

BYLAWS

OF

Church
of the
Epiphany
ANGLICAN

November 13, 2016

Table of Contents

	PREAMBLE	1
ARTICLE I	NAME AND AFFILIATION	1
ARTICLE II	PURPOSE	1
ARTICLE III	GOVERNANCE	1
	A. Governing Documents.....	1
	B. Governing Body	1
ARTICLE IV	MEMBERS AND ELIGIBLE VOTERS OF THE CONGREGATION...	1
	A. Membership.....	1
	B. Eligible Voters.....	1
	C. Membership List.....	2
ARTICLE V	ANNUAL AND SPECIAL CHURCH MEETINGS.....	2
	A. Annual Meeting	2
	B. Special Meetings.	2
	C. Place of Meetings:	2
	D. Notice of Meetings and Agendas:	2
	E. Quorum:.....	3
	F. Requirements for Official Action:.....	3
	G. Conduct of Meetings:	3
ARTICLE VI	VESTRY.....	3
	A. Eligibility.....	3
	B. Composition of Vestry.	3
	C. Duties of Vestry.....	3
	D. Nomination and Election of Vestry Members.....	4
	E. Election of Senior and Junior Wardens.....	4
	F. Limitation of Liability.	4
	G. Indemnification.	4
	H. Resignation and Removal.....	4

ARTICLE VII	VESTRY MEETINGS	5
A.	Regular Meetings.	5
B.	Special Meetings.	5
C.	Notice of Meetings.	5
D.	Quorum and Vestry Action.	5
E.	Minutes of Meetings:.....	6
F.	Open and Closed Meetings:	6
G.	Action Without A Meeting:.....	6
H.	Meetings By Conference Telephone:	6
ARTICLE VIII	OFFICERS.....	6
A.	Senior Warden.	6
B.	Junior Warden.	6
E.	Congregation's Representatives.	7
ARTICLE IX	COMMITTEES.....	7
A.	General Rules of Order.....	7
B.	Finance Committee.....	8
C.	Nominating Committee.	8
D.	Additional Committees.....	8
E.	Special Committees.	8
ARTICLE X	THE RECTOR	8
A.	Election, Term and Qualifications.....	8
B.	Corporate Duties.....	9
D.	Associate Rector.....	9
ARTICLE XI	FISCAL MANAGEMENT	9
A.	Fiscal Year.....	9
B.	Financial Affairs.....	9
C.	Financial Books and Records.	9
D.	Accounts.	9
E.	Treasurer's Authority to Make Payments.	9
F.	Limitations on Treasurer's Authority to Incur Debt.	9
G.	Treasurer's Reports.	10

H.	Safekeeping of Records.....	10
I.	Insurance.....	10
J.	Endowment Funds.....	10
ARTICLE XII	CORPORATE BOOKS AND RECORDS.....	10
A.	Maintenance of Corporate Book.....	10
B.	Minutes.....	10
C.	Authentication of Church Records.....	10
ARTICLE XIII	STEWARDSHIP	11
A.	Stewardship Objectives:.....	11
B.	Development Activities:.....	11
C.	Special Gifts and Memorials:.....	11
ARTICLE XIV	AMENDMENTS.....	11

PREAMBLE

Epiphany's mission is to help people encounter God through beautiful worship and believing prayer; build a multigenerational congregation that loves kids and their families, and equip every member to proclaim the good news of Jesus Christ.

These bylaws govern the activities of Church of the Epiphany Anglican (also referred to herein as "the Church" or "the Congregation", as the context requires) and are intended to reflect our purposes, our vision, and our faith in ways that enable the Church to effectively fulfill its mission.

ARTICLE I NAME AND AFFILIATION

Church of the Epiphany, Herndon (commonly known and doing business as Church of the Epiphany Anglican) is organized for the worship of Almighty God in accordance with the Principles set forth in Article 1 of Constitution of the Anglican Church in North America. The Church is a congregation of the Diocese Of the Mid-Atlantic (DOMA) and of the Anglican Church in North America (ACNA).

ARTICLE II PURPOSE

The Church, founded in the Anglican tradition within the Worldwide Anglican Communion, is dedicated to the worship of Almighty God.

