immediate action as is necessary to further the interest of the Parish until such time as a special meeting of the Vestry may be noticed and called, which meeting shall be called within one (1) week of said immediate action. The Executive Committee shall not otherwise exercise the authority belonging to the Vestry under these Bylaws.

Section 2. Other Boards or Committees. All other committees or boards, other than the Executive Committee, shall be created and appointed by The Vestry at a meeting of the Vestry, as the Vestry deems necessary or desirable. Each committee or board shall be chaired by a Communicant in Good Standing, or as may be otherwise specifically authorized by resolution of the Vestry, no board or committee shall take direct action respecting the affairs of the Parish, but rather shall exist to provide advice and information to or otherwise serve the Vestry in the conduct of Parish affairs. (01/2019)

ARTICLE VI
OFFICERS

Section 1. Executive Structure of the Parish. The officers of the Parish shall consist of the Rector, the Senior Warden, the Junior Warden, a Clerk, and a Treasurer. Except for the Rector and the Senior Warden, who shall be annually appointed by the Rector from among the Members of the Vestry, the officers shall be elected annually by the Vestry. Each officer, except the Rector, shall hold office for a term of one (1) year and until such officer's successor has been elected or appointed and is qualified, or until such officer's earlier resignation, removal from office or death. Should a vacancy occur in the Rectorship of the Parish, the Wardens and the Vestry shall at once notify the Bishop of the Diocese and ask his or her advice and assistance in the selection of a successor, submitting information as to the state and requirements of the Parish.

Section 2. Rector.

(a) Guidelines for calling a new Rector. The Vestry and the Wardens are the formal leadership of the Parish during an interim period. The Wardens have special roles and must work as a team. They will need the firm support of their Vestry colleagues. Together they:

- **Communicate with the Bishop and congregation;**
- **Work with the Canon;**
- **Appoint and charge a Search Committee;**
- **Provide for Priestly services by an interim or supply Clergy;**
- **Elect a new Rector and agree with the Rector-elect on the terms of the call.**

The Bishop and/or Canon meet with the Wardens and the Vestry to review the search process and consider interim ministry options. Decisions will be made as to whether the congregation needs a series of supply priests for services, or if it will appoint an intentional interim Rector.

After consultation with the Canon regarding the search timeline, the Wardens and Vestry may appoint a Search Committee. Search Committee Make-up:

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- Wardens do not serve on the Search Committee, so that they are free to supervise its work and carry out their responsibilities.
- Seven to nine members, none of whom are Clergy or Staff members, or related to Clergy or Staff.
- Membership balance with respect to key factors such as age, race, activities and organizations in the church, length of time active, etc.
- No two members for the same household or immediate family.
- About one-third should be members on the Vestry whose terms will continue throughout the calling process.
- All members should be regular worshipers and supporters of the on-going life of the congregation for more than one year.
- Each member should be able to work with the group, keep confidences and get work done on time.

Mandate from the Vestry to the Search Committee:

- Develop an Office for Transition Ministry (OTM) Portfolio and updated web presence to describe the congregation, the special responsibilities of the next Rector; and the particular skills required in the next Rector.
- Screen and evaluate Candidates for Rector.
- Keep the congregation informed about the process of the Search Committee through the newsletter, announcement in the church, etc.

There will be a need for funds to support the work of the committee.

The OTM portfolio and brochure are used to solicit names of potential candidates from the Office of Transitions Ministry database and from other sources. The congregation is also invited to nominate persons to become candidates. The Canon and the Chair of the Search Committee keep all nominations in confidence. The Bishop and Canon will review the list for possible additions and eliminations and then the Canon meets with the Search Committee to narrow the remaining list and to make preparations for the next step in the search process.

The Search Committee makes initial contact with each potential candidate, soliciting interest if not already expressed, and asking for three application items:

- The candidate's completed OTM Portfolio
- Resume
- Video/Audio recording of a recent sermon

Email is an appropriate method for formal communication with potential candidate in this process. As individuals respond, the Search Committee review application materials, check references, and conducts phone or 'skype' interviews. The committee then narrows the list further, and each person considered is informed of his or her status in the process.

The Chair will contact the Canon with the remaining names who will then order formal background checks, at St. Peter's expense. Background checks can take between four and six weeks.

After background checks are finished there will be field visits. The Search Committee will be divided into teams and will begin to set up visitation schedules with the candidates prior to any visitation a session with the Canon will be devoted to understanding the visitation process.

After all visitations have been made, the teams will report back to the whole committee and the candidate list is narrowed.

The remaining candidates from among those interviewed in the field visits are then invited to visit the congregation. During these visits, the candidates will meet with the Search Committee and Vestry.

After these are finished the Search Committee will make its recommendation to the Vestry. The Vestry then elects a Rector and notifies the Bishop.

The Wardens and the Canon will work with the Rector-elect to define the terms of the call leading to a letter of agreement. Then a public announcement is made and a celebration of new ministry is planned.

