



St. Andrew's Episcopal Church

2023 ANNUAL REPORT

"Bringing God and people together through the love of Jesus Christ"

THE WARRANT FOR THE 2023 ANNUAL MEETING

Notice is hereby given of the Annual Parish Meeting of St. Andrew's Episcopal Church ~ Boca Grande, FL, to be held in the nave on Sunday, January 15, 2023, immediately following services:

- To receive reports from the Clergy, Wardens, Treasurer, and other Committees, Ministries and Commissions, and to approve the 2023 budget;
- To elect officers of the parish, vestry members, diocesan convention delegates, and other persons to fill vacant positions as provided by canon and practice; and
- To conduct and transact other business as may legally come before said Annual Meeting of the parish.

TABLE OF CONTENTS

Agenda	Page 5
Treasurer's Report	Page 6-7
Outreach Report	Page 8-9
Memorial Garden Restoration Project Report	Page 9
Vestry Nominating Committee Report	Page 10-11
2023 Vestry Candidates Standing for Election	Page 12-13
Appendix I: Minutes from 2020 Annual Meeting	Page 14
Appendix II: Minutes from Vestry Organizational Meeting	Page 15
Appendix III: Current and Bylaws	Page 16-17
Appendix IV: Proposed Bylaws	Page 18-21

2023 ANNUAL MEETING

January 15, 2023 ~ 10:30 a.m.

AGENDA

1. Call to Order and Opening Prayer *Rector*

Almighty and everlasting God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be one of heart and mind within your Holy Church; through Jesus Christ our Lord. Amen.

2. Approval of Minutes from the 2022 Annual Meeting (1/23/22) and

Approval of Minutes from the 2022 Vestry Organizational Meeting (1/23/22)

3. Elections *Bruce Birgbauer, Co-Chair of the Vestry Nominating Committee*

A. Vestry

Nominated by Vestry Nominating Committee for a three year term:

Mick Aslin **Anne Beatty** **Mike Courts** **Kimberly Whipple**

Nominated by Vestry Nominating Committee for a two year term:

Rick Granger

B. Lay Deputies & Alternates to Diocesan Convention (Oct. 13 & 14, 2023)

Deputies - seeking re-election: **Kathy Silverberg**

Deputy to be elected: _____

Alternate to be elected: _____

4. Report on 2022 Financials, Mary Campbell, Member of the Finance Committee
5. Presentation of 2023 Budget, Mary Campbell, Member of the Finance Committee
6. Rector's Report
 - A. Motion to accept Committee reports as presented
 - B. Acknowledgement and thank you to out-going Vestry
 - C. Looking toward 2023 and beyond
 - Memorial Garden Restoration Project
 - Hurricane Ian Recovery
7. Closing Prayer



REVIEW OF 2022 FINANCIALS

- Revenues from Stewardship were strong in 2022, totaling \$538k, up 3.5% over budgeted pledges/gifts, despite the negative impact of Hurricane Ian on church operations. Given the seasonal nature of our parish community, most pledges and gifts are made between October and June. Pledges accounted for \$306k or 57% of the total, while gifts were \$233k or 43% of Stewardship revenues. Plate offerings and fees from facilities usage totaled \$15k combined.
- Hurricane Ian and its damage led to a closing of Church facilities this fall and the delayed return of some parishioners to Boca Grande, resulting in lower expenses (versus budget), primarily in categories associated with in-person activities such as Christian Education, Fellowship, Hospitality and lower maintenance.
- Given continued inflationary pressures, the Vestry approved using the year-end 2022 operating surplus of \$11k to cover a one-time cost-of-living bonus of 5% for the staff.
- At the end of March, upon the Finance Committee's recommendation, the Vestry approved moving St. Andrew's endowment accounts: The Operating Endowment and the Legacy Endowment Fund, to be professionally managed by the National Episcopal Church's Domestic and Foreign Missionary Society (DFMS). DFMS's many advantages include: a diversified portfolio of well-blended asset classes; long-term top quartile performance; professional investment management; an affiliation with the national Episcopal Church; no fee to withdraw funds; and low management fees. These endowment accounts had been previously invested in ETFs with the Trust Department of Englewood Bank. While year-end results are not yet available from DFMS, as of November 30, 2022, the S&P was down 8.5% and DFMS was down 8.8%
- Additionally, the Finance Committee approved diversifying our commercial bank relationship by maintaining our cash accounts with Englewood Bank & Trust, but adding Wells Fargo to more efficiently accommodate the receipt and sale of donated stocks/bonds.
- The Vestry elected to take no distribution from the Operating Endowment in 2022.



