

CONSTITUTION AND BY LAWS
FOR
Holy Cross Anglican Church, CANA
Milwaukee, WI
Adopted January 26, 2014
Amended 2016

Preamble

In the name of the Father and of the Son and of the Holy Spirit.

We, the baptized and confirmed members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution as our by laws and solemnly pledge ourselves to be governed by its provisions.

Article 1 – Name and Incorporation

- 1.1 The name of this congregation shall be Holy Cross Anglican Church, (CANA).
- 1.2 The congregation shall be incorporated under the laws of the State of Wisconsin.

Article 2 – Purpose

- 2.1 The purpose of this congregation shall be to worship, and give honor and glory to the Triune God; to carry out the Great Commission given to the church by His Son, Jesus Christ our Lord; to proclaim the Gospel of Jesus Christ to all the world; to manifest the unity of our faith in Jesus Christ as God and Savior; to foster Christian fellowship and love; to extend a helping hand to human need; and to achieve its objectives by the preaching of the Word of God, by the administration of the sacraments, and by disciplining of all its members according to the Anglican way.
- 2.2 The wording of this section is in accordance with the language of Section 501(c)(3) of the Internal Revenue Code of 1986.

Article 3 – Ecclesial Affiliations

3.1 Holy Cross Anglican Church, CANA, shall be a part of the Anglican Communion as a member congregation in the Diocese of CANA East and the province of the Anglican Church in North America.

3.2 Ecclesial affiliations may be entered into or dissolved by a simple majority vote of this Church as determined necessary for the order and welfare of the Church.

Article 4 – Membership

4.1 Membership in this Parish shall consist of all baptized person in good standing, whose names shall be enrolled in the register of the Parish through baptism, confirmation, transfer or reception in conformity with the Canons of the Diocese of CANA East and the Anglican Church in North America.

4.2 Membership in this parish for voting purposes shall be extended to those who have been confirmed by a Bishop in apostolic succession, are at least 18 years of age, have been approved by the Vestry, and are on the rolls of this parish. Such members must have received Holy Communion and given to the spiritual and/or financial support of the parish. Such persons shall be deemed “Members in Good Standing.”

4.3 Any member who has not receive Holy Communion at least 3 (three) times at this church, in a 12 month period, becomes an “Inactive Member,” and is no longer in good standing and thus forfeits voting rights until they begin regular church attendance once again.

Article 5 – Vestry

5.1 The Vestry shall be composed of at least five (5) members.

5.2 Any confirmed communicant member over 21 years of age who has been a member of this parish for six (6) months or longer, attends church services regularly, and given to the spiritual and/or financial support of the parish for (6) months prior to their election or appointment to the Vestry.

5.3 All persons desiring to serve on the Vestry shall, with their prior consent and approval, have their names placed into nomination by submitting said name and all other required information to the Nominating and Staffing Committee of the Vestry, chaired by the Junior Warden. The Committee shall meet, in conjunction with the Vicar/Rector, to determine if the person(s) nominated is qualified to serve

on this Vestry. The nomination process and duration shall be duly announced and published to the parishioners at least 30 days prior to the Annual Parish Meeting and shall conclude 15 days prior to the Annual Parish Meeting. All names and other information must be submitted no later than 15 days prior to the Annual Parish Meeting in order to be considered by the Nominating & Staffing Committee.

5.4 All Vestry candidates and members must be in agreement with the doctrinal standards of the Anglican Church in North America, and are active disciples of the Lord Jesus Christ, regularly attending one of the spiritual formation groups of this church. If a candidate or member finds that they are not in agreement with the standards of the Anglican Church in North America, they are to meet with the Rector/Vicar for an interview to see if their view(s) are within the orthodox norms of the One, Holy, Catholic and Apostolic faith.

5.5 The members of the Vestry shall be elected at the annual meeting of the Parish by majority vote of those members in good standing. Vestry positions, as well as any unexpired terms that are vacant or that have been temporarily filled during the preceding year, as set forth in Section 4 below, shall be voted upon at each annual meeting. Each elected Vestry member shall serve a term of no more than three years, or until a qualified successor is named.