(b) Responsibility and Authority of the Rector. The Rector, by virtue of the office, shall have exclusive jurisdiction, under the Rector's Ecclesiastical superiors, of the spiritual concerns of the Parish, and shall at all times have access to the Parish, and may open the same for services or instruction as he or she may deem proper. The Rector shall have authority to call meetings of the Vestry or the Congregation in accordance with the notice provisions of these Bylaws. The Rector shall serve as chair of the Vestry and an as ex-officio member of all committees. The Rector may vote only for the purpose of breaking a tie.

(c) Vacancy in The Office of Rector. The parish shall act in accordance with **the Canon's** of the Diocese of Florida **and the Episcopal Church of the United States.** (01/2019)

Section 3. Senior Warden (Priest Warden)

(a) Appointment. The Senior Warden shall be appointed by the Rector, or by the Bishop, if there is no Rector or Interim Rector. The Senior Warden has to be in his or her second or third year on the Vestry or have previously served on the Vestry. Appointment is made during the 1st Meeting of the Vestry following the Annual Parish Meeting.

(b) Duties. The Senior Warden shall serve as the Rector's Warden.

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- He or she shall provide for the decent celebration of public worship and shall at the discretion of the Rector preside over meetings of the Vestry;
- He or she shall call regular and special meetings of the Vestry; and shall at the discretion of the Rector preside over the Annual Parish Meeting.
- The Senior Warden shall act as liaison between the Rector and the Parish, to keep the Rector advised, insofar as appropriate and expedient, of the affairs of the Parish.
- The Senior Warden shall render an annual report to the Parish at the Annual Parish Meeting. (01/2019)

Section 4. Junior Warden (People's Warden)

(a) Election. The Junior Warden shall be elected by unanimous vote of the Vestry and shall hold office for a term of (1) one year and shall be eligible for reelection thereafter or until a successor is elected. Election is made during the 1st Meeting of the Vestry following the Annual Parish Meeting.

(b) Duties. The duties of the Junior Warden shall include the following:

- In charge of maintaining plant facilities.
- In the absence of the Rector and the Senior Warden, the Junior Warden shall provide for the decent celebration of public worship.
- In the absence of the Rector and the Senior Warden, the Junior Warden shall preside over meetings of the Vestry.
- The Junior Warden, considered the People's Warden, shall act as liaison between the Parish and the Vestry. (01/2019)

Section 5. Clerk.

(a) Election. The Clerk shall be elected by unanimous vote of the Vestry from one of their own at the first meeting following the annual Parish meeting and shall hold office for a term of (1) one year and shall be eligible for reelection thereafter or until a successor is elected.

(b) Duties.

- The Clerk shall faithfully and accurately record the minutes of all meetings of the Vestry and of the meetings of the parish.
- Conduct such correspondence in the name of the Rector, Wardens and Vestry as the Vestry may authorize and direct and maintain the correspondence of the Vestry in a file appropriately labeled.
- Maintain typewritten minutes of all Parish and Vestry meetings in a leaf minute book having a durable cover. The minutes will be kept in the church office and available to Parishioners. (01/2019)

Section 6. Treasurer.

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(a) Election. The Treasurer shall be elected by unanimous vote of the Vestry, at the first meeting of the Vestry following the annual Parish meeting and shall hold office for a term of (3) three years and shall be eligible for reelection thereafter or until a successor is elected.

(b) Duties.

- It shall be the duty of the Treasurer to **account for the reception and disbursement of** the general funds of the Parish and to properly maintain the books of account and other financial records of the Parish. The duties shall also include the following:
- A financial report shall be rendered by the Treasurer at each regular meeting of the Vestry showing receipts, expenditures, assets and liabilities for the preceding month together with such other financial data and reports as the Vestry may direct.
- The Treasurer shall make a financial report to the annual Parish meeting to cover the finances of the Parish during the calendar year just preceding.
- A record of all insurance policies of the Parish shall be maintained by the Treasurer in a concise form available for inspection by the Vestry.
- The Treasurer shall make provision for the accounts and records to be audited according to Diocesan and/or Parish guidelines.

The financial accounts and records of the Parish shall be reviewed by an independent Certified Public Accountant **regularly** and report made to the Rector and the Vestry.

Section 7. Other Duties and Authority. Each officer, employee and agent of the Parish shall have such other duties and authority as may be conferred upon such officer, employee or agent by the Vestry or delegated to such officer, employee or agent by the Rector or the Warden.

Section 8. Removal of Officers. Any officer, except the Rector and the Senior Warden, may be removed at any time by the Vestry, and such vacancy may be filled by the Vestry.

Section 9. Compensation. No officers, other than the Rector, shall receive compensation for their service as such, but may be reimbursed for reasonable expenses incurred in connection with their duties of office. The salary and other compensation of the Rector shall be fixed by the Vestry at a Vestry Meeting. (01/2019)

ARTICLE VII

FISCAL YEAR, DEPOSITORIES, SIGNATURES

Section 1. Fiscal Year. The fiscal year of the Parish shall be January 1 through December 31 of each year.

