



The Vestry was called to order at 7:00 pm, once a quorum (2/3) was present.
 The Minutes for March 22, 2022 were accepted by 10 of 10 people.

Attendance

Nicholas Morris-Kliment (Rector)	X	Dusty Hecker (Warden)	X	Vacant (Warden)		Vacant (Treasurer)	
MaryAnn Ryan (Clerk)	X	Pete Lyons	R	Kathryn Mortimer		Cecile Leroy	R
John Carr		Duncan Allen	R	Lesley Day	R	Ginny Yerardi	R
Tedi Eaton	X	Alyssa Kence	R	Joe Sweeney	R	Christina O'Connell	X
Jim Black	R		X	X=present		R=attended remotely	

Prayer and Formation

Lectio Devina prayers were led by Nick – Psalm 31:9-16.

Gathering and Common Life:

1st Quarterly Overview of accounts. The Vestry looked over the statement of activities. There was nothing unusual for the 1st Quarter. The Vestry discussed various facilities income sources, then went over the outgoing money.

A motion was made for the Vestry to approve Gail Murphy to do the Diocesan Audit for 2021. It was seconded, and all were in favor.

Church School planning: Christina and Alyssa are working with Emily and the Church School Planning Team. They are talking to parents and preparing a curriculum. They are trying a story makers curriculum in addition to the Godly play curriculum which is more work. They are preparing Maundy Thursday services. Christina spoke with Emily earlier in the week and Alyssa will speak to her in the next week. Nick might want to meet the person who is hired, so the September program might be delayed a little in the fall. An email about the Easter egg hunt is being sent out to parents of kids. There are plans for a fire pit event. Alyssa says there is not a lot of engagement outside of the immediate circle of people involved in the plans for the church school. Leslie Day was wondering if we have a count of people who would be interested. We don't have a number, but Nick says he can get it easily. The pageant is a good indicator. There is a decent number of people in the last few weeks at church, and there are few kids showing up. There is a survey in Emily's timeline, but not yet. A schedule adjustment for the church school is being considered, since Sundays can be busy for kids.

Circle of caring calls – about 50% responded. Another bunch of calls will take place in the late fall.

Cecile Leroy's concert was a success.

Dusty Hecker led a discussion of the By-Laws: thoughts were stated about lowering the number of people on the Vestry. The Diocesan Standing Committee would help with changes to by-laws. There would be guidance in this. It would probably not be amended until next year because a vote would need to be made at the Annual Meeting. The Elections Committee should probably be put together, hopefully before the fall. The elections committee should be 5 people. Nick suggested have the 4 outgoing Vestry members, Joe, Jim, Ginny, and Duncan be on this committee.

Tim Lysaght resigned from his position as Chair of the Property Committee. Phil Trussell, Bob Bell, Paul K. and Woody are on this committee. Recommendations are needed for filling Tim's position. Tim is willing to hand over the position. There may possibly need to be a co-chair position. Joe Sweeney asked if Tim can go over what is needed. MaryAnn suggested he put together a job description.

Worship and regathering. A mask friendly Palm Sunday, and going forward, was given 10 thumbs up, one thumb down, 2 people abstained. The suggestion from the Vestry was that the Easter services could be mask-friendly (optional) but that every other row of pews could be roped off so that there would be social distancing.

Joe Sweeney said the trivia night was a success and suggested another one.

Prayer/Adjournment

Closing prayer was led by Nick.

Calendar:

April 29 and 30: Clothing drive for City Reach – kids are going to Boston virtually this year. Presentation will be from City Reach. The kids will stay overnight at Christ Church, then take food in to Boston and have breakfast and give donations then.

May 14: Confirmation.

May 15: Celebration of confirmations and Nick's send-off.

May 10, next Vestry Meeting.