ARTICLE III GOVERNANCE

A. Governing Documents.

The Congregation shall be governed by these By-Laws, as amended from time to time, in accordance with the Constitution and Canons of DOMA and ACNA.

B. Governing Body

The Rector and Vestry shall be the governing body of the Congregation. The Vestry shall be elected, operate and have the authority in accordance with these By-Laws.

ARTICLE IV MEMBERS AND ELIGIBLE VOTERS OF THE CONGREGATION

A. Membership. Other than clergy under the authority of the Bishop, a member is any 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, and whose baptism has been duly recorded in the record of the Congregation.

B. Eligible Voters.

a) Eligible Voters are those Members of the Congregation, per paragraph A above, who:

1. Are recognized by the Rector as regular worshippers and by the Treasurer or Wardens as regular contributors
 2. Are sixteen years of age or older.
- b) Only an Eligible Voter may vote in a Vestry election or for other matters requiring the vote of the Congregation.
- c) Prior to each annual Vestry election, the list of Eligible Voters shall be published to enable the list to be corrected.
- d) No person shall be an Eligible Voter in this Congregation while at the same time holding equivalent status in another church, congregation or parish regardless of denomination.
- C. Membership List.** The Rector and Wardens shall maintain a current list of the Members and Eligible Voters of the Congregation. Any person who believes he or she is entitled to be included on the list of Eligible Voters may appeal to the Vestry for its determination.

ARTICLE V ANNUAL AND SPECIAL CHURCH MEETINGS

A. Annual Meeting. a) An Annual Meeting of the Congregation shall be held at a time set by the Rector and the Wardens, but not later than November 30, for the purposes of reporting on the year just concluded and the year ahead, including a report from the Rector, a report from the chairman of the Finance Committee and a report from the Vestry, transaction of other business specified by the Rector and Vestry, for the election of the Vestry, and for the election of the Nominating Committee for the succeeding year.

B. Special Meetings. Special Meetings of the Congregation may be called at any time by any of the following:

- The Rector;
- A majority of the Vestry;
- Both Wardens; or
- Ten Eligible Voters of the Church.

All notices of any Special Meeting shall clearly state the purpose and agenda of the meeting as specified by the Rector, Associate Rector, or the Vestry, and no matters may be considered at a Special Meeting unless set forth in such notices. The presiding officer at any Special Meeting shall be as set forth in paragraph V.G of these Bylaws irrespective of how the meeting was called. The presiding officer may require that any one or more matters decided at any Special Meeting be voted upon by written ballot.

C. Place of Meetings: The annual meeting and all special meetings shall be held at a place determined by the Rector and Wardens.

D. Notice of Meetings and Agendas:

a) Notice of the Annual Meeting (Parts One and Two) shall be given during Sunday morning services on not less than two (2) consecutive Sundays prior to the meeting; shall be published in the service bulletin for said two (2) Sundays; or shall be mailed to all Eligible

Voters at a reasonable time in advance of the meeting. Notice given in the edition of the monthly Epiphany STAR immediately preceding the meeting shall comply with the requirements of this paragraph provided that the newsletter is published by email at least one week in advance.

b) Notice of a Special Meeting shall, to the extent possible, be provided in accordance with sub-paragraph a) above.

c) Copies of the Agenda and outlines of the Rector's Report, the Vestry Report, the Treasurer's Report, and the Congregation's Budget shall be available to Members of the Congregation through the Church Office or on the Epiphany website at least seven (7) days prior to the Annual Meeting. For the purposes of this paragraph availability of the Annual Report shall satisfy this requirement.

E. Quorum: The quorum for Annual and Special Meetings shall be ten (10%) percent of the total number of Eligible Voters.

F. Requirements for Official Action:

a) Except as set forth in subparagraph (b) of this paragraph, a Congregational meeting may act by a majority of Eligible Voters that are present.

b) Matters relating to the purchase, sale, or encumbrance of real property of the Church of the Epiphany Anglican shall require the affirmative vote of the larger of two-thirds (2/3) of the Eligible Voters that are present, or two-thirds (2/3) of the quorum.

