

meeting, shall be publicly read at the time of morning service, and on two Sundays next preceding said meeting by some member of the clergy of the church appointed by the Bishop.

Section 3

At the organizational meeting a member of the clergy appointed by the Bishop shall preside. A Secretary shall be chosen. A book provided to record the proceedings of the meeting shall include the notice described above in Section 1 and the approval of the Bishop, the record of the action taken for organization, the names of the vestry chosen, and any other matters of importance pertaining to the organization; and second, the Articles of Incorporation adopted at the meeting.

Section 4

Parishes hereafter organized may be admitted into union with the Convention in this Diocese in accordance with Article XV of the Constitution, and upon compliance with the provisions thereof. Application for admission into union with the Convention shall be made within two years from the date of legal incorporation of the Parish. If not, the Bishop, with the consent of the Standing Committee, may declare the permission to organize withdrawn, and the organization null and void.

Section 5

If a proposed new Parish is within the limit of an existing Parish, the written consent of the Rector and Vestry of the existing Parish shall first be had and obtained for the organization of a new Parish. If such consent cannot be obtained, the permission for the organization of a new Parish within the parochial limits of an existing Parish shall be vested in the Bishop of the Diocese, acting by and with the consent of the Standing Committee.

Section 6

For the purpose only of private or domestic pastoral ministrations, the residence, wherever situated, of each registered parishioner of any Parish or Mission shall be deemed a part of the Parish or Mission in which such parishioner is registered.

Canon 9: Rectors, Parishes and Vestries

Section 1

- a. At any time between the Annual Meeting of Diocesan Convention and the last day of February following, after due notice is publicly given at Divine Service on the two Sundays next preceding, there shall be held an Annual Meeting of the Parish for election of Vestry Members and for the transaction of such business as may properly come before the meeting.
- b. Special meetings of the Parish may be called by the Rector, or by the Vestry, if there be no Rector, and shall be called by the Rector upon a written request signed by a majority of the Vestry. Notice of any special meeting of the Parish shall be given at two regularly scheduled worship services, including the Sunday next preceding the day appointed for the special meeting. The notice shall state the purpose of the special meeting.
- c. At all Parish meetings, the Rector (or if there is none, a Warden) shall preside, unless the Rector delegates this responsibility to a Warden. The Clerk of the Vestry shall act as Clerk of the Meeting.

Section 2

- a. The number of elected Vestry members, as prescribed in the Articles of Incorporation of each Parish, shall be no fewer than six or more than fifteen, and within these limits, the Parish, by a majority vote, may fix or change the total number elected annually. Adult Communicants in Good Standing in the Parish shall alone be eligible to serve on the Vestry. Except as otherwise provided herein, the Rector shall be ex-officio a member of the Vestry with presiding authority that may be delegated to a Warden. In the Cathedral Parish, the requirements of this section may be varied, but only to the extent allowed by a Constitution of the Cathedral approved by Convention.
- b. Except in the Cathedral Parish, and to the extent allowed by its Constitution as approved by Convention, adult Communicants in Good Standing in the Parish

alone shall choose by ballot the Vestry members to serve for three years and until the election of their successors. At any meeting to elect Vestry members or Convention delegates or alternates, the right to nominate candidates from the meeting floor shall not be abridged or denied.

- c. No member of a Vestry who is elected to a full three-year term shall be eligible for re-election to the Vestry until one year after the expiration of the term for which that member was elected.

Section 3

At the first meeting of the Vestry after the annual election there shall be chosen from among its members a Senior Warden and one or more Junior Wardens. In case the parish be without a Rector or in case of the organization of a new Parish, the Wardens shall be elected by the Vestry; in all other cases, the Rector shall appoint from the Vestry the Senior Warden, and the Vestry shall elect Junior Wardens.

Section 4

- a. Meetings of the Vestry may be called by the Rector and shall be called at the written request of any three members of the Vestry, including one Warden.
- b. At the first meeting of the Vestry, they shall also elect a Clerk, who shall keep the minutes of the Vestry meetings and record them in a book provided for the purpose, and a Treasurer who shall receive and disburse the revenues of the Parish as the Vestry shall direct. The Treasurer shall keep an accurate account of all receipts and disbursements, rendering an account annually to the Vestry and at such other times as the Vestry may direct. The books of both the Clerk and the Treasurer shall always be open to inspection by the Rector, members of the Vestry and by the Bishop. Neither the Clerk nor the Treasurer need be a member of the Vestry.
- c. Except in circumstances requiring emergency action or upon consent of all Vestry members, no Vestry meeting shall be held with less than three (3) days' prior notice to all members. There shall also be no Vestry meeting unless the Rector, if there be one, and a quorum of

the Vestry are present; provided, that a majority of the Vestry, which includes at least one Warden may nonetheless hold a valid meeting if the Rector is absent from the Parish or fails to attend despite proper notice of the meeting. Voting by proxy shall not be permitted.