HURRICANE IAN FINANCIAL IMPACT

To date, the Church Insurance Company has paid out \$250k, with a deductible that is 2% of the insured limit or \$77,600. St. Andrew's has received \$16.4k from the Diocese plus \$12k in apportionment relief and a grant of \$20k from the Disaster Relief Fund, for a total of \$48.4k to assist with our recovery.

2023 BUDGET

The Vestry approved a 2023 budget of \$560k, down 1.7% from 2022. This budget for 2023, broken out by ministry area, is attached.

STEWARDSHIP

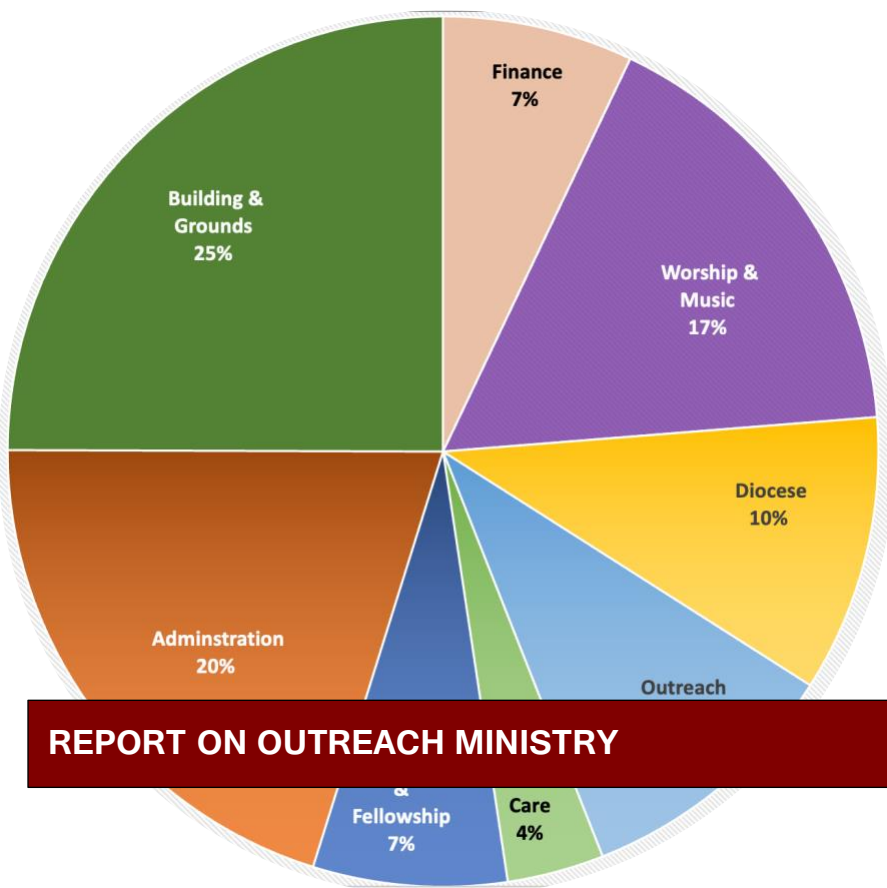
- St. Andrew’s is truly blessed with faithful members who draw spiritual strength and fellowship from our Church. Your steady stewardship support in these past three years, given the challenges of COVID and Hurricane Ian, has been a true blessing.
- Planning and budgeting to serve St. Andrew’s parishioners in this ever-changing world of economic uncertainty is a challenge. Your prompt response to this year’s Stewardship Campaign enables us to move forward with confidence.
- To date, we have received pledges/gifts totaling \$273k (53% of our goal) from 81 households. The Stewardship Committee is confident that their continuing campaign efforts and your generosity can lead us to our \$515k stewardship goal.

