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- (b) The Committee shall, upon request of any Parish or Separate Congregation, advise on the selection of an architect and on other preliminary steps to initiate a building project.
- (c) The Committee shall, upon request of any Parish or Separate Congregation, advise on questions of location, site and setting. (1983)
- (d) The Committee shall encourage the restoration and preservation of historic Churches, and those with architectural and artistic merit for their designs and furnishings.

SEC. 4 Appendix A to the Canons of this Diocese, by reference (entitled Guidelines for Building and Financing), is incorporated into this Section as if it had been set forth in full herein. These Guidelines contain the recommended procedures to be followed in the building and financing of any facility referenced in Sec. 2 above. (1965)

CANON 23 OF THE COMMITTEE ON CHURCH MUSIC

SEC. 1 The President of the Convention, at each annual meeting of the Diocesan Convention, shall appoint a Committee on Church Music to consist of not less than two members of the clergy and not less than three lay members. They shall be appointed for terms of not more than two years and the appointments staggered so that approximately one-half are subject to appointment or reappointment annually. (1975)

SEC. 2 It shall be the function of the Committee to foster the highest ideal of Church music throughout the Diocese by disseminating information and furnishing advice on:

- (a) The selection of appropriate and worthy Church music;
- (b) The selection and training of organists, choir directors and other musicians;
- (c) The purchase, maintenance and repair of organs and other instruments;
- (d) The encouragement of congregational singing; and
- (e) The work of the Joint Commission on the Revision of the Hymnal of the General Convention.

CANON 24 (RESERVED)

DUTIES OF PARISHES

CANON 25

OF MATTERS TO BE CONTAINED IN BYLAWS OF PARISHES, INCLUDING SEPARATE CONGREGATIONS

SEC. 1 Authority of Governance:

- (a) Adoption of Bylaws: Every parish shall adopt bylaws for the governance of the parish. The bylaws shall conform to and contain the substance of the provisions of this canon and not be inconsistent with public law, the provisions of the Constitution and other canons of the Diocese, or the provisions of the Constitution and Canons of the General

Convention. A copy of the parish's bylaws shall be filed in the diocesan office. (1969)

- (b) **Other Rules and Regulations:** Every parish and/or vestry shall have the power to make other rules and regulations respecting the temporal government and support of their respective parishes. These rules and regulations shall conform to the provisions of this canon and not be in-consistent with public law, the provisions of the Constitution and other canons of the Diocese, or the provisions of the Constitution and Canons of the General Convention.

SEC. 2 Members Entitled to Vote:

- (a) The voting members of the parish shall be persons who are:
- (i) Members of the Episcopal Church (as defined in the canons of the General Convention);
 - (ii) recorded in the parish register;
 - (iii) At least 15 years of age, when not prohibited by public law;
 - (iv) Contributors of record to the parish for a fixed period preceding the meeting of the parish; **and**
 - (v) In compliance with these requirements for a specified time, not less than one month before the meeting.
- (b) The bylaws shall prescribe how contributors of record are determined.
- (c) The bylaws may require that voting members at meetings be persons who are also:
- (i) Confirmed communicants of the Episcopal Church (as defined in the canons of the General Convention);
 - (ii) Communicants in good standing (as defined in the canons of the General Convention); **and/or**
 - (iii) At least 18 years of age or some other age, at least 15 but not more than 18. (1969, 1980, 1983, 1986)
- (d) The Vestry shall decide any issue concerning the inclusion or omission of any person on the list of qualified voters maintained by the Secretary or Clerk of the Vestry.

SEC. 3 Meetings of the Parish:

- (a) **Annual Meetings:** the bylaws shall designate the time and place for Annual Meetings of the parish, or provide that:
- (i) The designated time and place shall be determined by the Vestry and contained in a Notice of Annual Meeting; **or**
 - (ii) If the Vestry fails to fix the time and place of an Annual Meeting to be held during the first eleven months of any year, the Annual Meeting for that year shall be held at the Church on the Monday night following the first Sunday in December.
- (b) **Special Meetings:** the bylaws shall provide that Special Meetings of the parish may be called by:

