

# BYLAWS OF CHRIST EPISCOPAL CHURCH FRONTENAC

## ARTICLE I - Preamble

Christ Episcopal Church Frontenac, a Mission Church, is a constituent part of the Episcopal Church of Minnesota and of the Episcopal Church of the United States of America. As such, it accedes to, recognizes, and adopts the Constitution and Canons of Episcopal Church of the United States as well as the Constitution and Canons of the Episcopal Church of Minnesota. The terms '*Christ Church*' and '*Church*' refers to '*Christ Episcopal Church Frontenac*' in this document.

## ARTICLE II - Mission Statement

The mission of the membership of Christ Church is to bring people to know and respond to God as God is revealed in Jesus Christ; to create a place for worship and fellowship and to encourage individual and corporate ministry in the fulfillment of Christian mission in the community, the nation, and the world according to the teachings of our Lord Jesus Christ.

## ARTICLE III - Priest

**Section 1** - For a mission church, a Priest assigned to the Church by the Bishop is called the Priest-in-Community per the canons of the Church rather than a Rector, a Vicar, or Supply Priest. If a specific Priest is not assigned to the Church by the Bishop, the Church will utilize a Supply Priest for Services.

**Section 2** -The Priest shall provide Eucharistic worship services and other sacraments as may be agreed upon between the Priest and the Bishop's Committee.

**Section 3** - The Priest shall perform such additional duties as may be assigned by the Bishop of Minnesota and/or as agreed upon between the Priest and the Bishop's Committee.

**Section 4** - The Priest-in-Community, if present, has the right to vote and to preside at all meetings of the Bishop's committee. If the Priest-in-Community does not preside at a meeting of the Bishop's Committee or, if the Priest is a Supply Priest, then the Senior Warden presides or, if the Senior Warden is absent, then the Junior Warden presides. If the Priest is a Supply Priest, the Priest will not vote at Bishop's Committee meetings.

## ARTICLE IV - Voting Members and Qualified Electors

A voting member of Christ Episcopal Church Frontenac is any Communicant, 16-years of age or older, or Baptized Person 21 years of age or older who, in accordance with the Canons of the Episcopal Church of Minnesota, participates regularly in the worship and ministry of the Mission.

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## ARTICLE V - Bishop's Committee

**Section 1** - The Bishop's Committee may have from three (3) to twelve (12) members. Christ Church Frontenac's Bishop's Committee has four (4) officers (Senior Warden, Junior Warden, Treasurer, and Secretary) and at large members such that the Bishop's Committee has an odd number of voting members.

**Section 2** - The Bishop's Committee shall be responsible, in accord with the general Canons of the Episcopal Church of Minnesota, for the temporal affairs of this church. Each member of the Bishop's Committee shall have one (1) vote. The Bishop's Committee shall exercise general planning responsibility, shall oversee the functioning of its committees, and delegate such responsibilities and duties as it deems appropriate. The Bishop's Committee shall have the power to acquire, own, sell, lease, convey, mortgage, or otherwise encumber or dispose of any real property or other property in conformity with Canon Law of the Episcopal Church of Minnesota although the Bishop has the right by canon law to make all final decisions with the Church and property, including closing the Church and selling the property.

### **Section 3 – Bishop's Committee Officers & Their Duties**

A. **Senior Warden** is the lay leader of the Bishop's Committee and Christ Church. The Senior Warden presides at meetings in the absence of the Priest.

B. **Junior Warden** is responsible for maintenance and improvements of church buildings and grounds. The Junior Warden presides at meetings in the absence of the Priest and the Senior Warden.

C. **Treasurer** shall receive and disburse funds, keep books, and report to the Bishop's Committee at each monthly meeting.

D. **Secretary** shall respond to all correspondence on direction by the Bishop's Committee, keep minutes of all Bishop's Committee meetings and Annual Church meetings, keep the Church Seal, and a current mailing list of all church members.

### **Section 4 - Standing Committees**

The following committees can be formed and activated by the Bishop's Committee and members of the congregation as needed. Duties and responsibilities of the committees are outlined as follows:

A. **Finance & Stewardship Committee** - This committee shall be chaired by the Treasurer. This committee, under direction from the Bishop's Committee, shall have responsibility for the financial affairs including paying bills, keeping books, insurance, investing church funds, and all other matters relating to handling of general or special funds received. One member of this committee is an assistant treasurer who will work

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with the treasurer to learn his duties, will be an authorized signature on Church accounts, and will be prepared as a potential future candidate for the Treasurer position.

**B. Building, Grounds & Maintenance Committee** - This committee shall be chaired by the Junior Warden. Other members will consist of other members as the Bishop's Committee deems appropriate. This committee shall be responsible for maintenance of grounds and cemeteries, church buildings, (inside and out), all planning for alterations, renovations or new building or other improvements, or modifications of the physical plant.

**C. Liturgical & Music Committee** - This committee shall consist of members of the Church as the Bishop's Committee deems appropriate. It shall work with the Priest in matters relating to worship, music, and other services or offices of the Church.