To all who make this precious parish possible we are deeply grateful.

Respectfully Submitted,
 Connie Duckworth

2023 OPERATING BUDGET

The Vestry approved a 2023 budget and presents it before the congregation for ratification. The budget is broken out by ministry area



2023 REVENUES

Pledges	\$ 305,000
Gifts(not pledged)	210,000
Facilities Use Income	4,500
Offering plate Receipts	8,000
Interest Income	225
<u>Operating Reserves</u>	<u>\$ 32,830</u>

TOTAL **\$ 560,555**

2023 EXPENSES

Finance	\$ 39,664
Worship & Music	\$ 93,405
Diocese	\$ 57,656
Outreach	\$ 56,055
Pastoral Care	\$ 20,164
Education & Fellowship	\$ 40,390
Administration	\$113,374
<u>Buildings & Grounds</u>	<u>\$139,848</u>

REPORT ON OUTREACH MINISTRY

As written in Romans 12:13...

"Share with the Lord's people who are in need. Practice hospitality"

St. Andrew's devotes ten percent of our Church's annual budget to feed the hungry, support our troop, educate children, and to provide support and shelter to families'.



In 2022, we supported the following local organizations:

- **Senior Friendship Center** - Senior Friendship Centers in Charlotte, Lee, and DeSoto Counties are a safety net for close to 10,000 older adults, providing services and programs such as adult day services, activity centers, caregiving resources, nutritious meals, exercise classes, volunteer opportunities, lifelong learning, support groups, economic assistance, and more.
- **Charlotte County Homeless Coalition** - Provides housing and meals to local families and have case workers to assist the residents in finding employment and permanent housing options. In addition to our financial contribution, we started a ministry of cooking breakfast at the shelter once a month. We also support their food kitchen through the Red Bag Ministry.
- **Solve** - Solve is an organization that provides cost-free maternity housing and support for at risk women during and after pregnancy.
- **Hope for Haiti** - Internationally, St. Andrews donated funds for the construction of ½ a house in the village of Perigny. This area of Haiti was devastated by the earthquake of 2020 and has yet to recover. The Hope for Haitians Committee of Boca Grande will continue to add to the 87 homes now completed hopping this year to build 40 more. There is a video on YouTube that describes the conditions in Haiti and the plans for this year. It can be watched at <https://youtu.be/od2XD9J3M40>
- **Care Packages for Deployed Soldiers** - Although we were unable to gather for this event in 2022 due to COVID safety precautions, in 2023 the church will be packing Valentine Days Care Boxes for Soldiers in January. The boxes will be sent to Soldiers of the Special Operations Command stationed in Kuwait.
- **Day Spring Summer Camp**- Within our Diocese, we contributed \$4,000 for camp scholarships to the Episcopal Day Spring Summer Camp program. These funds assist economically challenged families with fully underwritten scholarships.
- **Episcopal Seminarian Grants** - National church canons require each church to designate 1% of their operating revenues to support seminary education. Here at St. Andrew's we identify seminarians in need and offer direct grants to support their education.
- **Habitat for Humanity Apostle's Build** - On January 8th members of our congregation and other volunteers gathered to install exterior plywood sheathing on a Habitat for Humanity Home in Port Charlotte. The Apostle Build project for 2023 has been cancelled due to a lack of materials and damage to the churches that support this event.
- **Boys and Girls Club of Englewood** - The Boys & Girls Club of Englewood has been at the forefront of youth development working with children from disadvantaged economic, social and family

