

**Evangelistic Apostolic Church Diocese  
(EACD)**

**Episcopacy of  
Good Hope Church**



Approved by  
the College of Bishops Advisory Board  
August 1, 2002

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Bylaws of Evangelistic Apostolic Church Diocese Episcopacy of Good Hope Church

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PREAMBLE

The Vision of Evangelistic Apostolic Church Diocese Episcopacy of Good Hope Church

To stand for Jesus Christ, grow together as God's family and make Him known through the power of the Holy Spirit

Our mission is to accomplish our vision by building spiritually mature individuals and families, by worshiping through liturgy and praise, and by experiencing the presence of the living God. We place a high priority on the care and growth of our children and youth. We are dedicated to providing assistance to the needy in our community. We exist and do all things so that others may know that through Jesus Christ salvation is for everyone.

These bylaws govern the activities of Evangelistic Apostolic Church Diocese Episcopacy Good Hope Church (also referred to herein as "EACD" or "the Church, 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. Also to assist other clergy members in need of EACD.

**ARTICLE I NAME AND AFFILIATION**

Evangelistic Apostolic Church Diocese is an Episcopacy of Good Hope Church, Here on (commonly known and doing business as a church ministry) is organized for the worship of Almighty God in accordance with the Principles set forth in Article 1 of Constitution of the Good Hope Church. The Church is a Episcopacy of the Diocese of Evangelistic Apostolic Church Diocese.

**ARTICLE II PURPOSE**

The Church, founded in the Anglican tradition within the Worldwide 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 EACD.

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**B. Governing Body**

The Director and Patriarch shall be the governing body of the Congregation. The Board 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 on clergy matters.**

a) Eligible Voters are those College of Bishops Advisory Board Members of Episcopacy on matters of concerning the clergy and if their in regulation of the canons.

c) Prior to each annual Board 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 Board while at the same time holding equivalent status in another church, congregation or parish regardless of denomination.

**C. Membership List.** The Advisory Director shall maintain a current list of the Members and Eligible Voters of the Board. Any person who believes he or she is entitled to be included on the list of Eligible Voters may appeal to the Board for its determination.

**ARTICLE V ANNUAL AND SPECIAL CHURCH MEETINGS**

**A. Annual Meeting.** a) An Annual Meeting of the Congregation shall be held for the purposes of reporting on the year just concluded and the year ahead, including a report from the Director, a report from the Treasurer and a report from the Board, transaction of other business specified by the Director and Patriarch, for the election of the Board, and for the election of the Nominating Committee for the succeeding year.

b) The Annual Meeting shall be held in two parts:

1. Part one shall be held at a time set by the Advisory Director or Patriarch, but not later than August 30, for the election of Members of the Board; election of the Nominating Committee Member-at-Large; and other business as specified by the Advisory Director and Patriarch.
2. Part two shall be held between August 1 - August 30 to report on the year past and look forward to the year ahead.

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**B. Special Meetings.** Special Meetings of the College of Bishops Advisory Board may be called at any time by any of the following:

- Concerning problems with clergy
- Archbishop
- Bishops
- Patriarch

All notices of any Special Meeting shall clearly state the purpose and agenda of the meeting as specified by the Advisory Director, or the Patriarch, 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 Advisory Director.

**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 news letter 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 Director's 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 EACD 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 Evangelistic Apostolic Church Diocese 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 Director, in that order, shall preside at any meeting.

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Absence thereof, a person appointed by the presiding officer, shall record the minutes of the meeting. The Board, 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 **Advisory Board**

**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 Communion shall be eligible to serve on Board. Qualifications for a Board person are found in Titus 1 and are listed in the EACD Canons.

**B. Composition of Board.** The Board shall consist of twelve Lay Members unless circumstances prohibit obtaining this number. If at any time the number Lay Members on the Board should fall below twelve, the Board must pass a resolution to that fact and publish the resolution to the members of the Board.

**C. Duties of Board.** The business and affairs of the Church shall be managed by the Board in accordance with the Canons and Bylaws.

**D. Nomination and Election of Board Members.** a) Each year at the Annual Meeting, one-third of the total number of Board 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 Board shall provide background information on forms, and at times, prescribed by the Director 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 Board and stated prior to the vote.

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

d) In the event of a vacancy in the Board, 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.

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**E. Election of Senior Director or Associate Director.** The Patriarch shall appoint the Associate Director from among Board Members to hold office for one (2) years, subject to the approval of the Board. The Senior Director shall be eligible to hold office for succeeding terms. Every (2) years, the Board shall nominate and elect the Associate Director from among its Members to hold office for one (2) year. The Associate Director shall be eligible to hold office for succeeding terms. This election may take place prior to the new Board taking office but the nominees and voting members are those who will make up the Board for the current year.

**F. Limitation of Liability.** No Officer or Member of the Board 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 Board unless the Officer or Member of the Board has breached or failed to perform the duties of office in compliance with the the breach or failure constitutes self-dealing, willful misconduct, recklessness, the violation of any criminal statute.