5.6 Vote shall be cast by written ballot; except in those instances where the number of nominees does not exceed the number of vacancies. A person elected to the Vestry, (except those elected to fill vacancies - See Section 5.7) under this section, shall not be ineligible for reelection until one year after their term of office shall have expired.

5.7 The Vestry may fill all vacancies that may occur in their number to serve until the next annual Parish meeting, at which time the Parish shall fill any such unexpired terms, and the holder of such unexpired term shall not be disqualified for election to a full term after the expiration of the unexpired term.

5.8 The regular meetings of the Vestry shall be determined by majority vote of the Vestry. Special meetings may be called at any time by the Rector, both wardens, or by request of one-third of the members of the Vestry. The Rector and all members of the Vestry shall be given at least one week notice of all special meetings of the Vestry. A quorum of the Vestry membership is required to be present in any meeting in which a vote on any subject is taken. A quorum shall be defined as a majority of the current Vestry members, including the Rector or one of the Wardens. The Rector shall serve as the moderator of the Vestry and shall preside over the meetings of the Vestry; or at his discretion, the Senior Warden shall preside. The meetings shall be conducted according to the protocol prescribed by the Roberts Rules of Order.

5.9 Any Vestry member, who without excuse, fails to attend three Vestry meetings during a twelve-month period shall be considered to have resigned from the Vestry and the Vestry shall thereupon select a replacement according to Section 4 herein.

5.10 It shall be the duty of the Vestry to take charge of the temporal concerns of the Parish, including the property and financial affairs of the parish, and to work with the Clergy and laity of the congregation for the furtherance of the Church's purpose. The Vestry shall act as agents and legal representatives of the Parish to call, with the approval of the Bishop, a Rector, and to provide for his maintenance; to keep order in any and all real property used during divine services, and to act as helpers to the Clergy, in whatever is appropriate to lay persons, for the furtherance of the work of the Church.

5.11 The selection of candidates for the position of Rector shall follow the guidelines and principles of the Diocesan Search Process in place at the time. The Rector and all other priest serving this parish shall be biblically qualified males. The election of the Rector requires a minimum of two thirds (2/3) of the Vestry.

5.12 There shall be an annual meeting of the parish held during the season of Epiphany each year. This annual meeting shall review the ministry and finances of the parish. 50% plus 1 of the yearly ASA of the Parish shall constitute a quorum for any Parish meeting.

5.13 The Vestry shall serve as the Board of Directors of the Parish.

5.14 The Rector/Vicar shall serve as Chairman and Moderator of the Vestry and of the Parish, and is an ex-officio member of all parish committees.

5.15 Vestry Oath: Each new vestry member shall swear the following oath prior to beginning their new office. *"I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary for salvation through Our Lord Jesus Christ and I do yield my hearty consent to the Constitution and Canons of the Diocese. I promise, with God's help, that I will faithfully execute the duties of the office of Vestry member of this Congregation to the best of my ability."*

Article 6 - Senior Warden

6.1 The Senior Warden shall be elected by majority vote of the parish at the annual parish meeting, and shall hold office for a term of no more than (3) three consecutive years.

6.2 Duties. He shall provide for the decent celebration of public worship and shall, at the discretion of the Rector, preside over meetings of the Vestry. He shall call regular and special meetings of the Vestry; and shall, at the discretion of the

Rector, preside over the annual meeting of the Parish. The Senior Warden shall act as liaison between the Vestry and the Parish to keep the Parish advised, insofar as appropriate and expedient, of the actions of the Vestry. The Senior Warden shall render an annual report to the Parish at the annual meeting of the Parish. The Senior Warden, as the representative of the Vestry, shall be the signatory on all legal documents.

Article 7 - Junior Warden

7.1 The Junior Warden shall be elected by majority vote of the parish at the annual parish meeting, and shall hold office for a term of no more than (3) three consecutive years.

