

BYLAWS OF THE RECTOR, WARDENS AND VESTRY OF
THE HEAVENLY REST EPISCOPAL CHURCH OF
ABILENE, TEXAS (AS AMENDED 02/04, 2024)

ARTICLE I
THE ANNUAL MEETING

Section 1. The annual meeting of the Parish will be held no later than February 15th pursuant to the provisions of the Canons of the Episcopal Church in the Diocese of Northwest Texas. Public notice of the meeting shall be given in accordance with the provisions of Canon 26. Adult communicants in good standing of the congregation as shown by the Parish Register shall be qualified to vote at all Parish Meetings. At any meeting of the Parish, the presence of ten percent of qualified voters of the Parish shall constitute a quorum for the transaction of business; provided, however, that the Parish may increase the percentage of qualified voters to constitute a quorum. The Rector or Priest-in-Charge shall preside at all Parish meetings. In the absence of a Rector or Priest-in-Charge, the Wardens, according to seniority of title, shall preside. The Clerk of the Vestry shall be the Clerk of the Parish and shall discharge the duties of that office at all Parish meetings. In the absence or disability of the Clerk, the voters shall elect a Clerk to serve for that meeting

Section 2. The business of the Annual Meeting shall include the election of members of the Vestry, the election of delegates and alternates to the Diocesan Convention, the reception of reports, the presentation of the annual budget and the transaction of other business which may legally and canonically come before the meeting.

ARTICLE II
THE VESTRY

Section 1. Membership. The Vestry of the Parish shall consist of not less than five and not more than fifteen members who have satisfied the requirements of Canon 27, Section 1.

Section 2. Elections. Members of the Vestry shall be elected at the annual Parish meeting by a majority vote of the qualified voters who are present and voting in accordance with the provisions of Canon 27, Section 2. Members of the Vestry shall be elected from (i) the slate of nominees identified by the Nominating Committee appointed by the Vestry, and (ii) any nominee by any qualified voter

from the floor at the Annual Meeting. In accordance with the provisions of Canon 26, Section 5, absentee and/or proxy voting is not permitted at any election.

Section 3. Term of Office. Each member of the Vestry shall be elected for a term of three years. One-third of the Vestry shall be elected annually. No member of the Vestry after serving a full term in office shall be eligible to serve on the same Vestry for a full year after service unless specific exceptions are approved in writing in advance by the Bishop.

Section 4. Vacancies. In accordance with the provisions of Canon 27, Section 4, the Vestry shall fill any vacancy in the members that may arise, and the member appointed to fill the vacancy shall serve until the next annual meeting at which time an election shall be held to fill the unexpired term.

Section 5. Quorum. A quorum for a meeting of the Vestry shall consist of a majority of all the members, all having been given due notice thereof.

Section 6. Meetings. The Vestry shall meet at least once every other month. Special meetings of the Vestry shall be called pursuant to the requirements of Canon 27, Section 6.B. The Rector or Priest-in-Charge, or a majority of the Vestry including one Warden must be present to transact business in accordance with Canon 27, Section 6.C. The Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry.

Section 7. Duties of the Vestry. In accordance with the provisions of Canon 27, the Vestry shall have charge of the temporalities and shall attend to all business matters of the Parish, including the providing and keeping in good order a house of worship and all the necessary furniture and appointments of the same and the payment of all Parish obligations and dues. The Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.

ARTICLE III OFFICERS OF THE PARISH

The Wardens and Vestry officers shall be appointed or elected at the first Vestry meeting held after the annual meeting of the Parish. The Senior Warden

shall be appointed by the Rector from among the elected members of the Vestry, and the Junior Warden and Clerk shall be elected by the Vestry from among the members of the Vestry. The Vestry shall elect a Treasurer, who may or may not be a member of the Vestry, and a Chancellor from the communicant membership and who may or may not be a member of the Vestry.

ARTICLE IV DUTIES OF OFFICERS OF THE PARISH

Section 1. The Senior Warden, in the absence or illness of the Rector and during a vacancy in the Rectorship, shall conduct or arrange for the carrying on of all regular services and the maintenance of the Parish activities. The Senior Warden shall give immediate notice to the Bishop if for reason of resignation or death the office of Rector becomes vacant. The Senior Warden shall serve as lay advisor to the Rector concerning all matters of general administration of the Parish. The Senior Warden will perform these duties as outlined in Canon 28, Section 3.