circumstances. The afterschool club and summer camp provide quality programs and services which will further the growth and skills needed for a community's young people to have a great future. In 2022, St Andrew's Church donated \$5,000 in 2022 to help hire 3 staff members including a teacher to assist with homework, a teacher to do remedial studies with the kids and a Physical Education instructor who worked with the summer campers. Additionally, St. Andrew's hosted an Annual Easter Egg Hunt, which is a very much anticipated and popular event with the kids. Then after Hurricane Ian that destroyed both the club's home at the Gulf Cove Methodist Church and their bus for transporting the kids St. Andrew's raised \$15,000 to be directed toward the purchase of a new bus.

If you are looking for ways to volunteer your time and skills, there are many opportunities at the organizations that we support. We are also looking for volunteers to serve on the Outreach Committee. For more information on these opportunities, please contact the Church Office or Greg Wilson, gcwilson@icloud.com, Chair of the Outreach Committee.

Respectfully submitted,
Greg Wilson, Chair of Outreach

2022 Donations

Habitat for Humanity	\$4,372
Charlotte Co. Homeless Coalition	\$ 4,000
Hot Breakfasts Homeless Coalition	\$ 263
Day Spring Summer Camp Scholarships	\$ 4,000
Englewood Boys and Girls Club	\$ 5,000
Easter Egg Hunt Boys and Girls Club	\$ 316
Habitat for Humanity	\$ 4,750
Hope for Haiti	\$ 3,800
SOLVE	\$ 4,000
Seminarian Education Grants	\$ 5,170
Senior Friendship Center	\$ 5,000
Tornado Relief - Mobile Home Estates	\$ 2,000
Moved to Restricted fund for future allocation to Boys/Girls Club for a new bus	\$13,401

TOTAL: \$51,700



REPORT OF THE MEMORIAL GARDEN RESORATION PROJECT

- March 30th a parish-wide congregational meeting was held to (1) discuss the need for the restoration of the Memorial Garden and (2) share a 1st draft of a possible concept design. Approximately 30 people attended this gathering facilitated by Vestryman Jim Griesemer.
- In late April, the Vestry contracted with Philip's Landscaping to provide designs for the Restoration. They also appointed a Memorial Garden Restoration Committee to oversee this project. Don Farrar was appointed as the Chair. Members include: Don Farrar (Chair), Susan Fraser, Deb Martin Hughes, Kathy Silverberg, Bruce Birgbauer, John Parish. The Committee began meeting with the Philip's Landscaping team (Designer Megan Steinfath and Todd Smith, General Manager) to discuss needs, concerns and hopes.
- By May 12th, Megan Steinfath, provided a first draft of new design for the Garden's restoration. The back and forth process of refining the design continued throughout the final months of spring and into early summer.
- In June, the Vestry then began meeting to discuss fund raising for the project. In consultation with the Vestry, Mo. Michelle appointed Stan Ikenberry to chair the fundraising arm of the project. Members of the fundraising committee include: Stan Ikenberry, Don Farrar, Jim Griesemer and Kay Kemper. All members of the Vestry made a financial commitment to support this project during the silent phase of the campaign. The goal was set to raise \$300k to fund not only the cost of the garden restoration but also future maintenance.
- In early August, Mo. Michelle produced an informational video that (1) depicted the challenges of the current garden and (2) walked viewers through the new design. This video was made available to all parishioners via e-mail, website and YouTube.
- In order to pay sub-contractors and ensure work began in a timely manner, the Vestry and Rector appealed to the Diocese for a short-term loan. On September 1st, the Rector and Sr. Warden signed a promissory note from the Diocese for \$175k. The first repayment was to begin Oct. 1st and was to be paid in full within 18 months. [note: due to the damage from hurricane Ian, the Diocese pushed back the due date for the first payment to January 1, 2023.
- Progress on the Memorial Garden stopped with the arrival of Hurricane "Ian," September 28th. Phillips Landscaping and all sub-contractors shifted focus to recovery efforts. As some companies were beginning to resume normal operations in late November, a subcommittee of the Garden Committee was organized to meet with Todd Smith, General Manager of Phillips and Megan Steinfath, Project Designer, to see if project could be restarted. The group met on November 29th and received encouraging reports from Todd and Megan. At this meeting Megan reported she had left Philip's to take another job, but that she would be available to continue consulting on this project. It was also agreed that Rick Granger, as Jr. Warden would assume the Project Manager position and that Don would continue as Chair of the Committee.
- Todd Smith, General Manager at Philip's Landscaping confirmed all subcontractors were ready and able to perform on their contract with Phillips and that advanced funds received by them had been used for the purposes intended.
- Stan, the fundraising Chair, reported that funding was well in hand with close to \$400,000 committed for the project, whose initial budget was \$300,000. He noted that some growth is likely for inflation; extra funds will be needed for mandatory Capital Apportionment payable to the Diocese.

