

# The By-Laws of St. Columba's Parish Washington, D.C.

(Amended Feb. 2, 2014)



*St. Columba's*  
EPISCOPAL CHURCH

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## Preamble and Authorization

St. Columba's Parish was admitted into union with the Convention of the Protestant Episcopal Church of the Diocese of Washington on February 3, 1925. In accordance with Canon 25 of the Diocese of Washington, directing that parishes of the Diocese adopt by-laws, St. Columba's adopted these by-laws to govern the conduct of the Annual Meetings of the Parish and of the business of the Parish by its Vestry. These by-laws have been amended from time to time to address changes in the programs and operations of St. Columba's and to conform to the Constitution and Canons of the Protestant Episcopal Church\* and the Episcopal Diocese of Washington. St. Columba's Parish having determined that further amendments to the by-laws are necessary, be it

RESOLVED that any and all by-laws adopted by Annual Meetings of St. Columba's Parish since its entrance into union with the Convention of the Protestant Episcopal Church of the Diocese of Washington on February 3, 1925, are hereby repealed and that the following by-laws, numbered Articles 1 to 15 inclusive, are adopted effective February 2, 2014.

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\*Public Law 91-220, 24 December 1970, An Act Relating to the parishes and congregations of the Protestant Episcopal Church in the District of Columbia.

### AN ACT

#### Relating to the parishes and congregations of the Protestant Episcopal Church in the District of Columbia

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Act of the General Assembly of the State of Maryland, passed in the year 1798, entitled "An act for the establishment of vestries for each parish in the State," ("The Vestry Act," chapter 24 of the Maryland Acts of 1798) as amended by the legislative Assembly of the District of Columbia in 1872 and 1873, and by the Congress of the United States in 1874, 1919, and 1947, be repealed, except for paragraphs 9, 28 (without the proviso clause), 29, and 32 of chapter 24, which authorize the corporate structure of the church, its ownership of property and right to sue and be sued, which are hereby retained. Nothing in this Act shall be deemed in any way to impair or otherwise adversely affect the title to property as presently held or hereinafter acquired. Hereafter the government and operations of the Protestant Episcopal Church in the District of Columbia shall be in accordance with the constitution and canons of said church.

### **Article 1 — Of Parish Meetings**

Sec. 1. An Annual Meeting of St. Columba's Parish shall be held at a time and place determined by the Vestry; provided that if the Vestry fails to fix the time and place of an

Annual Meeting at a time during the first eleven months of any calendar year, an Annual Meeting shall be held on the third Sunday in January of the next calendar year.

Sec. 2. A Special Meeting may be called by the Rector, by the Vestry, or upon presentation of a petition to the Rector or a Warden signed by at least 30 qualified voters of the Parish.

Sec. 3. Notice of the time and place of Annual and Special Meetings of the Parish (and, in the case of a Special Meeting, of the purpose of the meeting) shall be given to all members of the Parish. Notice shall be posted on the Parish website at least 15 days before such meeting. Notice also shall be given in the Sunday bulletins and, if possible, in the Parish newsletter. Notice of any proposed amendment, modification or repeal of these Parish by-laws shall be given in the same manner, but shall be posted on the Parish website at least 30 days in advance of the meeting with notice in the bulletins and newsletter (if possible) to follow.

Sec. 4. The Presiding Officer at all Parish Meetings shall be the Rector or, in the Rector's absence, the Senior Warden, or, in the absence of the Rector and the Senior Warden, the Junior Warden. In the absence of the Rector and Wardens, a member of the Vestry chosen by a majority thereof shall preside. If the rectorship is vacant, the Bishop may preside, if present.

Sec. 5. The Secretary of the Vestry shall be the secretary of Parish Meetings, and shall keep minutes of all business transacted and send election reports to the Diocese.

Sec. 6. Any qualified voter may submit a resolution for consideration at a Parish Meeting by submitting it in writing to the Rector or a Warden in advance of the meeting, except for a resolution of courtesy, commendation, or condolence, which need not be submitted in advance. Recommended changes to the by-laws must be submitted at least 40 days in advance so that a 30-day notice may be given to all voting members as specified in Section 3 of this Article.