G. Conduct of Meetings: The Rector, or in his absence the Senior Warden, or the Junior Warden, in that order, shall preside at any meeting. The Registrar of the Vestry, or in the absence thereof, a person appointed by the presiding officer, shall record the minutes of the meeting. The Vestry, at any time in advance of any meeting, may appoint a Parliamentarian, and if none has been appointed the presiding officer at any meeting may appoint a Parliamentarian for that meeting.

ARTICLE VI VESTRY

A. Eligibility. Only Eligible Voters who are eighteen years of age or over and have also been confirmed or received by a Bishop of the Province or another province of the Anglican Communion shall be eligible to serve on Vestry. Spouses and dependent family members of Vestry members and paid staff of the Congregation and their spouses and dependent family members are ineligible to serve on Vestry. Qualifications for a Vestry person are found in Titus 1 and are listed in the DOMA Canons, Title IB, Canon 1, section 3.C.iii.

B. Composition of Vestry. The Vestry shall consist of a minimum of eight and maximum of ten Lay Members unless circumstances prohibit obtaining this number. If at any time the number Lay Members on the Vestry should fall below eight, the Vestry must pass a resolution to that fact and publish the resolution to the members of the Congregation.

C. Duties of Vestry. The business and affairs of the Church shall be managed by the Vestry in accordance with the Canons, Title 1B, Canon 1.C.iii. In addition, the Vestry shall have the powers set forth in the Articles of Incorporation, these Bylaws, and those powers granted

corporations by the laws of Commonwealth of Virginia now or in the future, including those set forth in the Virginia Non-Stock Corporation Act, and that are not prohibited by federal or state law.

D. Nomination and Election of Vestry Members. a) Each year at the Annual Meeting, one-third of the total number of Vestry Members shall be elected to hold office for three (3) years. The Nominating Committee shall present at least as many candidates for election as there are positions to be filled. Each candidate for election to the Vestry shall provide background information on forms, and at times, prescribed by the Rector or someone designated by him to do so. The names and background information with respect to all nominees shall be available to all Eligible Voters at least 8 days prior to the election.

b) The form of ballots, and any other voting and counting procedures, shall be as determined by the Vestry and stated prior to the vote.

c) Members of the Vestry shall continue in office until their successors are installed. Newly elected Vestry Members will be installed on the Sunday in January immediately preceding the regular January meeting of the Vestry. Retiring Vestry Members shall be eligible for election after one year.

d) In the event of a vacancy in the Vestry, the remaining members may fill that vacancy with a qualified member of the Congregation who shall serve until the next annual meeting of the Congregation. The person selected to fill the vacancy may run for election at that time.

E. Election of Senior and Junior Wardens. Each year, the Rector shall appoint the Senior Warden from among Vestry Members to hold office for one (1) year, subject to the approval of the Vestry. The Senior Warden shall be eligible to hold office for succeeding terms. Each year, the Vestry shall nominate and elect the Junior Warden from among its Members to hold office for one (1) year. The Junior Warden shall be eligible to hold office for succeeding terms. This election may take place prior to the new Vestry taking office but the nominees and voting members are those who will make up the Vestry for the current year.

F. Limitation of Liability. No Officer or Member of the Vestry shall be personally liable for monetary damages for any action taken, or any failure to take action, in the course of performing the duties as Officer or Member of the Vestry unless the Officer or Member of the Vestry has breached or failed to perform the duties of office in compliance with the Virginia Non-Stock Corporation Act, and the breach or failure constitutes self-dealing, willful misconduct, recklessness, the violation of any criminal statute, or the failure to pay taxes pursuant to federal or state law.

G. Indemnification. The Vestry may indemnify its members to the full extent allowed by the Virginia Non-Stock Corporation Act, and may meet any such indemnification obligations through the purchase of insurance.