Section 2. Deposits. All funds of the Parish shall be deposited in the name of the Parish in such bank, banks, or other financial institutions as the Vestry may from time to time designate and shall be drawn out on checks, drafts or other orders signed on behalf of the Parish by such person or persons as the Vestry may from time to time designate.

Section 3. Contracts and Deeds. All contracts, deeds and other instruments shall be signed on behalf of the Parish by a Warden, or by such other officer, officers, agent or agents as the Vestry

may from time to time provide. Non- budgetary contracts in excess of \$500.00 must be approved by the Vestry. (01/2019)

ARTICLE VIII

Biblical Resolution Management

It is recommended that Biblical Resolutions be used to resolve conflicts within the congregation and within the Vestry.

Biblical Resolution Management

WHAT TO DO WHEN WE DISAGREE-BIBLICAL RESOLUTION MANAGEDMENT. The second concept comes from another gift inventory that stated, the ultimate goal is to glorify God through bearing much fruit, getting involved in ministry, and avoiding and resolving conflicts." It is not copyright protected so copy and distribute it however you need. I will use this with chairpersons or directors of ministries to form a covenant holding us both accountable for our relationship as part of leadership training.

Covenant—In obedience to God's Holy Word and commitment to practicing Biblical Resolution Management, I promise to follow the Principle of Priorities. That is, my priorities are to glorify God, build harmony in the church, and avoid conflict. I will do as Matthew 18 admonishes—go to an offending brother "first alone."

First Step—I will not first share the offense with another person. I am committed to restoring the relationship, rather than exposing possible sin. I recognize most problems with people are personality clashes and will try to understand their actions based upon their perspective.

Second Step—If going to a person "first alone" does not resolve our differences, I promise to seek a neutral and mature individual who will listen to each of our perspectives of the problem. This person will hopefully be able to shed light on one or both of our blind spots or areas of needed growth in order to glorify God.

I recognize that the "witness" may reveal or say things I won't like, but I will believe God is using him or her to resolve the conflict, rather than take sides. (The "witness" must be an individual with deep spiritual wisdom and highly respected by all those involved.)

Warning—I will not seek to find others who have also been offended, nor share my concerns with potential "witnesses" prior to the meeting with my "offending brother." The purpose of have a "witness" is not to validate my hurt but rather to open my heart and mind to the possible needs I may have regarding my relationship with others.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become a party' to a possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will pray and commune with God about my hurt.

Confronting Ministry Leaders—I believe in the scriptural admonition to not rebuke an Elder (spiritual leader), other than in grave matters of misconduct and open sin (I Timothy 5:19). I will earnestly pray for and follow those God has placed in leadership over me. I will not allow anyone to criticize

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them without following the principles in Matthew 18 and without the specific person present.

If I have a problem with my ministry leader, I will go "first alone" to them. I will not share concern with anyone. I will listen and try to understand their perspective of the problem. If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a "witness" who will listen to our conflict.

If the "witness" finds I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the "witness" agrees with my concern and finds the ministry leader wrong and the leader refuses to hear the "witness," we will then find a group of two or three other "witnesses" who will hear the matter and determine what God is doing through this conflict.

Serious Step—If I continue to find fault with a ministry leader and cannot worship in "spirit and truth," I will seek to join another ministry rather than cause any conflict and disharmony. I am committed to pleasing God through resolving my conflicts, even if it means separating myself from the source of my irritations.

Ultimate Goal—I commit myself to be spiritual rather than "normal" and supernatural rather than "natural" when it comes to solving my problems with others. I want God's will and way to resolve my conflicts and will do as the Holy bible teaches, regardless of my normal and natural feelings.

Again, my ultimate goal is to glorify God through bearing much fruit, getting involved in ministry, and avoiding and resolving conflicts.

ARTICLE X
AMENDMENTS TO ARTICLES OF THE BYLAWS

Amendments to these Bylaws may be proposed by a resolution in writing by the Vestry or individual Parish Members and submitted to the Vestry for consideration. If approved by the Vestry, then the proposed amendments will be presented at the next Annual Meeting. It shall lie over until the **subsequent** Annual Parish Meeting when, upon consideration again, if it be approved by a majority vote, the amendment shall become effective. They must conform with the canons of the Episcopal Church and the Diocese of Florida. It is recommended that the Vestry review these Bylaws approximately every 5 years. Bylaws amended (date).

Proposed Bylaws from the Bylaw Committee 1/08/2019
Changes made by the Vestry 1/28/2019

The foregoing Bylaws, being Articles One (1) through Ten (10), having been read and considered, were unanimously adopted at a duly called meeting of the St. Peter's Episcopal Church Parish convened the _____ day of _____, 2019.

Clerk of the Vestry