

The Parish By-Laws for

St. Mark's Episcopal Church

1040 Chestnut Tree Rd.
Honey Brook, PA 19344

In the Name of God: Father, Son and Holy Spirit; Amen:

I. Basis and Authority

St. Mark's Episcopal Church is a Parish of the Episcopal Diocese of Pennsylvania, The Episcopal Church, and the world-wide Anglican Communion. St. Mark's operates under the Constitution and Canons of both The Episcopal Church and the Diocese of Pennsylvania, the Articles of Incorporation of this Parish, and these By-laws. These By-laws describe the organization and proper establishment of Parish leadership.

II. Mission & Vision

St. Mark's is a Christian community nurturing relationships with God and with each other in Christ. We believe that God has a vision for us as a faithful (in leadership), thriving, growing and (financially) self-sustaining Christian community.

III. Parish Leadership

St. Mark's Church is led by a Rector and a Vestry. The Rector and Vestry collaborate as leaders of Christian Ministry (both spiritual and temporal).

A. The Parish shall:

1. Fulfill the Christian obligations of our Baptismal Covenant with God in faithful and active participation in worship, Christian formation, ministry and stewardship.
2. Meet annually on a day in January established by the Vestry and announced to the Parish at least 30 days in advance. All Active Baptized Members of record, age 17 and older, (age limited due to legal requirements) are qualified to vote. 25% of such qualified members shall establish a quorum for the purposes of an election.
3. At the Annual Meeting, elect up to three Vestry members as follows:
 - Nominees shall be presented to the congregation from the Vestry.
 - Any nominees from the floor shall establish their credentials to stand for Vestry, and agree to the expectations of Vestry members set forth by the Vestry.
 - Nominees will be Confirmed Communicants in Good Standing of the Parish for at least one year. Nominees will not normally include former Vestry members who have served on vestry in the previous twelve months. Nominees will not include immediate relatives of staff or other Vestry members.
 - The term of service shall begin immediately, and end at the election at the annual meeting three years later (thus a full Vestry will have nine members). Vestry members elected before 2008 may extend their service to May 15 of the last year of their term.
 - The Parish may also elect such eligible persons to fill vacancies on the Vestry through the vacant term of service. The Vestry may also elect persons to fill vacancies as they occur.

4. At the Annual Meeting, elect three Deputies and three Alternates to the Diocesan Convention. The Parish may elect persons to fill vacancies for Deputies and Alternates at other times as needed.
5. Approve amendments to the By-laws as described below.

B. The Rector shall:

1. Be elected by at least two thirds of the Vestry, and serve with tenure, per the canons.
2. Have final authority over the spiritual affairs of the congregation, especially all worship and music of the church (under the canons and Book of Common Prayer).
3. Appoint the Senior Warden from among Vestry members, and with the Warden, appoint ministry leaders.
4. Preside at all meetings of the Vestry except as diocesan canons provide. The Rector is a member of the Vestry by office (ex-officio).
5. Preside at all meetings of the congregation.
6. Have final authority over all staff personnel, including hiring, dismissal, and compensation within the budget provided by the Vestry.
7. Perform all such duties as required by canon and/or described in the Rector's Letter of Agreement and Position Description.

C. The Vestry shall:

1. Have authority over the temporal affairs of the congregation (finances and property).
2. In collaboration with the Rector, discern God's vision for the Parish, communicate this vision to the congregation, develop and support Parish ministry leaders and personally and actively advance this mission and vision in all interactions.
3. Provide for and oversee the financial and material resources of the Parish, including St. Mark's Cemetery and its funds, in response to the Parish mission, vision and ministry goals, chiefly through raising financial pledges, setting the annual budget, and actively directing the progress of Parish ministries. The Vestry shall meet at least monthly. 75% of the vestry shall constitute a quorum.
4. Develop and support Committee Chairs and other ministry leaders through Vestry liaisons on committees and personal conversation with the leaders and congregation.
5. Pray for the congregation and its ministry and lead by example in spiritual growth, ministry and stewardship.
6. Be elected for a term of three years by the Parish as specified above. The Vestry may also elect qualified persons to fill vacancies on the Vestry as needed, or refer such elections to the Parish at the annual meeting.
7. Elect the Rector in accordance with the canons by at least a two-thirds majority.
8. At their first meeting following the Annual Meeting, elect officers to serve until the next year's officer election as follows:
 - During a vacancy of the Rector or Priest-in-charge, the Vestry shall elect the Senior Warden from among Vestry members.
 - The Treasurer may or may not be a Vestry member, and may be re-elected for up to three consecutive years.
 - The Clerk shall be elected from among Vestry members and may be re-elected.
 - The Cemetery Superintendent may or may not be a Vestry member and may be re-elected.
9. Accept or reject all restricted gifts and memorials to the church.

D. The Senior Warden shall:

1. Be appointed from among the Vestry members by the Rector at each annual meeting. In the case of a clergy vacancy, the vestry shall elect the Senior Warden.
2. Serve as the primary lay leader and advisor to the Rector, meeting regularly with the Rector to collaborate on the direction of ministry and the leadership of the Vestry.
3. Facilitate the leadership of Vestry members and ministry leaders.
4. Perform duties as may be legally or canonically required.
5. Maintain leadership of the Parish during clergy vacancies, per the canons.

E. The Treasurer shall:

1. Faithfully manage the finances of the Parish as directed by the Vestry in accordance with the Canons of the church and diocese, all applicable laws, and the Manual for Business Methods in Church affairs.
2. Maintain all financial records of the church and publish monthly and yearly reports to the Vestry and Rector.
3. Publish the annual audit of Parish finances, methods and year-end financial statements.
4. Perform duties as may be legally or canonically required and/or as described in the Treasurer’s Ministry Description.

F. The Clerk of the Vestry shall:

1. Keep and distribute minutes of each Vestry meeting and the annual Parish meeting.
2. Sign documents on behalf of the Vestry where appropriate.

G. The Deputies and Alternates to Diocesan Convention shall:

1. Be annually elected by the Parish.
2. Represent the Parish in Diocesan Conventions and Deanery meetings, and report to the Parish regarding the ministry of the Diocese.

H. Ministry Chairs shall:

1. Be appointed by the Rector and Senior Warden
2. Support the mission, vision, goals and plans of the Parish under the oversight of the Vestry.

IV. Amendment of these By-Laws

- A. Amendments originate in the vestry, and shall be approved by the congregation only after approval of at least two-thirds of the standing members of the vestry.
- B. Following vestry approval, a date and time for a meeting of the congregation shall be set and announced to the congregation at least 15 days in advance of the meeting date. The announcement shall include a copy of the proposed amendment.
- C. The assent of a majority of the qualified voters attending the meeting of the congregation is required for approval of the amendment.
- D. All amendments take effect upon approval by the congregation.

The Rev. Thomas C. Pumphrey
RECTOR Priest-in-charge

James R. Wagner
SENIOR WARDEN

Mary Ann Kaiser
CLERK OF THE VESTRY

9/15/2007
Date

9/15/2007
Date

9/15/2007
Date