- (i) The Rector,
 - (ii) A specified number of the Vestry, **or**
 - (iii) Petition of a specified number of voting members of the parish.
- (c) **Notice of Meetings:** Notice of the place, day, and hour of any Annual or Special Meeting and the purposes for which the meeting is called shall be mailed to all known voting members. The bylaws shall provide that notice be given a specified number of days before the meeting, and shall set forth the manner in which the notice shall be made, such as by direct mailings or publication in a bulletin of the parish. At least 30 days notice shall be given of any proposed change to the bylaws to be presented for action at a meeting. The notice shall include the proposed change and an explanation of it.
- (d) **Quorum:** the bylaws shall specify the percentage of voting members of the parish that shall constitute a quorum. The bylaws shall also provide that the vote of a majority of the quorum present shall be required for the adoption of any matter, except that a two-thirds majority shall be required for any change in the bylaws.
- (e) **Presiding Officer:** the Rector shall preside at all meetings of the parish, except that if the Rector is absent, the Senior Warden, or in the Senior Warden's absence, another person as the bylaws shall provide, shall preside. If the parish is without a rector, the Bishop shall preside, if present. (1969, 1983)
- (f) **Vestry's Role in Elections:** the bylaws shall provide that the Vestry or, alternatively, a majority of the members of the Vestry present at any parish meeting, shall decide any issues concerning an election.

SEC. 4 **Vestry:**

- (a) **Membership:** the Vestry shall consist of the Rector, the Senior Warden, the Junior Warden, and other lay persons elected at the Annual Meeting from among the voting members of the parish, and may include other officers elected by the Vestry. Vestry members shall be at least 18 years of age, except that the bylaws may provide for the election of one or more persons between the ages of 15 and 18 years as Vestry members. Vestry members under the age of 18 may not constitute a majority of the members, nor may they be included in the computation of a quorum or vote on the acceptance of any contractual obligation of the Vestry. In all other respects, they shall have full power and responsibilities as Vestry members. Additional qualifications for Vestry members, not inconsistent with public or canon law, may be contained in the bylaws. The following may vote at Vestry meetings: the Rector, the Wardens, other officers granted the right to vote under the parish's bylaws, and members of the Vestry who are not prohibited from voting on the issue by virtue of their age. (1980)
- (b) **Number:** the bylaws shall prescribe the number of lay Vestry members. The number may be increased or decreased from time to time by amendment to the bylaws, except that no decrease shall have the effect of shortening the term of any incumbent Vestry member.

- (c) Term: the bylaws shall provide the length of term of the lay Vestry members which shall not be less than one year nor more than four years, and may provide for the division of lay Vestry members into classes with different terms of office. The bylaws shall further provide that in the event of a vacancy among the lay members, a majority of the remaining Vestry members may elect a person who is eligible for election to the Vestry to fill the vacancy until the next Annual Meeting.
- (d) Meetings: Meetings of the Vestry may be called by the Rector, the Senior Warden, or one-third of all the lay voting Vestry members, upon not less than three days' notice. The notice may be shortened by a majority of the voting members of the whole Vestry at any meeting. The bylaws shall specify the number of voting Vestry members that shall constitute a quorum for the transaction of business, which shall not be less than one-third nor more than one-half of the voting members of the whole Vestry. The act of the majority of the voting Vestry members present at a meeting shall be the act of the Vestry except as provided in this canon. The Vestry may adopt rules for the conduct of its meeting.
- (e) Rector: the Rector shall have the right to preside at all Vestry meetings. If the Rector does not preside or is absent, the Senior Warden, if present, otherwise the Junior Warden, shall preside, or in the absence of both, another member selected by the Vestry shall preside. If The parish is without a Rector, the Bishop shall preside, if present. (1980)
- (f) Committees: the bylaws may provide for the appointment by the Vestry of committees, each of which shall include two or more Vestry members. Committees appointed by the Vestry shall exercise such authority of the Vestry in the management of the parish as the Vestry shall delegate, but shall not relieve the Vestry of any responsibility imposed upon it by civil or canon law. The bylaws may also provide for the Rector to appoint other committees not having the authority of the Vestry in the management of the parish. This paragraph does not limit the inherent authority of the Rector to appoint committees to assist in the Rector's ministry to the parish. (2000)
- (g) Oath: the bylaws may provide for an oath of Vestry members that they will faithfully execute the office to which they have been elected. (1969)
- (h) Clergy Compensation: Every congregation and/or Vestry shall regard the payment of clergy compensation as having priority over all other charges upon its income. (2001, 2004)
- (i) Lay Compensation: After each congregation or vestry determines the number of lay employees it shall employ during a given year, it shall regard the payment of compensation to those employees as having priority over all other charges upon its income, except the payment of clergy compensation. Lay compensation, for the purposes of this subparagraph, shall mean salary and those benefits such as, but not limited to, pension contributions and health and life insurance premiums as have been negotiated between the congregation and/or vestry and the employee. (2005)

SEC. 5 Elected Officers:

- (a) Wardens: the bylaws shall provide that:
- (i) At the Annual Meeting, the parish shall elect from among its voting members, the Senior Warden and the Junior Warden; or
 - (ii) At the first meeting held after the Annual Meeting, a majority of the whole Vestry shall elect the Wardens.