7.2 The duties of the Junior Warden shall include the following: In the absence of the Senior Warden, the Junior Warden shall provide for the decent celebration of public worship. At the discretion of the Rector and in the absence of the Senior Warden, the Junior Warden shall preside over meetings of the Vestry. The Junior Warden shall act as liaison between the Vestry and Rector/Vicar, chair the Nominating/Staffing Committee.

Article 8 – Secretary

8.1 The Secretary shall be elected by majority vote of the Vestry from one of their own at the first meeting following the annual Parish meeting, and shall hold office for a term of (1) one year, and shall be eligible for reelection thereafter or until a successor is elected.

8.2 The Secretary shall faithfully and accurately record the minutes of all meetings of the Vestry and of the meetings of the parish, shall maintain an accurate accounting of the roll of parish, conduct such correspondence in the name of the Rector, Wardens and Vestry as the Vestry may authorize and direct, and maintain the correspondence of the Vestry in a file appropriately labeled, maintain (2) two electronic copies of all minutes (with one being a back up not on the same computer as the original), as well as a bound hard copy. The minutes shall be made available upon the request of any parishioners.

Article 9 – Treasurer

9.1 The Treasurer shall be elected by majority vote of the Vestry, at the first meeting of the Vestry following the annual Parish meeting, and shall hold office for a term of (1) one year and shall be eligible for reelection thereafter or until a successor is elected.

9.2 It shall be the duty of the Treasurer to receive and disburse the general funds of the Parish and to properly maintain the books of account and other financial records of the Parish. The duties shall also include the following: A financial report shall be rendered by the Treasurer at each regular meeting of the Vestry showing receipts, expenditures, assets, and liabilities for the preceding month together with such other financial data and reports as the Vestry may direct. The Treasurer shall make a financial report to the annual Parish meeting to cover the finances of the Parish during the preceding calendar year. A record of all insurance policies of the Parish shall be maintained by the Treasurer in a concise form available for inspection by the Vestry. The Treasurer shall make provision for the accounts and records to be audited according to Diocesan and/or Parish guidelines.

9.3 The financial accounts and records of the Parish shall be reviewed by an independent Certified Public Accountant prior to a new Treasurer taking office, as seen fit by the vestry, or at least every 5 years.

9.4 There shall be a Finance Committee comprised of the Rector/Vicar, Senior Warden and Treasurer. They shall approve all expenditures from \$100 to \$600 without the Vestry's approval. Expenditures over \$600 can only be approved by the Vestry.

9.5 No debt shall be entered into on behalf of the Parish, without the approval of the Vestry.

Article 10 – Amendments

10.1 Amendments to the provisions of this constitution shall be submitted in writing at a meeting of the congregation and announced to the congregation by public posting and/or mail to all voting members four weeks prior to the meeting at which the proposed amendment will be acted upon. A simple majority affirmative vote of the voters shall be required for adoption. The date of approval of any amendment must be referenced in any amendment adopted. A meeting of the congregation to discuss any amendment to the constitution shall take place (2) two weeks prior to the vote.

10.2 Amendments to Article 2 and 3 of this constitution shall not be amended or altered.

Appendix. Position Statements

- 1. For the glory of God and the good of our common life, we (Holy Cross Anglican Church, CANA) hold to these doctrinal standards to be authority in life and practice, the Constitution and Canons of the Anglican Church in North America, The 39 Articles of Religion, the Jerusalem Declaration, and the 1928 Book of Common Prayer.**
- 2. God, and not man, is the creator of human life. The unjustified taking of life is sinful. Therefore, all members and clergy are called to promote and respect the sanctity of every human life from conception to natural death.**
- 3. HCAC affirms and subscribes to Canon 7 of the Anglican Church in North America. HCAC believes that the sacrament of Holy Matrimony was established by God and was bless by Our Lord Jesus Christ and established by the rites of the church is a lifelong, exclusive relationship between one natural-born man and one natural-born woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female (Gen. 1:27; Deut. 22:5).**
- 4. The Church is called upon to show Christ-like compassion to those who have fallen into sin, encouraging them to repent and receive forgiveness, and offering the ministry of healing to all who suffer physically or emotionally as a result of such sin.**