H. Resignation and Removal. a) At any Annual or Special Meeting of Eligible Voters duly called for the purpose, any one or more Vestry Members may be removed with or without cause by a majority of Eligible Voters present and voting at such meeting and a successor or successors there be elected to fill the vacancy or vacancies thus created. Any Vestry

member whose removal has been proposed shall be given an opportunity to be heard at such meeting prior to any vote.

b) Any member of the Vestry who the Rector or the Vestry has determined no longer is a Member of the Church shall not be eligible to continue to serve on the Vestry. If such person has not resigned from the Vestry the Rector shall request that he or she do so forthwith. Within seven (7) days after such resignation or the Rector's request for the same, whichever occurs first, a vacancy shall be deemed to exist with respect to that particular Vestry seat, and the Rector thereupon shall advise the Vestry in writing that the vacancy exists.

c) Any member of the Vestry may be removed by the Rector for the unexcused absence from three (3) consecutive regular Vestry meetings.

d) Any member of Vestry may be removed for good cause by a vote of three-fourths (3/4) of the total members of the Vestry and the approval of the Rector. The member sought to be removed shall not vote on questions relating to his or her removal.

ARTICLE VII VESTRY MEETINGS

A. Regular Meetings. A regular meeting of the Vestry shall be held each month. The place and time shall be advertised in the STAR.

B. Special Meetings. Special meetings of the Vestry may be called by the Rector or the Senior Warden of the Vestry. Whenever three members of the Vestry request it, the Rector or Senior Warden shall call a special meeting. In calling a special meeting, the business to be transacted shall be specified by the Rector or Senior Warden and no other business shall be transacted.

C. Notice of Meetings. Notice of all regular and special meetings of the Vestry shall normally be given at least twenty-four hours before the time appointed for the meeting. Notice may be given by telephone, during church services or via e-mail.

D. Quorum and Vestry Action. a) Two-thirds of the lay members of the Vestry shall be necessary to form a quorum at a regular or special meeting of the Vestry. In the absence of a quorum, the meeting may be held, but no business requiring a vote of the Vestry shall be transacted.

b) The Rector, or in his absence the Senior Warden, or the Junior Warden, in that order, shall preside at any meeting of the Vestry.

c) The presiding officer at any meeting of the Vestry shall, upon calling the meeting to order, declare whether a quorum is present, and if not present may declare the presence of a quorum at any time the same becomes apparent. After a quorum has been established at any meeting of the Vestry, the Vestry may act on any matters before it by a majority vote of the members then present and voting, except in cases where a different fraction for official action by the Vestry is specifically required by these bylaws.

d) The lay members of the Vestry have voice and vote at all Vestry Meetings. The Rector shall have voice and vote. All clergy of the Congregation, the Treasurer and the Finance Committee chairman shall have voice but no vote.

E. Minutes of Meetings: The minutes of each Vestry meeting shall be presented at a subsequent meeting for approval. The original copies of approved meeting minutes shall be the property of the Congregation and shall be maintained by the Registrar in coordination with the Church Office in Congregation's Records.

F. Open and Closed Meetings: a) Any Member of the Church may attend any Regular or Special Meeting and submit any written information to the Vestry, but shall not participate in any meeting without approval of the Rector, or a majority of the Vestry.

b) At its discretion and for good cause, the Vestry by a majority vote, or the Rector, may close an open meeting or hold a closed meeting. Only Vestry members, the Rector, and persons invited by a majority of the Vestry, or the Rector, may attend a closed meeting. The fact that a meeting is or has been closed shall be noted in the minutes of the meeting.

G. Action Without A Meeting: Any action that could be taken by the Vestry at a meeting can be taken without a meeting if three-fourths (3/4) of the lay members of the Vestry, and the Rector, consent in writing (including e-mail) to the adoption of a resolution that authorizes or describes the action, and if there are no dissenting votes with respect to the proposed action. The resolution and written consents shall be signed by the Rector and the members of the Vestry, and shall be filed with the Registrar of the Vestry. Any resolution adopted pursuant to this paragraph shall be noted, along with a statement of the subject or subjects of the resolution, in the minutes of the immediately following meeting of the Vestry under the heading of "Interim Actions."

H. Meetings By Conference Telephone: Any Regular or Special Meeting of the Vestry may be conducted with the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating.