- Leo Pfliger, subcontractor for the Garden Wall, has encountered difficulty obtaining a Permit for his work. The revised plan required a wider base and stronger rebars, which has increased the cost of his subcontract by \$10,000. This was approved by the Committee and Vestry. The amended permit application was submitted to the County for approval, which was received in early January 2022.
- Todd asked the Committee if it was willing to put up with the mess which demolition and site preparation would produce if begun during the Church's busy winter season. The answer was "yes." We want to get the project under way again and will be able to explain the mess as a necessary part of the on-going effort, which we believe the Congregation will understand. Demolition now has begun and the mess is fully visible. The Committee re-iterated its requirement that the space where remains have currently been interred remain undisturbed during the restoration.
- With work now underway, the Jr. Warden (Rick Granger) is working with Philip's to develop a timeline for completion. Interments have been suspended indefinitely until the Garden can be used for its intended purpose again.

Respectfully submitted,
Don Farrar, Chair and Mo. Michelle

REPORT OF THE VESTRY NOMINATING COMMITTEE (VNC)

The members of the Vestry Nominating Committee were Stan Ikenberry, Chair; Bruce Birgbauer, co-chair; Ginny Bryant, Louise Head and Janet Williams

The Committee held numerous meetings by zoom and by phone, and our Rector was available to answer questions and provide suggestions as needed. The Committee engaged a number of potential candidates to stand for election. Currently there are five openings: four 'three year terms' and one 'two year unexpired term.'

The Committee decided to nominate the following for three year terms:

Malcom (Mick) Aslin	Anne Beatty
Michael Courts	Kimberly Whipple

Richard (Rick) Granger has been nominated for a two year term to continue his work in connection with the Memorial Garden and damage claims relating to Hurricane Ian.

Many thanks to our Vestry Nominating Committee for their significant time and effort and to several outstanding parishioners who expressed interest in serving on the Vestry presently or in the future.

Respectfully submitted,
Bruce Birgbauer

VESTRY NOMINEES STANDING FOR ELECTION

MICK ASLIN

Mick has been attending St. Andrew's since 2006. He was baptized and confirmed in the the Baptist church and as an adult, been a member of Episcopal, Lutheran and Presbyterian communities.

Mick has a solid background in finance and looks forward to bringing these skills to his tenure on Vestry.



What might you see in St. Andrew's future? Are there unfulfilled "dreams" for St. Andrew's? Possibilities untapped?

I believe St. Andrew's, along with all churches, must look for ways to re-energize membership on the importance of corporate worship in a post pandemic and increasingly virtual world.

ANNE LAWSON BEATTY

Anne and her husband, Walter, have been attending St. Andrew's for ten years. Raised Presbyterian, Anne has been an Episcopalian for 55 years. She is a graduate of Yale Divinity She holds a Masters of Arts in Religion (1977) from Yale Divinity. She has a background in education as well as serving 30+ years as a School Psychologist in Danbury and Brookfield, CT. She enjoys Bible Study and has served on the Altar Guild.