## **Article 2 — Qualifications of Voters**

Sec. 1. A “qualified voter” is a person who is: (a) at least 15 years of age; (b) a communicant in good standing of the Episcopal Church, as defined in Title I, Canon 17, Sections 1-3, of the Canons of the General Convention of the Protestant Episcopal Church; (c) a contributor of record to the Parish (which contributions may be cash offerings or services rendered to the Parish and known to the Treasurer); (d) recorded in the Parish register; and (e) who has, at the time of the Parish Meeting, met the foregoing requirements for a period of not less than one month.

Sec. 2. The Secretary of the Vestry shall maintain a list of qualified voters. The Vestry or its designee shall decide any issue concerning whether someone is a “qualified voter.”

## **Article 3 — Of the Quorum and Method of Voting**

Sec. 1. A quorum for the conduct of business at Annual and Special Meetings of the Parish shall be at least ten percent of the members eligible to vote under the terms of Article 2. A two-thirds majority vote of those present shall be necessary for amending, modifying or repealing by-laws, as provided in Article 15 of these by-laws.

Sec. 2. All elections shall be by written ballot. The tellers shall include two Vestry members whose terms will not expire for at least one additional year, chosen by the Senior Warden. Ballots may include all those submitted on the day of the Annual or Special Meeting as well as by absentee ballot by the day of the election.

## **Article 4 — Of the Wardens**

Sec. 1. At each Annual Meeting there shall be elected a Senior Warden and a Junior Warden, who shall serve until the next Annual Meeting or until their successors are elected. Wardens are eligible for re-election to successive one-year terms, but no person shall serve more than four consecutive terms as a Warden.

Sec. 2. Nominees for Senior Warden and Junior Warden shall have been qualified voters for at least the preceding three years and shall be at least 21 years of age. Nominees for Senior and Junior Warden shall be chosen as described in Article 8.

Sec. 3. In the event of a vacancy, the Vestry may elect an interim Warden who shall serve until the next Annual Meeting. If an interim Warden serves for six months or more and is elected at the next Annual Meeting to serve a full term, he/she shall be deemed to have served one full term already.

Sec. 4. The duties of Wardens shall be as specified in the Constitution and Canons of the General Convention of the Protestant Episcopal Church and of the Convention of the Protestant Episcopal Church of the Diocese of Washington.

## **Article 5 — Of the Vestry**

Sec. 1. The Vestry is the agent and legal representative of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy. It shall consist of the Rector, the Senior Warden, the Junior Warden and twelve members chosen as described below.

Sec. 2. Nominees for the Vestry shall have been qualified voters of the Parish for at least the preceding year and shall be at least 18 years of age. Nominees for the Vestry shall be chosen as described in Article 8.

Sec. 3. At each Annual Meeting, four Vestry members shall be elected for terms of three years. Vestry members are eligible for re-election to a second term, but may not serve more than two consecutive terms.

Sec. 4. In the event of a vacancy, the Vestry may elect an interim member who shall serve until the next Annual Meeting. At the next Annual Meeting, in addition to electing persons to the four Vestry positions that ordinarily would be filled, the Parish will elect a person to fill the remainder, if any, of the unexpired term. A person elected to fill an unexpired term is eligible for re-election to a full term, but the maximum consecutive years that any person may serve on the Vestry will be seven.

## **Article 6 — Oaths of Wardens and Vestry Members**

Sec. 1. The following oath shall be administered to the two Wardens, and to the newly elected Vestry members following their election:

We, the undersigned, having been duly elected to the office of Warden (Vestry member) of St. Columba's Parish, in the City of Washington, District of Columbia, do declare our belief in the Christian Religion, our assent to the Constitution and Canons of the General Convention of the Protestant Episcopal Church and of the Diocese of Washington, and do affirm our adherence to the doctrine, discipline and worship of the said Church in the United States of America. Furthermore, we do solemnly promise to discharge faithfully the duties of a Church Warden (Vestry member), so long as we hold our office.

The Wardens and newly elected Vestry members shall sign this oath, which shall be witnessed by the Rector, or in the absence of the Rector, by a previously sworn Vestry member who records the fact and the date thereof.

The signed oaths shall be incorporated as part of the minutes of the Vestry meeting at which they are administered.

Sec. 2. The Wardens and newly elected Vestry members shall not assume their duties until they have signed the written oaths, except that if a Warden or Vestry member has been re-elected to a consecutive term, that person need not subscribe to or sign the oath again.