Minutes taken by MaryAnn Ryan, Clerk of the Vestry

/s/MaryAnn Ryan

Date 4/5/22



Vestry Agenda
Tuesday, April 5, 2022
7:00-9:00 pm

Chair: Dusty **Clerk:** MaryAnn

Opening Prayers (7:00-7:20) - Nick

Common Life (7:20-8:00)

First Quarter Overview - Duncan
Church School Planning Team - Nick
By-Laws – Dusty
Election Committee - Dusty
Property Chair - Dusty

Parking Lot/ Other Business

Prayer and Adjourn

Dates:

May 10, 7:00pm Vestry

Holy Week

April 10, Palm Sunday, 1 Service @ 10:00am
April 14, Maundy Thursday Worship Service @ 5:30pm
April 15, Good Friday, 7 Last Words @ 12:00 Noon in the Main Church
April 17, Easter Sunday Worship @ 9:00am and 11:00am, Egg Hunt at 10:0am

Sabbatical Priests:

The Rev. Lauren Lukason May 16-July 3, 2022
The Rev. Brock Baker July 4-August 14, 2022

Attachments/links: Attendance

Loving God and neighbor as Jesus teaches

Evening Prayers and *Lectio Divina* Christ Church Vestry
April 5, 2022

Officiant: O God, be not far from us

People: Come quickly to help us, O God.

All: Praise to the holy and undivided Trinity, on God: as it was in the beginning, is now, and will be forever. Amen.

Officiant: Our God is full of Compassion and mercy

People: Come let us worship

Light of the World: *Phos Hilaron*

Light of the world, in grace and beauty,

Mirror of God's eternal face,

Transparent flame of love's free duty,

You bring salvation to us all.

Now as we see the light of evening

We raise our voices in hymns of praise

Worthy are you of endless blessing

Sun of our night,

Lamp of our days.

Psalm 31:9-16

Have mercy on me, O LORD, for I am in trouble; *

my eye is consumed with sorrow,

and also my throat and my belly.

For my life is wasted with grief,

and my years with sighing; *

my strength fails me because of affliction,

and my bones are consumed.

I have become a reproach to all my enemies and even to my
neighbors,
a dismay to those of my acquaintance; *
when they see me in the street they avoid me.

I am forgotten like a dead man, out of mind; *
I am as useless as a broken pot.

For I have heard the whispering of the crowd;
fear is all around; *
they put their heads together against me;
they plot to take my life.

But as for me, I have trusted in you, O LORD. *
I have said, "You are my God.

My times are in your hand; *
rescue me from the hand of my enemies,
and from those who persecute me.

Make your face to shine upon your servant, *
and in your loving-kindness save me."

Concluding Sentence

Glory to God whose power, working in us, can do infinitely more than
we can ask or imagine: Glory to God from generation to generation in
the Church, and in Christ Jesus for ever and ever. **Amen**