The terms of the Wardens shall be governed by Sec. 4(c) of this Canon. The bylaws shall further provide that in the event of a vacancy among the Wardens, a majority of the remaining Vestry members may elect a person who is eligible for election as Warden to fill the vacancy until the next Annual Meeting of the parish or meeting of the Vestry at which the Wardens are normally elected. The Wardens shall have such authority and shall perform such duties in the management of the property and affairs of the parish as are provided by the canons of the Diocese and General Convention and the bylaws and resolutions of the Vestry not inconsistent with those canons.

- (b) Treasurer: the Vestry shall elect a Treasurer of the parish who may or may not be a member of the parish and/or Vestry. The term of office, voting rights, and extent of authority of the Treasurer shall be as pre-scribed by the parish bylaws and resolutions of the Vestry.
- (c) Secretary or Clerk: the Vestry shall elect a Secretary or Clerk of the parish who may or may not be a member of the Vestry. The term of office, voting rights, and extent of authority shall be as prescribed by the parish bylaws and resolutions of the Vestry. The Secretary or Clerk shall keep the record of all voting members of the parish.
- (d) Delegate: the bylaws shall provide that delegates and alternate delegates of the parish to the Diocesan Convention may be elected by the parish at a duly called meeting or elected by the Vestry. (1969)

SEC. 6 Clergy: the bylaws shall contain procedures relating to the election of clergy in accordance with the following provisions:

- (a) Rector: When the rectorship becomes vacant, the Vestry shall, by a majority vote of the whole Vestry, elect a new Rector from among the priests of the Episcopal Church or other clergy authorized by the canons of the General Convention to officiate in the Episcopal Church. The election shall follow consultation with the Bishop in conformity with the canons of the General Convention.
- (b) Assistant Clergy: the Vestry shall, by majority vote of the whole Vestry elect Assistant Clergy from among the clergy of the Episcopal Church or other clergy authorized by the canons of the General Convention to officiate in the Episcopal Church. This election shall be at the nomination of the Rector and after consultation with the Bishop in conformity with the canons of the General Convention.
- (c) Contract: the call of a new Rector or new Assistant Clergy shall be made to and accepted by the member of the clergy in writing. The call shall contain a provision substantially in the following form:

The Vestry of Parish (or Congregation) have elected and do invite the Reverend to be the Rector (or Assistant Clergy), of this Parish (or Congregation), to serve pursuant to the following understandings:

1. The Rector (or Assistant Clergy) shall have an annual salary of \$..... (state with or without the use of a rectory or other parish-owned housing).
2. The Rector (or Assistant Clergy) shall have an annual vacation of (state length of time) with full salary.
3. The Parish (or Congregation) shall pay for the Rector (or Assistant Clergy) the required assessment to the Church Pension Fund in accordance with its rules.
4. (In the case of a rectorship) This rectorship shall continue until dissolved by mutual consent or by arbitration and decision as provided by the canons of the General Convention (or state length of tenure if agreed upon).
5. (Other provisions as agreed upon by the Vestry and the Clergy).

In addition to the matters enumerated above, the matters specified in Appendix B to the Canons of this Diocese, entitled Guidelines for Clergy Contracts, shall, at the request of either the Vestry or the Clergy, be jointly discussed and considered for inclusion in the call. All matters agreed to by the Vestry and the Clergy on any of the subjects specified in Appendix B shall be included in the written call. (1969, 1980)

CANON 26 (RESERVED)

CANON 27 OF THE CATHEDRAL

SEC. 1 The Protestant Episcopal Cathedral Foundation of the District of Columbia, incorporated by Act of Congress, approved January 6, 1893, is an Institution of the Diocese of Washington.

SEC. 2 The Cathedral Church of St. Peter and St. Paul is the Cathedral and chief Mission Church of the Diocese of Washington.

CANON 28 OF PAROCHIAL REPORTS

SEC. 1 The statistical and fiscal years of the Diocese coincide with the calendar year. The Parochial Reports and all reports of Officers, Boards, Trustees and Committees of a fiscal character shall be for the calendar year. All reports shall be sent to the Bishop, or, if there is no Bishop, to the Secretary of the Convention, on or before the first day of March in each year. A congregation may request, in writing, an extension of the filing deadline, and the Bishop may grant an extension for good cause. (1963, 1975, 1993, 1998)

SEC. 2 If a Parish, Separate Congregation, Organized Mission, or the Cathedral, does not submit a required Parochial Report or fiscal report for the preceding year by March 1, that congregation shall be assessed a fine of \$100 for each