What might you see in St. Andrew's future? Are there unfulfilled "dreams" for St. Andrew's? Possibilities untapped?

I would love to continue making relationships within a Church setting that are inclusive and open to bringing in others to experience the mystery that is God, choosing us (the least likely) to help with the Kingdom even those of us, not usually chosen, or not always following the rules.

MIKE COURTS

Mike and his wife, Ellen, moved to Florida from Portland, Me in July of 2019 and have been attending St. Andrews ever since. He was baptized and raised in the Baptist church and confirmed in the Episcopal Church (2002).

Mike served in the Marine Corps and was honorably discharged in 1972.

He holds an MBA from West Virginia College of Graduate Studies and participated in the International Executive Program in finance and management at Georgetown. His business career spanned 40+ years working for Bell System and Price Waterhouse Consulting (later becoming IBM Consulting). In retirement he became certified as a personal trainer, served as a youth coach and is an amateur competitive runner.



He has been an active member of St. Paul's (Alexandria, VA) and St. Luke's Cathedral (Portland, ME) where he served as a lector, a member of the altar guild, sang in the choir and served on the Building's Committee as well as serving a term on Vestry.

What might you see in St. Andrew’s future? Are there unfulfilled “dreams” for St. Andrew’s? Possibilities untapped?

St. Andrew’s has many unique strengths, including an active membership and I believe, an excellent financial and talent base. We have used that talent and ability for many great purposes. However, our physical location , while beautiful, is a bit isolated and our ability to serve younger and less fortunate members of our community is challenging.

Our world, our community and Christianity are being challenged in ways that were incomprehensible just 20 years ago. We need to work together as a community to resolve the problems we can and love and support those who hunger for spiritual, mental and physical freedom. I believe that is God’s call to all of us

KIMBERLY WHIPPLE

Kimberly has been attending St. Andrew’s for 17+ years. Baptized in the Roman Catholic church, she was Confirmed in the Episcopal Church at St. Andrew’s. A lawyer by profession, Kimberly is currently enrolled in on-line classes to earn a Masters in Theological Studies with an emphasis on Biblical Studies.



In her past role as a Vestry member, Kimberly served on the Communications, Spiritual Formation and Hospitality Committees. Specifically, she helped to develop the “Faith And…” series and served as its facilitator. She has chaired Welcome Back and End of Season fellowship events; led the St. Andrew’s Women’s Bible study; and designed and maintained the original church website. She is always ready to serve where called, whether as a lector, greeter or usher.

What might you see in St. Andrew’s future? Are there unfulfilled “dreams” for St. Andrew’s? Possibilities untapped?

There are many possibilities but the true work is determining priorities and practicalities. We are a small church with limited staff, limited time, limited money and an often changing congregation. It is unique and the Vestry needs to be creative but also realistic.

APPENDIX I

2022 Annual Congregational Meeting Minutes for St. Andrew's Church, Boca Grande, FL Meeting Date: Sunday ~ January 26, 2022 at 9:15 a.m.

Gathering in the nave, the annual meeting was called to order at 9:15 by Mother Michelle. Fr. Geoffrey Piper, assisting priest gave the opening prayer.

1. **Approval of Minutes** of the 202 Annual Meeting held 1/24/2021 and the **Vestry Organizational Minutes** of 1/24/21

Dan Headington moved to approve minutes of 2021 meetings and Bruce Birgbauer seconded. The Congregation approved the minutes of both meetings by voice vote.

2. **Vestry Elections / Presenter Kathy Silverberg (chair of the Vestry Nominating Com.)**

- A. Vestry** Nominations by the Vestry Nominating Committee for a 3-year term:
- | | |
|---------------|-------------|
| Ron Drake | Kay Kemper |
| Jim Griesemer | David Smith |

Rick Granger moved to approve the nominations for new Vestry members and Bruce Birgbauer seconded. There were no nominations from the floor and the slate was approved unanimously.