Christ Episcopal Church
Statement of Activities

Date Range: Jan 1st 2022 - Mar 31st 2022

Accounts	Actual Jan 01, 2022 - Mar 31, 2022	Budget Jan 01, 2022 - Mar 31, 2022	Budget Remaining Jan 01, 2022 - Mar 31, 2022
Revenues			
Offerings			
40101 Pledge Income	74,262.21	83,261.00	8,998.79
40102 Loose Plate	292.00	559.00	267.00
40103 Misc. Income	2,750.00	2,600.00	(150.00)
40104 Xmas & Easter Offerings	125.00	100.00	(25.00)
40105 Donations	120.00	960.00	840.00
40112 Flowers	1,130.00	801.00	(329.00)
40113 Music Leader	1,000.00	0.00	(1,000.00)
40114 Regular Operating Support	9,725.00	6,426.00	(3,299.00)
40116 Reimbursed Processing Costs	151.68	0.00	(151.68)
Total Offerings	89,555.89	94,707.00	5,151.11
Investment Income			
40202 Endowment Income	0.00	14,900.00	14,900.00
40205 Special Draws from Endowment	0.00	3,600.00	3,600.00
Facility Income			
40201 Facility Income	1,160.00	4,514.00	3,354.00
40220 Total Eclipse	9,000.00	9,000.00	0.00
40221 Studio Chizh	1,200.00	1,200.00	0.00
40222 Roche Bros	1,650.00	0.00	(1,650.00)
40224 Town of Needham	0.00	5,850.00	5,850.00
40227 Bilingual Singers	6,000.00	5,700.00	(300.00)
40229 Solar Credit	1,076.75	0.00	(1,076.75)
40230 Storytime Crafts	5,193.00	0.00	(5,193.00)
40231 Ace Rental	2,400.00	0.00	(2,400.00)
Total Facility Income	27,679.75	26,264.00	(1,415.75)
Total Investment Income	27,679.75	44,764.00	17,084.25
Total Revenues	\$ 117,235.64	\$ 139,471.00	\$ 22,235.36
Expenses			
Operations			
50101 Education - Clergy	547.74	150.00	(397.74)
50102 Holy Grounds (Coffee Hour)	103.49	90.00	(13.49)
50103 Music	493.00	325.00	(168.00)
50104 Office Supplies & Expense	3,248.92	1,248.00	(2,000.92)
50105 Postage	451.78	430.00	(21.78)
50107 Sundry - Clergy	227.89	150.00	(77.89)
50108 Telephone	805.46	800.01	(5.45)
50109 Travel	300.00	345.00	45.00
50110 Treasurer/Finance (Audit)	2,913.50	3,600.00	686.50
50113 Family Ministries	1,106.11	192.00	(914.11)
50114 Adult Education	23.50	10.00	(13.50)
50118 Technology	1,091.69	807.00	(284.69)
50119 Copier	996.49	1,242.00	245.51
50124 Communications	216.00	120.00	(96.00)
50125 Fellowship	105.00	75.00	(30.00)
50126 Vestry Expenses	0.00	800.00	800.00

Accounts	Actual	Budget	Budget
	Jan 01, 2022 - Mar 31, 2022	Jan 01, 2022 - Mar 31, 2022	Remaining Jan 01, 2022 - Mar 31, 2022
50130 Interest Expense - Green Loan	0.00	1,382.00	1,382.00
Total Operations	12,630.57	11,766.01	(864.56)
Worship/Altar Guild/Flowers			
50111 Worship Expense	1,513.59	1,915.00	401.41
50122 Flowers	900.00	1,090.00	190.00
50552 Music Section Leaders	5,005.00	5,872.00	867.00
Total Worship/Altar Guild/Flowers	7,418.59	8,877.00	1,458.41
Outreach			
50203 Parish Partnership	1,540.00	1,500.00	(40.00)
Total Outreach	1,540.00	1,500.00	(40.00)
Personnel			
50301 Payroll Expenses	43,573.63	43,659.00	85.37
50302 Taxes Payroll	2,311.02	1,827.00	(484.02)
50303 Insurance - Health	3,640.14	3,768.00	127.86
50304 Housing Allowance	8,068.14	8,067.00	(1.14)
50305 Church Pension Premiums	6,263.13	5,898.00	(365.13)
50307 Bank/Payroll Service charges	711.90	0.00	(711.90)
Total Personnel	64,567.96	63,219.00	(1,348.96)
Property			
50401 Building Maintenance	6,065.76	1,247.00	(4,818.76)
50402 Janitorial Services	2,048.25	1,437.00	(611.25)
50403 Building Supplies	378.03	312.00	(66.03)
50404 Electricity	1,187.26	1,300.00	112.74
50405 Heat (Fuel & Gas)	10,605.30	7,741.00	(2,864.30)
50407 Insurance - General	6,658.00	6,000.00	(658.00)
50408 Building Repairs	3,570.97	495.00	(3,075.97)
50409 Sewer & Water	554.88	343.00	(211.88)
50411 Grounds	2,170.00	3,567.00	1,397.00
50413 19 Homestead Park	713.02	2,499.00	1,785.98
50414 Rectory Improvement Project	140.00	0.00	(140.00)
50555 Property improvement (vestry)	902.20	4,140.00	3,237.80
Total Property	34,993.67	29,081.00	(5,912.67)
Diocese			
50501 Diocesan Assessment	0.00	16,252.00	16,252.00
Total Diocese	0.00	16,252.00	16,252.00
Total Expenses	\$ 121,150.79	\$ 130,695.01	\$ 9,544.22
Net Total	(\$ 3,915.15)	\$ 8,775.99	\$ 12,691.14