- d. A majority of the members of the Vestry shall constitute a quorum. At any vestry meeting, the Rector may vote to break a tie but shall not be counted in determining the presence of a quorum or in determining how many votes are required to pass any measure.

Section 5

- a. It shall be the duty of the Wardens of every Parish to give written notice to the Bishop of an impending vacancy in the Rectorship no later than ten (10) days after such an impending vacancy is made known. Subsequent to such notice, the Wardens shall counsel with the Bishop regarding qualified nominees for the Rectorship of such Parish. The Bishop shall recommend qualified priests for the Vestry's consideration.
- b. A Rector shall be elected at a meeting of the Vestry by affirmative vote of at least two-thirds of the entire Vestry given by written ballot. The Rector shall have been nominated at a meeting of the Vestry held not less than one week prior to the meeting at which the election takes place.
 - 1. If a nominee is not taken from among those recommended by the Bishop, the name of the clergy proposed as a nominee shall be made known to the Bishop who shall respond in writing or by conference with the Vestry before the election. The Vestry must consider such response before proceeding with an election.
 - 2. No election shall be valid unless and until the Bishop has filed with the Vestry a statement that the person nominated is a fit and qualified priest of this church, and the nomination is approved.
- c. The call of the Rector-elect shall be in writing and express distinctly any special conditions, together with the Vestry's proposal for salary and allowances. In the months following a written acceptance of the call, the Vestry and

Rector-elect shall negotiate a more detailed agreement to clarify the terms of the Rector's contemplated ministry and compensation. Whenever such agreements are fully executed or mutually modified at a later date, copies thereof shall be provided to the Bishop.

Section 6

- a. The Rector or the Priest-in-Charge of a Parish has exclusive charge of all rites, ceremonies and liturgical practices of the Church, and the worship with the music and ritual accessories thereto, subject and answerable only to the Bishop. He is entitled at all times to have access to the church building, and to open the same as he may deem proper for public worship, for the celebration of Holy Communion, for baptisms, marriages, burials and religious instruction, and for other rites and ceremonies authorized by the Church or by the Bishop of the Diocese. He shall have control of the alms received at Holy Communion for pious and charitable purposes, unless a different arrangement regarding the same shall be agreed to by both Rector and Vestry. All sums so received shall be accounted for to the Annual Parish Meeting. He shall have the direction and control of the Church School and of all guilds and organizations within the parish.
- b. No clergy member shall officiate within the Parish of another clergy member without the request or consent of the incumbent; or, in the absence or incapacity of an incumbent, consent from the Wardens of the Parish.

Section 7

Assistant clergy may be appointed by the Rector, on terms and conditions approved by the Rector and Vestry. Any proposal for such an appointment must be accompanied by a statement signed by the Bishop, if there be one, that approves the nomination based on belief that the nominee is fit and qualified in this Church or of a Church in communion with it.

Section 8

The Vestry shall support the Rector in preventing use of church buildings for any purpose prohibited by the Constitutions and Canons of the Church, or

for any purpose unbecoming to the Church of God.

Section 9

The Wardens shall be charged with care of the holy vessels and all other property of the Parish used in the service of the Church, and shall see to it that the same are properly provided. They shall endeavor to preserve order and decorum in the life of the Parish.

Section 10

No Vestry shall remove, take down or otherwise dispose of any church, chapel, rectory or other Parish building, nor shall the location thereof be changed without the previous written consent of the Bishop, acting in consultation with the Standing Committee of the Diocese.

Section 11

Every Parish shall designate an attorney, currently licensed to practice law within the State of Washington, who will advise it on legal matters.

Canon 10: Registers and Parochial Reports

Section 1

Every Parish and Mission shall maintain a Register in which it records the information required under the Canons of the Episcopal Church.

Section 2

Each Parish and Mission shall prepare and timely submit the annual report required by Canon I.6.1 of the Canons of The Episcopal Church. A copy of that report shall be provided to the Diocesan office, together with the congregation's Net Disposable Income, no later than March 15.

Section 3

The Register and the annual report shall be the responsibility of the priest in charge of the congregation, or in the absence of a priest, the responsibility of a Warden in the case of a Parish, and of some person appointed by the Bishop in the case of a Mission.

Section 4

Upon the dissolution of a Parish or Mission, the Register provided for in this Canon shall immediately become the property of the Diocese, and the Bishop shall take charge thereof.