B. Lay Deputies and Alternates

Mary Campbell moved to elect the following as Delegates and Alternates:

Delegates: Kathy Silverberg , Mary Anne Hooker and Bruce Birgbauer

Alternate: Stan Ikenberry

Stan Ikenberry seconded the motion and it was carried.

3. **Report on 2021 Financials and Presentation of the 2022 Budget, Bruce Birgbauer**

Bruce Birgbauer, member of the Finance Committee on behalf of the Treasurer reported on the favorable financial condition of St. Andrew's, then provided an overview of areas of spending. Bruce thanked the Vestry Finance Committee for their good work and support.

He then presented the 2022 Budget as approved by the Vestry and responded to questions.

Jim Griesemer moved to accept the budget as presented. The motion was seconded by Kathy Silverberg. The motion carried.

4. **Rector's Report/ Presenter Mo. Michelle Robertshaw**

- a. Mo. Michelle offered highlights from the committee reports shared in the printed Annual Report materials. She asked for a motion to approve the reports as submitted. Mary Anne Hooker made the motion and it was seconded by Ann Strahan. With no objections, the motion carried.
- b. Mo. Michelle then thanked the outgoing Vestry (Bruce Birgbauer, Roger Lewis and Kimberly Whipple) for their outstanding leadership and support of the parish. They were presented with a gift of appreciation (leather journal) and the congregation joined in giving their thanks.

5. **Closing Prayer**

The Rev. Michelle Robertshaw offered the closing prayer. The meeting adjourned at 9:50 a.m.

APPENDIX II 2022 Organizational Meeting of the Vestry

IMMEDIATELY following the Annual Meeting at 9:50 a.m. on January 26, 2022, the Vestry met to elect officers. Mother Michelle appointed Kathy Silverberg to continue serving as the Senior Warden. The Vestry re-elected, Rick Granger to serve as Junior Warden. Ron Drake was elected to serve as Clerk of Vestry and Connie Duckworth was confirmed to continue in her term as Treasurer. The meeting of the Vestry adjourned at 10:01 a.m.

APPENDIX III CURRENT BYLAWS

2002 AMENDED BY-LAWS
of
ST. ANDREW'S EPISCOPAL CHURCH
BOCA GRANDE, FLORIDA

MEMBERSHIP

- A. VOTING MEMBERS shall include
- (1) those communicants who have transferred to St. Andrew's Church and those communicants who have been confirmed at St. Andrew's Church;
 - (2) those persons who regularly attend and pledge financial support to St. Andrew's Church.
- B. The annual meeting of the voting members of St. Andrew's Church shall be held in the first or second quarter of each year on a date chosen by the Vicar and Senior Warden for the purpose of reviewing all matters relating to the mission including its financial condition and the election of vestry members.
- C. Special meetings of the membership may be called by the vestry at any time upon proper notice.

VESTRY AND WARDENS

- A. The vestry of St. Andrew's Church, not to exceed twelve (12) in number, shall consist of:
- (1) All those who as of the date of adoption of these Amended By-Laws are members of the vestry; and
 - (2) those subsequently elected at annual meetings by the members of St. Andrew's Church or by the vestry to fill vacancies.
 - (3) The Senior Warden shall, prior to each annual meeting, appoint a nominating committee which shall present to the members a slate of nominees, approved by the vestry, whose number shall equal the number of persons to be elected. Additional nominations may be made by the membership at any annual meeting.
- B. The Senior Warden shall be selected by the Vicar and the Junior Warden shall be elected by the vestry.
- C. The Vicar and the immediate past Senior Warden shall be ex-officio members of the vestry.
- D. Each person elected to the vestry shall hold office shall hold office for a term of three (3) years, commencing with their election at the annual meeting, and may be reelected for a second three-year term until one (1) year shall have elapsed, except that the Senior Warden may be re-elected for a third term of up to three years.