Date	Day of Week	Service Title	Type of Service	Format	In-person	Peak Live Viewers	Website service hr + 1 hour after	Zoom	Youtube	Total Attendance	notes
2-Jan	Sunday	The Second Sunday after Christmas	HER I	no service						0	one service Sunday
2-Jan	Sunday	The Second Sunday after Christmas	HER II	in-person only	34				8	42	issues streaming, service not streamed on website or FB
9-Jan	Sunday	The First Sunday after the Epiphany	HER I	no service						0	one service Sunday
9-Jan	Sunday	The First Sunday after the Epiphany	HER II	in-person and streaming	52	19	24	0	2	97	
16-Jan	Sunday	The Second Sunday after the Epiphany	HER I	in-person only	10					10	
16-Jan	Sunday	The Second Sunday after the Epiphany	HER II	in-person and streaming	18	13	31	0	2	64	
23-Jan	Sunday	The Third Sunday after the Epiphany	HER I	in-person only	4					4	
23-Jan	Sunday	The Third Sunday after the Epiphany	HER II	in-person and streaming	33	15	16	0	1	65	
30-Jan	Sunday	The Fourth Sunday after the Epiphany	HER I	no service						0	There was a blizzard, so no 8:15am.
30-Jan	Sunday	The Fourth Sunday after the Epiphany	LoW	zoom only				30	4	34	There was a blizzard, so cancel offered LoW on Zoom instead of in-person.
6-Feb	Sunday	The Fifth Sunday after the Epiphany	HER I	no service						0	one service Sunday
6-Feb	Sunday	The Fifth Sunday after the Epiphany	HER II	streaming only	16	25	31	0	6	78	Annual Meeting Sunday, streaming service only
13-Feb	Sunday	The Sixth Sunday after the Epiphany	HER I	in-person only						0	
13-Feb	Sunday	The Sixth Sunday after the Epiphany	HER II	in-person and streaming	35	17	11	0	14	77	
20-Feb	Sunday	The Seventh Sunday after the Epiphany	HER I	in-person only	7					7	
20-Feb	Sunday	The Seventh Sunday after the Epiphany	HER II	in-person only	25				46	71	issues streaming, service not streamed on website or FB, service was recorded and posted to youtube, sent an email with link that week
27-Feb	Sunday	The Last Sunday after the Epiphany	HER I	in-person only	9					9	
27-Feb	Sunday	The Last Sunday after the Epiphany	HER II	in-person only	26				45	71	issues streaming, service not streamed on website or FB, service was recorded and posted to youtube, sent an email with link that week
2-Mar	Wednesday	Ash Wednesday at 7:30am	HER II & Imposition Ashes	in-person only	9					9	
2-Mar	Wednesday	Ash Wednesday at 7:30pm	HER II & Imposition Ashes	zoom only				6		6	
6-Mar	Sunday	The First Sunday in Lent	HER I	in-person only	15					15	
6-Mar	Sunday	The First Sunday in Lent	HER II	in-person and streaming	35	9	12	0	4	60	
9-Mar	Wednesday	Wednesday Prayers in Lent 8:30am	BCP MP Rite I	zoom only				5		5	
9-Mar	Wednesday	Wednesday Prayers in Lent 8:30pm	New Zealand Night Prayer	zoom only				3		3	
13-Mar	Sunday	The Second Sunday in Lent	HER I	in-person only						0	
13-Mar	Sunday	The Second Sunday in Lent	HER II	in-person and streaming	44	10	15	0	5	74	
16-Mar	Wednesday	Wednesday Prayers in Lent 8:30am	BCP MP Rite I	no service						0	no WPL, Nick away and no volunteers to led
16-Mar	Wednesday	Wednesday Prayers in Lent 8:30pm	New Zealand Night Prayer	no service						0	no WPL, Nick away and no volunteers to led
20-Mar	Sunday	The Third Sunday in Lent	HER I	in-person only						0	Nick away, guest preacher/presider the Rev. Dr. Matthew Kruger
20-Mar	Sunday	The Third Sunday in Lent	HER II	in-person and streaming	35	9	16	0	2	62	Nick away, guest preacher/presider the Rev. Dr. Matthew Kruger
23-Mar	Wednesday	Wednesday Prayers in Lent 8:30am	BCP MP Rite I	zoom only						0	Jean McCarthy led and had lots of fun
23-Mar	Wednesday	Wednesday Prayers in Lent 8:30pm	New Zealand Night Prayer	zoom only				3		3	Annie Russell led, Lesley Day and her son
27-Mar	Sunday	The Fourth Sunday in Lent	HER I	in-person only	14					14	Nick away, guest preacher/presider the Rev. Canon Edie Dolnikowski
27-Mar	Sunday	The Fourth Sunday in Lent	HER II	in-person and streaming	35	10	9	0	1	55	Nick away, guest preacher/presider the Rev. Canon Edie Dolnikowski
30-Mar	Wednesday	Wednesday Prayers in Lent 8:30am	BCP MP Rite I	zoom only				5		5	
30-Mar	Wednesday	Wednesday Prayers in Lent 8:30pm	New Zealand Night Prayer	zoom only				3		3	Duncan, Nick, and Shirley Mae Epp joined on her computer!