## **Article 7 — Of Lay Delegates and Alternates to the Diocesan Convention**

Sec. 1. Elections of Lay Delegates and Alternates shall be conducted so as to maintain the maximum number of Delegates allocated to the Parish under the Constitution and Canons of the Diocese of Washington and a maximum of two Alternates. At least one Lay Delegate and one Alternate Lay Delegate shall be elected each year at the Annual Meeting. In the event of the inability of a Lay Delegate to serve, the place of that Delegate may be taken by the Alternate, and if the appointment of another Alternate seems advisable, such appointment may be made by a majority of the Vestry.

Sec. 2. Lay Delegates shall serve for a term of three years. Alternates shall serve for a term of one year.

Sec. 3. Lay Delegates and Alternates shall be chosen from the qualified voters of the Parish who are at least 18 years of age. Nominees for these positions shall be chosen as described in Article 8.

Sec. 4. A candidate for Lay Delegate shall have previously attended Regional Assembly and Diocesan Convention through prior service as a Lay Delegate or Alternate. It is expected that an Alternate who completes a term and attends Regional Assembly and Diocesan Convention will be nominated for election as a Lay Delegate.

Sec. 5. The Secretary of the Vestry shall report promptly to the Secretary of the Convention the name, address and telephone number of each Lay Delegate and Alternate and shall indicate who are Lay Delegate(s) and who are Alternate(s).

## **Article 8 — Of the Process for Nominating Candidates to Serve as Wardens, Vestry Members and Lay Delegates**

Sec. 1. No later than two months after the date of the Annual Parish Meeting, the Senior Warden, or the Junior Warden if the Senior Warden is not available, shall appoint two Vestry members to serve as Chair and Co-Chair of the Nominating Committee. The Nominating Committee Chair and Co-Chair shall select a Nominating Committee of at least eight and not more than twelve Parish members, not members of the Vestry, to propose candidates to stand for election at the next Annual Parish Meeting.. The members of the Committee shall be representative of the Parish. The Nominating Committee members shall be approved by the Vestry.

Sec. 2. The Nominating Committee shall educate itself about the duties of the various offices to be filled and any particular skills or talents that would enhance the qualifications of an individual to serve in the office in the upcoming years. The Committee shall also work to educate the Parish membership concerning the duties of the Wardens, Vestry members and Lay Delegates/ Alternates, and concerning the talents needed on the Vestry. As part of the education process, the Nominating Committee shall provide opportunities for the members of the Parish to become familiar with the persons nominated for Warden, Vestry and Lay Delegate/ Alternate.

Sec. 3. The Nominating Committee shall gather the names of potential nominees qualified to stand for election and shall seek out parishioners whose competence, active support of the Parish and good faith qualify them to serve as lay leaders in the positions to be filled. The Rector may identify for the nominating committee the persons to be nominated to serve as Senior Warden and Junior Warden. Having obtained the consent of those to be nominated and an expression of their willingness to serve if elected, the Nominating Committee shall propose: (a) at least one person for election as Senior Warden; (b) at least one person for election as Junior Warden; (c) no fewer than two more than the number to be elected as Vestry members; and (d) a number of persons qualified for election as Lay Delegates and Alternates to the Diocesan Convention sufficient to maintain the maximum number of Delegates allocated to the Parish and to provide for a minimum of two Alternates. It is not necessary that there be more candidates for Lay Delegate or Alternate than the positions to be filled, provided that nominees for Lay Delegates (s) and Alternates (s) are approved by a majority vote of the Vestry.

Sec. 4. The Nominating Committee shall publish the names and qualifications of the nominees at least 30 days before the Annual Meeting. After publication of the nominees, and not less than fifteen days prior to the Meeting, any thirty qualified voters may, by written petition to the Nominating Committee chair and the Rector or a Warden, make additional nominations for any office, to be voted on at the annual meeting. Any person so nominated shall be placed on the printed ballot if he/she meets the qualifications for that office, consents to be nominated, and expresses a willingness to serve if elected. Additional nominations for each office may be made from the floor during the Annual Meeting after notice to the Nominating Committee chair no fewer than seven days prior to the Meeting.

## **Article 9 — Of the Parish Treasurer**

Sec. 1. The Vestry shall annually appoint from among its members or other parishioners a person with appropriate qualifications and skills to serve as Treasurer of the Parish. The Treasurer shall have a seat and voice in Vestry meetings, but not a vote, unless he/she is a Vestry member.

Sec. 2. The Treasurer shall have custody of all Parish funds, shall receive and disburse its monies in accordance with approved budget and proper voucher authorization and certification. The Treasurer shall maintain accounts as prescribed by Canon 7 of the General Convention and shall collaborate with the Rector in the preparation of the Annual Parochial Report, which shall be sent to the Bishop of Washington as required by Canon 28 of the Diocese of Washington.

