

The Church of St. Augustine
Denver, Colorado

By-Laws

Adopted June 26, 2005

By-Laws

The members of the Church of St. Augustine, acting through their elected representatives, the Parish Council, hereby approve and adopt the following By-Laws, which provide explicit instructions for the everyday conduct of the Church's business and affairs. These By-Laws flow from and are an extension of the Constitution of the Church. Where the By-Laws have not provided explicit instructions, the Parish should consult the Constitution for its applicability. Should neither document provide guidance, then the Parish Council must act in the best interests of the Church, including, when appropriate, by setting a matter before the Parish Members for a full vote.

The Clergy

The search for, screening of, selection and hiring of, and removal of the Parish Pastor and other Clergy are specifically provided for by the Constitution.

The Parish Council

The Parish Council is addressed by the Constitution. In addition, the following provisions apply:

The Council must include at least five members, in addition to the Pastor, who is a voting member. The Parish Administrator, if any, shall be an ex-officio, non-voting, advisory member of the Council.

Parish Members will vote in elections held at the Annual Meeting in January for the number of Council seats open. Council members elected shall be the recipients, in final finish order, of the most votes cast at the election, for the available number of positions open.

Minimum requirements for serving on the Council are these:

- Official registered membership in the Parish.
- Regularly attending services at the Parish, and participating in various Parish activities. and/or Ministries.
- Evidencing a clear understanding of the nature, purpose and mission of the Church., and supporting this.
- Willingness and availability to serve at least a two-year term of office.

Regular Meetings. The Council must meet at least every other month, and whenever a call for special meetings is presented by the Pastor, a Council Co-Chair, or a significant number of Members.

Terms of Office. Council members serve staggered, two-year terms, and are eligible for re-election for a maximum of three consecutive terms (6 years). Elections will be presided over by the Council Chair who is not standing for re-election at the time. The Council will establish the procedure for voting, with these provisions: all Members are eligible to vote, to make nominations, and to serve in any Council office of the Church.

Council Officers. Council members will choose from among themselves qualified persons to serve in the Council offices described by the Constitution: two persons shall serve as Co-Chairs; one as Secretary; one as Treasurer.

The Co-Chairs preside over the meetings of the Council. They have the power of appointment for Committee Chairs, after consultation with other Council members. At least one of the Co-Chairs may be an authorized signer of Parish checks. The Co-Chairs are both required to consent to and authorize any indebtedness or other contractual obligation entered into by the Parish except for amounts less than \$500.00, which may be contracted by the authority of the Pastor or Parish Administrator.

The Secretary's duties are described fully by the Constitution.

The Treasurer's duties are described by the Constitution. In addition, the Treasurer will be an authorized signer on Parish checks. The Treasurer will also arrange for and extend full cooperation in the performance of periodic outside audits or review reports of the Parish's financial condition.

Council Vacancies. An interim vacancy on the Council will be filled by special Election by Members of the Parish, except that an unexpired term of less than one year may be filled by appointment by the Parish Council.

Meeting Agendas. The Council will establish and publish in the weekly Bulletin its proposed agenda for any upcoming meeting, at least three weeks before the meeting date.

Removal from Office. A Council member may be removed from office in any of the following circumstances:

- Behavior not consistent with or representative of the Mission Statement, Articles of Faith, Constitution or By-Laws of the Church, or of the ECC.
- Behavior that is felt by Council members to be persistently quarrelsome or obstructive such that the Council's conduct of business is impaired.
- Unwarranted absences at more than three meetings in a given year.

If a Council member or the Pastor proposes removal of a Council member, the process followed shall be similar to that prescribed under "Separation from the Church" in the Constitution; namely, a process of admonition and counseling, with the goal of elimination of the offensive behavior and reconciliation of differences. If this intervention proves unsuccessful, then a Council member shall propose a motion for the removal of the offending member. A vote

of $\frac{3}{4}$ of all Council members will be necessary to recommend the removal of the person. If obtained, the matter will be referred to a special meeting of the members of the Parish, whose vote in favor of removal of the Council member must be not less than $\frac{1}{2}$ of the members present, provided a quorum is established.

Delegates to the ECC House of Pastors and House of Laity

The appointed Co-Chairs of the Parish Council will automatically serve as the Parish's lay representatives on the House of Laity, and will attend the regular Synods and other important meetings of the Communion. If parish membership allows the appointment of additional representatives, these shall be elected at a special meeting by a vote of the members of the Parish.

The Parish will offer to pay the costs of transportation and lodging for representatives to Synods and meetings of the ECC.

Committees

The Parish Council may appoint whatever Committees it deems useful for the better life and management of the Parish. Each Committee should have at least one Council member among its own members to assure effective liaison with the Council. Areas to be considered for Committee development include these among others:

- Liturgy and Music
- Fellowship
- Stewardship, Finance and Fundraising
- Building and Grounds
- Community Outreach and Mission Support
- Children and Youth

Bank Accounts

Bank accounts (Checking and Savings) will be established. At least two signatories will be authorized, and though not required in case of emergency, common practice will be that two signers appear on each check. The Treasurer is responsible for the proper accounting and balancing of the parish's checkbook, reconciling with the Cash Disbursements journal and other records. The Pastor should jointly review these records with the Treasurer whenever possible; and any Council member is authorized to do the same, though in respect of the available time of the Treasurer.

Any transaction over the amount of \$500.00 requires the consideration and approval of the Parish Council. This amount may be modified by Council to reflect practical considerations.

Only the Parish Council may approve and authorize any form of loan agreement for any purpose, or any other contractual commitment by the Parish. The Parish Council may authorize such an agreement for amounts up to \$5,000.00, by a majority vote of the Council members. A vote to financially obligate the Parish in excess of the amount of \$5,000.00 will require submittal to the Members of the Parish for approval (majority vote required). This provision applies to any application for Church credit cards, gas cards, store purchase cards, etc.