CHRIST EPISCOPAL CHURCH
BY-LAWS

PREAMBLE

Christ Episcopal Church, Needham, Massachusetts, hereafter referred to as “the Parish”, having associated as a Church for the purpose of maintaining the worship of Almighty God according to the faith and usages of The Protestant Episcopal Church in the United States of America, otherwise known as and hereafter referred to as The Episcopal Church, has adopted the Articles attached hereto as its By-laws.

Article I

AUTHORITY ACKNOWLEDGED

The Parish accedes to the doctrine, discipline and worship and the Constitution and Canons of The Episcopal Church, and to the Constitution and Canons of The Protestant Episcopal Diocese of Massachusetts, otherwise known as the Episcopal Diocese of Massachusetts (hereafter referred to as “the Diocese”), and acknowledges their authority.

Article II

MEMBERSHIP

Any baptized person of the age of sixteen years or more, who acknowledges the authority of the By-laws of the Parish, and by declaring his or her intention to support the Parish by regular attendance at public worship, by contributions of time and talent, or by financial aid, shall be considered a member of the Parish and entitled to vote in its affairs. For purposes of this Article, a “baptized person” shall be a person who has 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.

Article III

DELEGATES AND ELECTIONS

Sec. 1. Officers. The “Officers” of the Parish, all of whom shall be members of the Parish, shall include two Wardens, who shall be Confirmed or Received Persons as defined in Section 2, Paragraph 4 of Canon 16 of the Diocese, a Treasurer, and a Clerk, all of whom shall be at least eighteen years of age, and 12 Vestrypersons. The officers, together with the Rector, shall constitute the Vestry of the Parish.

Sec. 2. Delegates. The Parish shall also have such “Delegates” to the Diocesan Convention and to the Deanery Assembly as it may be entitled to under the relevant canons and rules. One such Delegate shall be elected by the Vestry promptly after each Annual Meeting of the Parish, shall serve a one-year term and shall be eligible for re-election to the same office. Delegates may also be members of the Vestry.