Sec. 3. The Vestry shall arrange for an annual audit of the Parish's accounts, to be conducted and provided to the Bishop in accordance with Canon 7 of the General Convention and Canon 28 of the Diocese of Washington.

Sec. 4. The Vestry shall regard payment of clergy compensation as having priority over all other charges upon its income. It shall regard the payment of compensation to lay employees as having priority over all other charges upon its income, except the payment of clergy compensation.

Sec. 5. The Vestry may, from time to time, as may become necessary, appoint one or more assistant treasurers for special purposes.

Sec. 6. The Treasurer shall be bonded.

## **Article 10 — Of the Secretary of the Vestry**

Sec. 1. The Vestry shall annually appoint from among its members or from the Parish a person with appropriate qualifications and skills to serve as Secretary of the Vestry. The Secretary shall have a seat and voice in Vestry meetings, but not a vote, unless he/she is a Vestry member.

Sec. 2. The Secretary shall keep and distribute minutes of meetings and perform such other functions as are required by the Canons of the General Convention and of the Diocese of Washington.

## **Article 11 — Of Meetings of the Vestry**

Sec. 1. The Vestry shall meet at least once a month, except that the August meeting may be omitted if the Vestry then has no urgent business. At its first meeting following the Annual Meeting, the Vestry shall fix dates for its monthly meetings. Special meetings of the Vestry may be called by the Rector, the Senior Warden or one-third of the lay voting Vestry members, upon not less than three days' notice. The notice may be shortened by a majority of the voting members of the whole Vestry at any meeting.

Sec. 2. The Rector shall have the right to preside at all Vestry meetings. If the Rector does not preside or is absent, the Senior Warden may preside and, in the Senior Warden's absence, the Junior Warden. If the Rector and the Wardens are absent, another member selected by the Vestry shall preside.

Sec. 3. The Vestry shall be entitled to adopt rules for the conduct of its meetings, provided that such rules shall conform to the Constitution and Canons of the General Convention and of the Diocese of Washington. Robert's Rules of Order (9th edition, 1990) shall be the parliamentary guide in all matters not specifically provided for in the rules.

Sec. 4. Vestry meetings shall be open to members of the Parish as a matter of general practice. The Rector or the Vestry member presiding at a meeting may elect to conduct all or part of a Vestry meeting in executive session.

Sec. 5. Seven Vestry members shall constitute a quorum for the transaction of business. The act of the majority of the voting Vestry members present at a meeting shall be the act of the Vestry unless the Canons of the General Convention or of the Diocese of Washington require otherwise

Sec. 6. The Vestry shall conduct an annual review of its performance. Included in this review shall be a review of the Vestry's responsibilities, identification of goals for the coming year, and an assessment of the Vestry's effectiveness in achieving goals set the previous year.

## **Article 12 — Of Committees of the Vestry**

Sec. 1. The Vestry may establish such standing committees as may be necessary for the conduct of its business. The Senior Warden and the Junior Warden, in consultation with the Rector, shall appoint members of the standing committees annually. Each standing committee shall include at least two Vestry members.

Sec. 2. From time to time, the Vestry may appoint special committees (such as a Rector search committee). The Senior Warden and the Junior Warden, in consultation with the Rector, shall appoint the members of any such special committee, at least two of whom shall

be Vestry members. The term of a special committee shall not exceed two calendar years, unless the Vestry extends the term

Sec. 3. Committees appointed by the Vestry shall exercise such authority of the Vestry in the management of the parish as the Vestry shall delegate, but no such delegation shall operate to relieve the Vestry of any responsibility imposed on the Vestry by civil or canon law.

## **Article 13 — Of the Rector and Assistant Ministers**

Sec. 1. When the rectorship of the Parish becomes vacant, the Vestry shall, by a majority vote of all members, elect and issue a call to a new Rector from among the priests in good standing of the Protestant Episcopal Church or other clergy authorized by the Canons of the General Convention to officiate in the Episcopal Church. Such election and call shall be subject to consultation with the Bishop of the Diocese in conformity with the Canons of the General Convention and the Diocese of Washington. The Vestry shall provide the Rector advice, support, and feedback, including through an annual review that communicates the Parish's joys and concerns, provides the Vestry's candid assessment of the Rector's leadership, and identifies mutual goals for the coming year.