ARTICLE VIII OFFICERS

A. Senior Warden. The Senior Warden shall be the senior Lay Officer of the Church and Corporation. In the absence of the Rector or during a vacancy in the Cure, he shall preside at Meetings of the Church and Meetings of the Vestry, he shall oversee the administrative management of the Church and shall be responsible for the maintenance of worship in the Church. In addition, the Senior Warden shall perform such other duties as may be assigned to him by the Rector.

B. Junior Warden. The Junior Warden shall rank next to and after the Senior Warden. In the absence of the Senior Warden, the Junior Warden shall assume the duties of the Senior Warden. The Junior Warden shall perform such other duties as may be assigned to him by the Senior Warden or the Vestry.

C. **Vestry Registrar.** The Registrar of the Vestry shall be appointed by the Vestry annually at the first regular meeting of the Vestry for the year or subsequently whenever a vacancy shall occur and shall have the responsibilities set forth in these Bylaws. The Registrar need not be a member of the Vestry. The Registrar shall not serve more than three (3) consecutive one-year terms, excluding any unexpired term.

C. **Treasurer of the Church.** a) The Treasurer of the Church shall be appointed by the Vestry annually at the first regular meeting of the Vestry for the year or subsequently whenever a vacancy shall occur and shall have the responsibilities set forth in these Bylaws. The Treasurer need not be a member of the Vestry. The Treasurer shall not serve more than three (3) consecutive one-year terms, excluding any unexpired term. The Treasurer may serve beyond the third one-year term until a successor is selected. The Treasurer shall be a member of the Finance Committee *ex officio* with voice and vote, and be bonded in such sum and with such surety as the Vestry from time to time shall determine. The Treasurer shall be the custodian of the funds of the Congregation and shall perform such other duties as required by the Vestry.

b) With the recommendation of the Finance Committee, one or two Assistant Treasurer of the Church shall be appointed by the Vestry and shall have the responsibilities set forth in these Bylaws and by the Finance Committee. An Assistant Treasurer need not be a member of the Vestry. The Assistant Treasurer shall not serve more than three (3) consecutive one-year terms. The Assistant Treasurer shall be a member of the Finance Committee *ex officio* with voice and vote, and be bonded in such sum and with such surety as the Vestry from time to time shall determine.

E. **Congregation's Representatives.** The Vestry shall annually appoint delegates and alternates to represent the Congregation at appropriate synods, councils, and conventions.

ARTICLE IX COMMITTEES

A. **General Rules of Order.** All committees shall operate within the following rules:

a) The Committee shall elect a chairman or facilitator at the first meeting and annually thereafter. The name of the chairman or facilitator shall be reported to the Registrar.

b) Unless otherwise noted in these By-Laws, members of a committee serve no more than two years but may volunteer for a second two year term. Each Committee may determine a different term.

B. Finance Committee. a) A Finance Committee including one or more members of the Vestry shall be appointed by the Vestry. The Finance Committee shall prepare a budget for adoption by the Vestry. The Finance Committee shall make regular financial reports to the Vestry. The Congregation may not operate on a deficit budget without adequate reserves to cover such deficit. The Finance Committee shall provide additional assistance in financial matters to the Rector and the Vestry and, together with the Vestry, shall oversee the Treasurer.

b) The term for Finance Committee service is three years. A person may serve two consecutive terms. Committee members are appointed by the vestry. The Finance Committee is composed of the church Treasurer, Assistant Treasurer, a member of the Vestry and five members of the congregation. In addition the Senior Associate Rector and Finance Administrator are ex officio members without vote. The committee chairman is elected by the committee.

C. Nominating Committee. a) The Nominating Committee shall consist of the retiring members of the Vestry and two Eligible Voting Members of the Church elected as members-at-large. The members-at-large shall serve a two year term and shall not succeed themselves. The terms of each of the members-at-large shall be staggered so that one position is filled each year, election to take place during the Annual Meeting or such other Congregation meeting as the Vestry shall determine.

b) The Nominating Committee shall prepare a slate of nominees for each office to be filled at the Annual Meeting of the Church and Corporation. The Report of the Nominating Committee shall be read at the Annual Meeting prior to the election of officers, and shall contain a certification that all nominees have consented to serve if elected. In addition, the Nominating Committee shall submit at least one name for election to the Nominating Committee as Member-At-Large.