**D. Executive Committee** -The Bishop's Committee shall elect from its members an executive committee to conduct the affairs of the Church which may require immediate attention between Bishop's Committee meetings. Any action must be ratified by the Bishop's Committee at its next meeting.

**E. History Committee**- To preserve the available history of Christ Church, adding to it if possible, and to be informed concerning the history and current status of Christ Church; to represent Christ Church in any dealings with the Florence Township Heritage Preservation Commission or any other historical association.

**F. Christian Education Committee** -To initiate and supervise all efforts toward Christian Education for children and to cooperate in all educational endeavors.

**G. Pastoral Ministry Committee** - To enable and support the following areas of ministry; Evangelism, Befrienders, Lay Eucharistic Ministers (LEMS), and all involved in the pastoral care of Christ Church.

**Section 5** - The Bishop's Committee may appoint additional non-standing committees as needed and/or combine committee responsibilities.

### ARTICLE VI Meetings

**Section 1** - The Annual Meeting of Christ Church shall be during the month of January on a date selected by the Bishop's Committee and announced to all members by mail or telephone at least two weeks prior to the date and announced from the chancel of the church on the Sunday preceding the date. Ten percent (10%) of the qualified electors shall constitute a quorum.

**Section 2** - Nomination of officers and Bishop's Committee persons shall occur at the Annual Meeting in January. At least thirty (30) days prior to the Annual Meeting, a nominating committee shall be appointed by the Bishop's Committee. This committee

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will present a slate of officers and Bishop's Committee persons for nomination at the Annual Meeting. Nominations from the floor may be made if the nominee agrees to serve. Each candidate will agree to faithfully fulfill the duties of office if elected. The nominations will be submitted to the Bishop to appoint the members to their positions.

All terms will be for two years except for the Treasurer who will serve a three-year term. Members are eligible for re-election to one additional term. After a member has served two consecutive terms, they cannot be a candidate for additional terms until they have been absent from the Bishop's Committee for one year. They may serve on standing committees at the discretion of the Bishop's Committee.

Half the membership of the Bishop's Committee will be nominated in alternate years, except the Treasurer who has a 3-year term. The Senior Warden & Junior Warden must be nominated in alternate years.

If possible, a representative of the Episcopal Church Women (ECW) of Christ Church and a representative of the Youth Group shall be nominated to the Bishop's Committee.

**Section 3** - Lay delegates to the Diocesan Convention and the Region V Board shall be elected at the Annual Meeting of Christ Church in liturgical calendar year C according to Diocesan guidelines. At least two-thirds of the expenses of all delegates shall be borne by Christ Church. An alternate delegate shall also be elected who can attend the Convention but cannot vote at the Convention.

**Section 4** - Transacted business and the election of Officers and Bishop's Committee persons shall be by a majority of the Bishop's Committee members.

**Section 5** - Special meetings may be called by the Bishop's Committee or by petition signed by twenty (20) percent of the qualified electors of Christ Church. Announcement of such meeting and the reasons for it must be communicated to members of the Church by mail and by announcement from the chancel of the church at least ten (10) days before such meeting.

**Section 6** - Bishop's Committee Meetings are open to any member of Christ Church and interested persons are welcome to attend. They may request time on the agenda and will be heard by contacting the Priest prior to the meeting. A simple majority of Bishop's Committee persons and officers shall constitute a quorum. Bishop's Committee meetings shall be held monthly.

**Section 7** - Transacted or proposed business, including estimates and other expenses, shall be pre-approved by a majority of the Bishop's Committee members present. Emergency expenses will be addressed by the Bishop's Committee, as needed.

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## ARTICLE VII Special Funds

**Section 1** - In addition to the General Fund there shall be for Christ Church three (3) Special Funds. These shall be:

A. **The Building Fund**

B. **The Cemetery Maintenance Fund**

C. **The Memorial Fund**

The Treasurer shall keep records of all special funds. Records of the names of donors and the purpose for which donated funds are used shall be kept. If donated funds are directed to be used for a specific purpose by the Bishop's Committee, such disposition of donated funds shall appear in the minutes of the Bishop's Committee meeting.

**Section 2** - The Bishop's Committee may from time to time direct investment or reinvestments of special funds or disburse assets from these special funds. Memorial funds may be used for building purposes, provided the donors are recognized appropriately.

## ARTICLE VIII Amendments

**Section 1** - Amendments to these bylaws may be made at any Bishop's Committee meeting by a three-fourths majority vote of the members of the Bishop's Committee present, to be ratified at the next Annual Meeting by a two-thirds majority of qualified electors.

**Section 2** - Proposed changes and the rationale for such changes to these bylaws must be submitted in writing to each Bishop's Committee member at least one week before the date of the Bishop's Committee meeting at which action thereon is to be proposed, and if submitted to an Annual Meeting, proposed changes must be mailed in writing to each person on the current mailing list one week before said meeting.

**Section 3** - No amendment shall be made to these bylaws unless the requirements of Canon law have been met.