Sec. 2. The Vestry may, by majority vote, elect one or more assistant ministers from among the priests (or deacons) in good standing of the Protestant Episcopal Church, at the nomination of the Rector and after consultation with the Bishop in conformity with Canons of the General Convention and the Diocese of Washington.

Sec. 3. The Vestry, upon recommendation of the Rector (or in the Rector's absence the Senior Warden) may contract for clergy to serve as supply clergy, as interim Rector, or for other part-time duties and responsibilities requiring the services of priests of the Church; provided that such appointments shall be subject to approval by the Bishop.

Sec. 4. As used in these by-laws, "Rector" includes an Interim Rector or Priest in Charge in the absence of a Rector.

## **Article 14 – Of the Nursery School**

Sec. 1. The Rector, Wardens and Vestry shall have control and fiscal responsibility for the Nursery School.

Sec. 2. The Rector, Wardens and Vestry may, by written terms of reference, delegate all or part of the responsibilities set forth in Section 1 to a Board of Governors, the members of which shall be proposed by the Rector and approved by the Vestry, and at least two-thirds of whom shall be members of the Parish.

## **Article 15 — Of Amendments to the By-Laws**

Sec. 1. These by-laws may be supplemented, amended, or repealed at an Annual Parish Meeting, *provided* that notice shall be given as provided in Article 1.

Sec. 2. Provided that a quorum is present, as provided in Article 3, a change in the by-laws may be approved by a two-thirds majority vote of qualified voters (see Article 2) present at an Annual Meeting.

Sec. 3. In case a new by-law shall be adopted which does not replace a concurrently repealed by-law, it shall be numbered so as to follow at the end of the by-laws.

## **Resolution Pertaining to the Election of Diocesan Delegates and Alternates**

### RESOLUTION:

WHEREAS the Diocesan Canons and Constitution, together with St. Columba's by-laws, require that St. Columba's nominate and elect at least one Lay Delegate and one Alternate each year, with a maximum of five Delegates and no stated limitation on the number of Alternates;

WHEREAS it is desirable for a person serving as Delegate to have had prior experience attending at least one Regional Assembly and Diocesan Convention; and

WHEREAS the practice of having the same number of Alternates as Delegates, with little likelihood that an Alternate will be called to service as Delegate, has resulted in an unnecessary number of Alternates with little incentive to prepare for and attend Assembly and Convention; and

WHEREAS the objectives of continuity and depth of experience in Diocesan affairs render it desirable to increase the current two-year term of service for Delegates, while retaining staggered terms of service in order to ensure a range of experience among Delegates;

IT IS HEREBY RESOLVED that, in discharging its duties and responsibilities under Article 9 of the by-laws with respect to providing nominees for Lay Delegate(s) and Alternates(s). "the Nominating Committee shall, where possible, be guided by the following principles:

1. Elections shall be conducted so as to maintain the maximum number of Delegates allotted to St. Columba's (currently five) and a maximum of two Alternates, with a minimum of one Delegate and one Alternate nominated and elected each year.
2. The terms of service shall be three years for Delegate, and one year for Alternate.
3. Elections for Delegate shall be staggered so as to result, each year, in a minimum of one and no more than two Delegates in the first year, second year and third year of their terms.
4. A candidate for Delegate shall previously have attended Regional Assembly and Diocesan Convention, through prior service as Alternate or Delegate.
5. Alternates are expected to participate in the briefings and preparation for Assembly and Convention and to attend Assembly Convention.
6. It is expected that a person who completes a term as Alternate, including attendance at Assembly and Convention, shall be nominated thereafter for election as Delegate.

IT IS FURTHER RESOLVED that consistent with the above principles, any candidate for Delegate nominated other than by the Nominating Committee (for example, from the "floor" or by petition) shall meet the experience criterion set forth in (4), above.

## Appendix A

### Canons About Clergy and Vestry Roles

Taken from The Constitution and Canons of the Episcopal Church

#### **Title I. Canon 7: Of Business Methods in Church Affairs**

Sec. 1: In every Diocese, Parish, Mission, and Institution, connected with this church, the following standard business methods shall be observed:

(1) Funds held in trust, endowment and other permanent funds, and securities represented by physical evidence of ownership or indebtedness, shall be deposited with a National or State Bank, or a Diocesan Corporation, or with some other agency approved in writing by the Finance Committee or the Department of Finance of the Diocese, under a deed of trust, agency or other depository agreement providing for at least two signatures on any order of withdrawal of such funds or securities.