D. Additional Committees. Additional committees, consisting of two or more Eligible Voters of the Church, at least one of whom shall be a Member of the Vestry, shall be organized to assist the Rector in the mission of the Church.

E. Special Committees. Special committees for any lawful purpose, consisting of two or more Eligible Voters of the Church, at least one of whom shall be a Member of the Vestry, may be appointed on an ad hoc basis by the Rector, or, during his absence or during a vacancy of the Cure, by the Presiding Officer of the Vestry. The responsibilities of such special committees shall be stated at the time of their appointment.

ARTICLE X THE RECTOR

A. Election, Term and Qualifications. Title IB, Canon 2 of the Canons of the Diocese of the Mid-Atlantic shall govern the selection of the Rector. The Rector of the Church shall be elected by an affirmative vote of three-quarters of the lay members of the Vestry at a meeting duly convened. His term shall be until age 72, unless terminated earlier in accordance with Canon 2, sections 2 & 3. He must be a lawful Minister of Christ in the Worldwide Anglican Communion and acceptable to the Bishop of the diocese.

B. Corporate Duties. a) The Rector shall preside at all Church and Vestry Meetings. In the Rector's absence, or if there shall be a vacancy in the Cure, the Senior Warden followed by the Junior Warden shall preside.

b) The Rector, with the approval of the Vestry, shall select all assistant and associate clergy who shall serve at the pleasure of the Rector. The Rector, in consultation with the Vestry, shall select all lay employees who shall serve at the pleasure of the Rector

c) The Rector shall be a member of all standing and special committees of the Church and Vestry *ex officio* with voice and vote.

D. Associate Rector. The Associate Rector must be a lawful Minister of Christ in the Worldwide Anglican Communion and acceptable to the Bishop of the diocese. The Associate Rector shall assist the Rector in worship and ministry. Except where stated elsewhere in these Bylaws, the Associate Rector shall assume the Rector's duties during the temporary absence of the Rector (e.g. vacation, illness, sabbatical, etc.). The Associate Rector shall offer his or her resignation to the Vestry upon the vacancy of the position of Rector.

ARTICLE XI FISCAL MANAGEMENT

A. Fiscal Year. The fiscal year for the Congregation shall be from July 1 through June 30.

B. Financial Affairs. The financial affairs of the Church shall be the responsibility of the Vestry and of the Finance Committee both to whom the Treasurer is responsible.

C. Financial Books and Records. The Treasurer shall receive and account for all moneys belonging to the Church in accordance with generally accepted accounting principles and practices. The Treasurer and all other persons with check-writing or withdrawal authority over any Church account shall be bonded in an amount and by a surety approved by the Vestry. The Treasurer shall maintain all Church financial records in a secure and fireproof location on Church property.

D. Accounts. The Treasurer, or his appointee, shall deposit all moneys in the name of the Church in such banking depositories as the Vestry may designate and approve.

E. Treasurer's Authority to Make Payments. The Treasurer shall pay out no money without the approval of the Vestry except as hereinafter provided. He shall pay regularly and when due the salary of the Clergy, and other church staff, and all charges for the normal and customary functioning and administration of the Church and the care and maintenance of its buildings and appurtenances; provided however, that payment for other than the salary of the Clergy, and the staff, shall not be made without the approval of the Vestry when there is doubt as to whether there are sufficient funds for more than these.

F. Limitations on Treasurer's Authority to Incur Debt. The Treasurer shall incur no indebtedness on behalf of the Church without the specific approval of the Vestry.

G. Treasurer's Reports. The Treasurer shall report and furnish a statement of the condition of the Treasury at regular meetings of the Vestry and at the Annual Meeting of the Church.

H. Safekeeping of Records. The Treasurer shall be the custodian of the securities, deeds, other evidences of property and insurance policies belonging to the Church, and shall keep them in a safe and secure in repository designated and approved by the Vestry.

I. Insurance. The Treasurer shall regularly renew any insurance policies authorized by the Vestry on property belonging to the Church, and he shall report to the Vestry any additional requirements for insurance.