Sec. 3. Eligibility. To be eligible for election to the office of Warden, one must have previously served at least one term as Vestryperson in the Parish or three consecutive years as Treasurer or Clerk of the Parish.

Sec. 4. Elections. One Warden, one Clerk, Delegates (except as provided in Section 2 above) and 4 Vestrypersons shall be elected at each Annual Meeting of the Parish. The Wardens shall hold office until the second Annual Meeting following their election, the Clerk and Delegates until the next Annual Meeting following their election, and the Vestrypersons until the third Annual Meeting following their election, and all shall hold office until their successors are elected and qualify. Any Vestryperson whose three-year term, and any Warden whose second successive two-year term, expires at any Annual Meeting shall be ineligible, until the next succeeding Annual Meeting, for re-election to the same office. The Vestry shall appoint a member of the Parish to fulfill any unexpired term that becomes vacant. Such Vestryperson shall serve the remainder of the unexpired term.

Sec. 4. Treasurer. Immediately following each Annual Meeting, the Rector shall recommend to the Vestry a candidate or candidates for the office of Treasurer, and the Vestry shall elect one of such candidates to serve as Treasurer.

Sec. 5. Transition. All of the above mentioned officers and delegates shall hold office until their successors are elected and qualify, provided, however, that the Wardens and Vestrypersons in office at the date these By-laws become effective shall continue in office until the expiration of the terms for which they were elected.

Article IV

ELECTIONS

Sec. 1. Election Committee. At the Annual Meeting the Rector shall appoint an Election Committee of at least five members of the Parish, at least one of whom shall have served on the Election Committee of the previous year. The Election Committee shall then elect one person from the Committee to serve as the Chairperson. The Chairperson of the Committee shall delegate responsibilities among the Committee members as he or she shall deem necessary and reasonable. Members of the Election Committee shall serve one year terms. Any member may be appointed for a second successive term, but thereafter shall be ineligible to serve for one year.

Sec. 2. Recommendation of Candidates. The Election Committee shall give written notification to the Parish stating the offices open for election and requesting written and signed recommendations for candidates for election to those offices. Such recommendations must be submitted to the Election Committee no later than two months prior to the Annual Meeting. The Election Committee shall contact all candidates so recommended to determine whether they are willing to stand for election at the Annual Meeting. Those willing to stand for election become nominees. In the event a member of the Election Committee is nominated and accepts such nomination, such member shall resign from the Election Committee. The Rector shall immediately appoint a member of the Parish to replace the resigning member. The Election Committee shall have the responsibility to give written notification on a regular basis of the names of those who are nominated. Each nominee shall be sent a questionnaire by the Election Committee asking for a brief outline of what parish activities he or she has taken part in and what he or she considers areas of greatest parish need. Three weeks before the Annual Meeting the Election Committee shall send to each member of the Parish a compendium of each nominee's responses to the questionnaire referred to in Section 2. Nominations for any office to be filled at an Annual Meeting may also be made at such meeting by any member of the Parish authorized to vote. The Election Committee shall count those ballots turned in at the Annual Meeting and announce those receiving the highest number of votes elected to office.

Sec. 3. Proxy Voting. Any member who cannot attend the Annual Meeting may vote by proxy. The Election Committee shall establish a procedure for voting by proxy and provide adequate notice of such procedure to all members of the Parish.

Sec. 4. Written Notification. For the purposes of this Article, the term "give written notification" shall mean to publish in a regular publication of general circulation in the Parish and to post in at least two conspicuous places in the church building, or to take such other steps reasonably designed to inform members of the Parish.

Article V

MEETINGS OF THE PARISH

Sec. 1. Annual and Special Meetings. The Annual Meeting shall be held at such date, hour and place as the Vestry shall determine. Special meetings may be called at any time by the Wardens or Vestry. Special meetings shall be called by the Wardens whenever so requested in writing by the Rector or by 20 members of the Parish.