**G. Indemnification.** The Board may indemnify its members to the full extent allowed by the Diocese Canons.

**H. Resignation and Removal.** a) At any Annual or Special Meeting of Eligible Voters duly called for the purpose, any one or more Board 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 Board 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 Board who the Director or the Board has determined no longer is a Member of the Church shall not be eligible to continue to serve on the Board. If such person has not resigned from the Board the Director shall request that he or she do so forthwith. Within seven (7) days after such resignation or the Director's request for the same, whichever occurs first, a vacancy shall be deemed to exist with respect to that particular Board seat, and the Director thereupon shall advise the Board in writing that the vacancy exists.

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

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

**ARTICLE VII BOARD MEETINGS**

**A. Regular Meetings.** A regular meeting of the Board shall be held when notified by Advisory Director of the Patriarch by email.

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

**C. Notice of Meetings.** Notice of all regular and special meetings of the Board 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 Board shall be necessary to form a quorum at a regular or special meeting of the Board. In the absence of a quorum, the meeting may be held, but no business requiring a vote of the Board shall be transacted.

b) The Director, or in his absence the Patriarch, in that order, shall preside at any meeting of the Board.

c) The presiding officer at any meeting of the Board 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 Board, the Board 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 Board is specifically required by these bylaws.

d) The lay members of the Board have voice and vote at all Board Meetings. The Director 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 Board 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 Board may attend any Regular or Special Meeting and submit any written information to the Board, but shall not participate in any meeting without approval of the Director, or a majority of the Board.

b) At its discretion and for good cause, the Board by a majority vote, or the Director, may close an open meeting or hold a closed meeting. Only Board members, the Director, and persons invited by a majority of the Board, or the Director, 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 Board at a meeting can be taken without a meeting if three-fourths (3/4) of the lay members of the Board, and the Director, 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 Director and the members of the Board, and shall be filed with the Registrar of the Board. Any resolution

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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 Board under the heading of "Interim Actions."

**H. Meetings By Conference Telephone:** Any Regular or Special Meeting of the Board 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. Patriarch** shall be the senior Lay Officer of the Church. In the absence of the Director or during a vacancy in the Cure, he shall preside at Meetings of the Church and Meetings of the Board, he shall oversee the administrative management of the Church and shall be responsible for the maintenance of worship in the Church. In addition, the Patriarch shall perform such other duties as may be assigned to him by the Director.

**B. Advisory Director.** The Director shall rank next to and after the Patriarch. In the absence of the Patriarch the Director shall assume the duties of the Patriarch. shall perform such other duties as may be assigned to him by the Patriarch or the Board.

**C. Associate Director.** The Assistant Director of the Board shall be appointed by the Patriarch annually at the first regular meeting of the Board for the year or subsequently whenever a vacancy shall occur and shall have the responsibilities set forth in these Bylaws. The Associate Director shall not serve more than three (2) consecutive one-year terms, excluding any unexpired term.

**C. Treasurer of the Church.** a) The Treasurer of the Church shall be appointed by the Board annually at the first regular meeting of the Board 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 Board. 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 Board 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 Board.

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 Board. 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

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voice and vote, and be bonded in such sum and with such surety as the Board from time to time shall determine.

**E. The Advisory Board Representatives.** The Board 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 Board. The Finance Committee shall prepare a budget for adoption by the Board. The Finance Committee shall make regular financial reports to the Board. 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 Director and the Board and, together with the Board, 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 Board and five members of the congregation. In addition the Patriarch 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 Board 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 Board 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.

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**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 Board, shall be organized to assist the Director in the mission of the Church.

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

**ARTICLE X THE DIRECTOR**

**A. Election, Term and Qualifications.** Title IB, Canon 2 of the Canons of the Diocese of the EACD shall govern the selection of the Director. The Director of the Board shall be elected by an affirmative vote of three-quarters of the lay members of the Board 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 Communion and acceptable to the Bishop of the diocese.

**B. Associate Director Duties.** a) The Associate Director shall preside at all Board Meetings. In the Director's absence, or if there shall be a vacancy in the Cure, the Associate Director followed shall preside.

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

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

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

**ARTICLE XI FISCAL MANAGEMENT**

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

**B. Financial Affairs.** The financial affairs of the Church shall be the responsibility of the Board 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

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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 Board. 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 Board may designate and approve.

**E. Treasurer's Authority to Make Payments.** The Treasurer shall pay out no money without the approval of the Board or Patriarch.

**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 Board.

**G. Treasurer's Reports.** The Treasurer shall report and furnish a statement of the condition of the Treasury at regular meetings of the Board 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 Board.

**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 Board 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 Board may appoint a committee or an individual to oversee the investment of the Endowment Funds. In appointing such a committee or individual, the Board 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.

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## **ARTICLE XII CHURCH BOOKS AND RECORDS**

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

**B. Minutes.** The Registrar of the Board shall attend all Meetings of the Church and all meetings of the Board. 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 Board 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 Board 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 Director, 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 Director 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 Board 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 Board shall, to the extent permitted by applicable

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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 Board, the originally intended purpose.

**ARTICLE XIV AMENDMENTS**

Proposals for amendments or additions to these Bylaws shall be submitted in writing to the Board. The Board 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.

The Episcopacy of Diocese and of Good Hope Church  
Patriarch Archbishop John Johnston

*Abp. + John Johnston*