J. Endowment Funds. The Endowment Funds of the Church shall be maintained in a commercial agency or custodial account which shall invest and reinvest the same and shall pay the income thereon in accordance with customary business and commercial practice. The Vestry may appoint a committee or an individual to oversee the investment of the Endowment Funds. In appointing such a committee or individual, the Vestry shall be guided in its selection on the basis of the knowledge, abilities and sound judgment of the persons or person appointed, and such persons or person need not be Members of the Church.

ARTICLE XII CORPORATE BOOKS AND RECORDS

A. Maintenance of Corporate Book. The Rector and Wardens shall maintain the corporate book of the Church as a permanent record that shall contain the articles of incorporation, Bylaws, Vestry and Church resolutions, and minutes of Vestry and Church Meetings, consents and waivers and like corporate records. The Rector may charge the Registrar of the Vestry or other person to assist in this task.

B. Minutes. The Registrar of the Vestry shall attend all Meetings of the Church and all meetings of the Vestry. He or she shall take minutes of their proceedings and shall enter them in a Record Book provided by the Church for that purpose. In the absence of the Registrar the Vestry may designate a person in attendance to take minutes of the proceeding.

C. Authentication of Church Records. The Registrar shall authenticate all resolutions, documents and extracts from the Church records. In addition, the Registrar shall perform such other duties as are usually required of a Secretary, including the conduct of correspondence for the Vestry as its agent.

ARTICLE XIII STEWARDSHIP

A. Stewardship Objectives: Financial support for the Congregation ensures its well-being and provides funds to enable the Congregation to pursue its mission. No specific amounts shall be required for a person to be a Member or Communicant within the Congregation. All persons, however, are expected to answer the call of the Congregation by pledging and providing financial support. Epiphany subscribes to the biblical standard of a tithe (10% percent) from income, and the Congregation will use that standard as the ideal toward which members should strive.

B. Development Activities: (a) We believe that through faith and the voluntary support of our members inspired by the Holy Spirit, the basic operating expenses of the Congregation can be met, and that the Congregation should not engage in programs to raise additional funds for such purposes from those who are Members of the Congregation and already have pledged their financial support to the Congregation.

(b) This paragraph shall be implemented by the Rector, and nothing in subparagraph (a) of this paragraph shall be interpreted to prevent reasonable charges or proper and fitting solicitations with respect to matters approved by the Rector that do not fall within the intent of subparagraph (a).

C. Special Gifts and Memorials: (a) All gifts, bequests, and devises, other than financial instruments, require approval of the Vestry prior to acceptance by the Church.

(b) The Congregation shall use its best efforts to utilize all gifts, bequests, and devises for the purposes, if any, for which they were made. If, however, because of the passage of time, unanticipated circumstances, or any other reason, it is not practical or feasible to utilize any gift, bequest, or devise for its intended purpose, the Vestry shall, to the extent permitted by applicable law, use the property for the purposes and benefit of the Congregation in a way that most closely approximates, in the sole judgment and discretion of the Vestry, the originally intended purpose.

ARTICLE XIV AMENDMENTS

Proposals for amendments or additions to these Bylaws shall be submitted in writing to the Vestry. The Vestry shall consider proposals submitted by the member and refer the proposal, with recommendation, for consideration by the Members of the Congregation at the next Annual or Special Congregation Meeting. Such amendments or additions to the Bylaws shall require a two-thirds majority vote of a quorum of Eligible Voters.

Record of Changes

As Adopted by the Vestry on September 11, 2007

Amendments

Vestry Approval	Congregational Approval	Summary of Change(s)
	November 13, 2007	Modified/Clarified Article III – Membership
	January 15, 2008	Modified Article VIII.C – Nominating Committee
August 11, 2013	March 23, 2014	Updated throughout to describe Epiphany's situation after the move to Dulles Technology Drive
March 10, 2015	April 26, 2015	Modified Article V to eliminate the requirement for two annual meetings.
August 17, 2106 (unanimous email vote-filed September 13, 2016)	November 13, 2016	Modified Article VI. B. regarding size of the vestry.