Sec. 2. Warrant. All meetings of the Parish shall be announced by posting an attested copy of the Warrant calling the meeting at a public entrance of the church or place of worship occupied by the Parish. The Warrant shall be posted by the Clerk 30 days before the date fixed for an Annual Meeting and at least seven days before a special meeting. No action shall be taken at any meeting of the Parish other than that set forth in the

Warrant for such meeting. The Warrant for any Parish meeting at which an amendment to the By-laws is to be considered shall set forth the substance of the proposed amendment.

Sec. 3. Presiding Officer. The Rector, or in the Rector's absence, one of the Wardens, shall preside; in the absence of all three, a moderator shall be chosen by the meeting. 25 members present shall constitute a quorum, and a majority vote of those present determine any matter presented except as provided in Article XIV respecting the amendment of these By-laws.

Article VI

THE RECTOR

Sec. 1. Election. The Rector shall be elected by the parish at a meeting duly called for that purpose by the Vestry, provided that the Rector may be elected by the Vestry if a Parish meeting has so authorized. The Vestry may authorize a special committee to make recommendations of suitable candidates. Such election shall not take place, however, until after all the steps required in Section 1 of Diocesan Canon 15 have been taken. No person shall be eligible for the office of Rector unless he or she is a qualified ordained minister of The Episcopal Church and has been certified by the Bishop to be in good standing. The Rector shall have jurisdiction over the spiritual affairs of the Parish and supervise and direct the parish staff.

Sec. 2. Vacancy. If the office of Rector becomes vacant or the Rector is incapacitated, the Vestry shall appoint an interim after consultation with the Bishop, until such time as a new Rector is elected as provided under this Article in case of a vacancy, or the Rector can resume his or her duties in case of incapacity.

Article VII

WARDENS

It shall be the duty of the Wardens, when the Parish has no Rector, or in the Rector's absence, to provide for the temporary performance of the Rector's duties. In the absence or incapacity of either Warden, or of a vacancy, the powers and duties of the Wardens shall devolve upon the remaining Warden.

Article VIII

TREASURER

Sec. 1. Duties. It shall be the duty of the Treasurer to receive and disburse all monies collected under the authority of the Vestry, to keep a true record of receipts and disbursements, and to present a full statement of these and of the financial condition of the Parish at Annual Meetings and at other times required by the Vestry. The Treasurer

shall also maintain the records of all trusts and permanent funds belonging to the Parish, listing the source and date of such trusts and funds, the terms governing the use of principal and income, to whom and how often accounts are to be made and how the trusts and funds are invested.

Sec. 2. Voting of Securities. Except as the Vestry may otherwise designate, the Treasurer may act or appoint any member of the Vestry (with or without power of substitution) to act as proxy or attorney in fact for the Parish at any meeting of stockholders of any corporation, the securities of which may be held by the Parish.

Sec. 3. Assistant Treasurer. The Vestry may appoint an Assistant Treasurer whose term shall be coterminous with that of the Treasurer and whose duties shall be such as may be assigned to him or her by the Vestry or the Treasurer.

Article IX

CLERK

It shall be the duty of the Clerk to keep the records of the Parish and of the Vestry and to keep a roll of the members entitled to vote in its affairs. The Clerk shall make available the names of persons on the membership list for any member to inspect as long as the purpose of the inspection is related to the general affairs of the Parish.

The Rector may designate a member of the Vestry to act as Assistant Clerk to perform the duties of the Clerk in his or her absence.

Article X

BONDS

The Treasurer and other custodians of funds as designated by the Vestry shall be bonded under a blanket bond maintained by the Diocese for that purpose. If such blanket bond is at any time not available, adequate bonds shall be procured by the Parish and each bond shall be placed in the custody of some officer other than the person who is bonded.