Section 2. The Junior Warden shall be ex-officio Chair of the Buildings and Grounds Committee, shall supervise the maintenance of the buildings and equipment of the Parish as directed by the Buildings and Grounds Committee, and in the absence of the Rector and Senior Warden shall preside at Vestry Meetings and shall be in charge of the Parish.

Section 3. The Clerk of the Vestry shall be the secretary to the Vestry and the Annual Meeting and shall perform the duties required of such office as well as other duties as may be prescribed by the Parish. This includes signing the Annual Parochial Report. A scribe may be appointed by the Rector or Senior Warden to keep the approved minutes of these meetings.

Section 4. The Treasurer shall be the Financial Officer of the Parish and shall provide monthly financial reports, capital campaign recommendations, and financial advice to the Vestry. The Treasurer works in concert with the Parish Accountant or other designated person. The Treasurer and these persons shall have charge of all monies of the Parish and shall deposit same (in the name of the Episcopal Church of the Heavenly Rest) in such bank or banks as the Vestry may designate and shall disburse the same by check as directed by the Vestry; shall

keep an accurate record of all receipts and disbursements; shall make a full annual report thereof in accordance with the Annual Parochial Report form authorized by the Executive Council and approved by the Committee on the State of the Church in compliance of Canon 32, Section 2.A. and shall transmit the same to the Rector at least one week prior to the Annual Parish Meeting; and shall furnish such good and sufficient bond as may be required by the Canons of the General Convention and of the Diocese of Northwest Texas and of the Vestry, the cost of such bond, if any, to be paid by the Parish.

Section 5. The Chancellor shall be the legal advisor to the Vestry and the Parish and shall perform such legal duties as may be required for its benefit and who may or may not be a member of the Vestry.

ARTICLE V COMMITTEES OF THE VESTRY

The committees of the Vestry shall consist of: (1) Buildings and Grounds, (2) Administration, and (3) Ministries. The members of such committees shall be determined at the first regular meeting of the Vestry after the Annual Meeting of the Parish. Committees shall be appointed for one year and until their successors shall be appointed. The Vestry may establish Ad Hoc committees as it deems necessary. The acts of all committees shall be subject to the control of the Vestry.

ARTICLE VI BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds Committee oversees property management and maintenance needs. This Chair and Committee work with service people and knowledgeable parishioners to assist with maintenance work. The Committee has oversight of seasonal maintenance of all equipment and oversees annual safety checks. The Junior Warden chairs this Committee.

ARTICLE VII ADMINISTRATION COMMITTEE

The Administration Committee advises the Rector and Vestry by performing preliminary work regarding financial, staff, policy and procedural matters, and preparing recommendations for the Vestry consideration. It creates and manages

written communication to facilitate and support church ministries along with the day to day business operations of the church.

ARTICLE VIII
MINISTRIES COMMITTEE

The Ministries Committee oversees the varied ministries that strive to encourage spiritual well-being and ethical development through programs of worship, study, outreach, and fellowship. It seeks to provide parishioners an avenue to grow in faith and friendship and is committed to serving the surrounding community by sharing the love of Christ with others.

ARTICLE IX
PARISH EMPLOYEES

Section 1. The employees of the Parish shall consist of those persons for whose compensation the Vestry has provided. The Parish employees shall serve under the authority and direction of the Rector.

Section 2. As outlined in Canon 24, Section 3, a Priest serving as an assistant in the Parish may be selected by the Rector and shall serve under the authority and direction of the Rector.

ARTICLE X
AMENDMENTS TO BYLAWS

Section 1. The Bylaws may be amended only at the Annual Meeting of the Parish or at a special meeting of the Parish called for that purpose, pursuant to the provisions for special Parish meetings contained in Canon 26.

Section 2. No such change shall be valid unless notice of the Parish meeting is given at the regular services of the church on the two Sundays preceding the meeting. Other exceptions are outlined in Canon 26, Section 3.

Section 3. A majority vote of those present at the meeting shall be sufficient for the conduct of business, provided the number in attendance meets the quorum requirement as stated in Article I.