But this paragraph shall not apply to funds and securities refused by the depositories named as being too small for acceptance. Such small funds and securities shall be under the care of the persons or corporations properly responsible for them.

This paragraph shall not be deemed to prohibit investments in securities issued in book entry form or other manner that dispenses with the delivery of a certificate evidencing the ownership of the securities or the indebtedness of the issuer.

(2) Records shall be made and kept of all trust and permanent funds showing at least the following:

- (a) Source and date.
- (b) Terms governing the use of principal and income.
- (c) To whom and how often reports of condition are to be made.
- (d) How the funds are invested.

(3) Treasurers and custodians, other than banking institutions, shall be adequately bonded; except treasurers of funds that do not exceed five hundred dollars at anyone time during the fiscal year.

(4) Books of account shall be so kept as to provide the basis for satisfactory accounting.

(5) All accounts of Parishes, Missions or other institutions shall be audited annually by an independent Certified Public Accountant, or independent Licensed Public Accountant, or such audit committee as shall be authorized by the Finance Committee, Department of Finance, or other appropriate diocesan authority.

All reports of such audits, including any memorandum issued by the auditors or audit committee regarding internal controls or other accounting matters, together with a summary of action taken or proposed to be taken to correct deficiencies or implement recommendations contained in any such memorandum, shall be filed with the Bishop or Ecclesiastical Authority not later than 30 days following the date of such report, and in no event, not later than September 1 of each year, covering the financial reports of the previous calendar year.

(6) All buildings and their contents shall be kept adequately insured.

(7) The Finance Committee or Department of Finance of the Diocese may require copies of any or all accounts described in this Section to be filed with it and shall report annually to the Convention of the Diocese upon its administration of this Canon.

(8) The fiscal year shall begin January 1.

### **Title 1, Canon 14. Of parish Vestries**

Sec. 1: In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected and have qualified.

Sec. 2: Except as provided by the law of the State or of the Diocese, 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.

Sec. 3: Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the vestry.

### **Title III. Canon 14. Of Clergy and Their Duties**

Sec. 1: (a) The authority of and responsibility for the conduct of the worship and the spiritual jurisdiction of the Parish are vested in the Rector, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of the Church, and the pastoral direction of the Bishop.

(b) All assistant Clergy by whatever title they may be designated, shall be selected by the Rector, subject to the approval of the vestry when required by Diocesan Canons, and shall serve under the authority and direction of the Rector. Before the selection of an assistant the name of the Member of the Clergy proposed for selection shall be made known to the Bishop and sufficient time, not exceeding thirty days, shall be given for the Bishop to communicate with the Rector and Vestry on the selection. Any assistant selected shall serve at the discretion of the Rector but may not serve beyond the period of service of the Rector except that, pending the call of a new Rector, the assistant may continue in the service of the Parish if requested to do so by the Vestry of the Parish and under such conditions as the Bishop and Vestry shall determine.

(c) For the purpose of the 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 buildings with the appurtenances and furniture thereof.

(d) In a Missionary Cure, the control and responsibility belong to the Priest who has been duly appointed to the charge thereof, subject to the authority of the Bishop.

Sec. 2: (a) It shall be the duty of the Clergy in charge of a cure of souls to ensure that children, youth and adults receive instruction in the Holy Scriptures, in the ... Catechism, and in the doctrine, discipline and worship of [the] Church, and in the exercise of their ministry as baptized persons;

(b) ... instructing all persons in their charge concerning Christian stewardship ...

(c) ... preparing persons for Baptism ...

(d) ... preparing persons for Confirmation, Reception, and the Reaffirmation of Baptismal vows and presenting them to the bishop ...

(e) ... announcing the intention of the Bishop to visit the Congregation and, at such visitation, together with the Wardens, Vestry or other officers, exhibiting to the Bishop the Parish Register and giving information on the state of the Congregation, spiritual and temporal ...

(f) ... applying non-designated offerings received at the Eucharist one Sunday each month to such pious and charitable uses as shall be thought fit by the Member of the Clergy ... When a parish is without a Rector the Vestry shall appoint a responsible person to serve as Almoner ...

(g) ... reading Pastoral Letters or Position Papers from the House of Bishops to the Congregation on some occasion of public worship ...

Sec. 3: ... recording in the Parish Register all Baptisms, Confirmations, Marriages and Burials.