Article XI

VESTRY

Sec. 1. Authority and Duties. The Vestry shall exercise all its powers in accordance with the usage and discipline of The Episcopal Church, in compliance with the statutes of the Commonwealth and the provisions of these By-laws. It shall be the duty of the Vestry to manage the prudential affairs and to care for the property of the Parish; to provide for the furniture, books, vestments, and all things necessary for the celebration of public worship; to see that all buildings and personal property belonging to the Parish are

adequately insured; to supervise the investment of funds of the Parish; to authorize and direct such purchases and sales as the Vestry may from time to time deem wise, and any and all transfers, assignments, contracts, deeds, leases, bonds, notes, checks and other instruments which may be necessary or proper in this connection; and to supervise and direct the officers in the discharge of their duties. The Vestry, in consultation with the Rector, shall authorize staff positions and the terms of employment.

The handling of all or any of the investments, including their purchase, custody, sale and transfer, may be delegated by the Vestry to the Wardens or Treasurer. The Vestry may delegate to the Wardens and/or Treasurer generally or in particular cases the authority to execute contracts, deeds, leases, bonds, notes, checks and other instruments which may be necessary or proper. The Vestry may appoint or authorize the appointment of any committee that it deems desirable. All such committees shall be accountable to the Vestry.

Sec. 2. Annual Audit. The Vestry shall cause to be made an annual review of the accounts of the Treasurer and other custodians of funds of the Parish, except that every third year, the Vestry shall cause to be made an audit of such funds and accounts. The review or audit, as the case may be, shall be made by a certified or independent public accountant or by any agency permitted by the Office of the Treasurer of the Diocese. Such reviewer or auditor, as the case may be, shall be appointed by the Vestry at least thirty days before the end of the year.

Sec. 3. Restrictions on Alienation or Encumbrance of Real Estate. No consecrated church or chapel, nor any church or chapel which has been used solely for divine service, nor any property which is being used as a Parish house or rectory, nor any land incidental to or regularly used in connection with any of the foregoing, shall be alienated or encumbered without the previous written consent of the Bishop, acting with the advice and consent of the Standing Committee.

Sec. 4. Meetings. Meetings of the Vestry may be called by the Rector or either Warden or any two members of the Vestry. The Vestry may schedule regular meetings and determine the manner of notifying its members. The Rector, or such other member of the Vestry designated by the Rector, shall preside. The records of the Vestry shall be open to the members of the Parish at its meetings. Two-thirds of the members of the Vestry shall constitute a quorum and a majority vote of those present shall determine any matter presented.

Article XII

ORGANIZATIONS

All formal organizations connected with the Parish shall be responsible to the Rector. Each organization shall present at the Annual Meeting of the Parish a report containing a summary of its activities and finances and a list of its officers. The funds of

any organization which has not met for three years shall be turned over to the Treasurer of the Parish to be used as the Vestry may direct.

Article XIII

GIFTS AND MEMORIALS

No object intended as a permanent addition to the Church or Parish property, or to be used therein during public worship, shall be accepted as a gift or memorial without the approval of the Rector and the Vestry. All objects so accepted may be removed when deemed necessary by the Vestry. The names of donors of such gifts and memorials, any terms and conditions, and the dates of acceptance shall be recorded in the permanent records of the Parish.

Article XIV

AMENDMENTS

These By-laws may be amended in the following manner: first, the proposed change shall be approved by vote of two-thirds of the members of the Parish present at a properly called meeting; next, the proposed change shall be submitted to the Bishop and Standing Committee and if approved by them without substantial revision, the change as so approved shall become immediately effective upon receipt by the Parish. If the Bishop and Standing Committee shall approve subject to a substantial revision affecting the intent or meaning of the proposed change, the matter shall be resubmitted to a properly called meeting of the members of the Parish and shall become immediately effective upon approval by vote of two-thirds of the Members of the Parish present.