- E. When a new member of the vestry is elected or appointed to fill an unexpired term they shall be eligible to serve for two three-year terms thereafter if the initial term is less than two years; otherwise they will be eligible for only one subsequent three-year term.
- F. Meetings of the vestry shall be subject to the call of the Senior Warden or any three (3) members of the vestry.

Motion for adoption of Amended By-Laws for their implementation:

1. The By-Laws of St. Andrew's Church as adopted by the vestry in January, 1977, and amended in 1987, are hereby amended and replaced in their entirety by the 2000 Amended By-Laws of St. Andrew's Episcopal Church," in the form attached to the minutes of this meeting.
2. The terms of each of the vestry persons presently serving are hereby specified and are designated to expire after the close of the annual meetings of the voting members in the years indicated, each person being elected to the vestry for one (1) three (3) year term.
3. Prior to each annual meeting the Senior Warden shall appoint a nominating committee composed of vestry and members which shall, with vestry concurrence, present to the members a slate of vestry nominees whose number shall equal the number of persons to be elected, normally four (4). Additional nominations may be made by the membership at any annual meeting.
4. At the annual meeting of the voting members in 2001, and at annual meetings thereafter, four (4) persons shall be elected to the vestry for three (3) year terms.

APPENDIX IV

PROPOSED BYLAWS

BYLAW I: NAME

The name of the corporation shall be St. Andrew's, Episcopal Church of Boca Grande, Inc.

BYLAW II: PURPOSE

The corporation acknowledges its allegiance to be due to the One, Holy, Catholic and Apostolic Church; and recognizing the body known as the Protestant Episcopal Church in the United States of America otherwise known as the Episcopal Church, and the Episcopal Diocese of Southwest Florida. We do hereby accede to the Doctrine, Discipline and Worship of this Church, and to the Constitution and Canons set forth by the General Convention, and to the Constitution and Canons of the Episcopal Diocese of Southwest Florida,

BYLAW III: ELECTORS

Electors: As identified in St. Andrew's Articles of Incorporation and the Canons of the Episcopal Church, an elector is a baptized, lay communicant member of the congregation who is 18 years of age or older whose name is duly enrolled as such in the register of the congregation, who is in regular attendance at divine services and who makes stated contributions of record to the general support of the congregation. A qualified elector of the congregation is entitled to vote in all congregational elections and on all matters that come before the congregation for a vote.

BYLAW IV: MEETINGS OF THE MEMBERS

Section 1. Annual Meeting

There shall be an Annual Meeting of the Members of the Corporation. At the Annual Meeting, at least one-third of the members of the Vestry shall be elected. Per the Articles of Incorporation, an annual meeting of the congregation will be held within ~~one hundred twenty~~ **fifty nine** days before or on the twenty-eighth day of February each year.

Section 2. Special Parish-wide Meetings

The Rector, Senior Warden or the Vestry by vote of at least a majority of its members, may call a Special Meeting of the members of the corporation upon notice of at least 30 days. At the sole discretion of the Bishop, the Bishop may at any time call a meeting of the vestry and preside at such meeting. The meeting

may not be called with less than 10 days notice. Such notice shall state the matters to be considered at such meeting in appropriate detail. Only those matters set forth may be considered at the Special Meeting.

BYLAW V: VESTRY

Vestry members are the legal representatives and agents of the parish with responsibility for the canons of the Episcopal church and of the diocese. They share leadership responsibilities with the rector. They must ensure that standard business methods as outlined in the Episcopal Church's Manual of Business Methods in Church Affairs are observed. They are expected to articulate a hopeful vision of the church and the world and to discern what God is intending for the parish. They should raise up new leaders who can carry the mission forward and they should set a standard by their lifestyle of what a committed member should be.

Section 1. **Members** There shall be at least nine, but not more than twelve, elected members of the Vestry. The Rector shall be a non-elected member of the Vestry. At each annual meeting, at least one-third of the members of the Vestry shall be elected to serve a term of three years. Retiring Vestry members completing service for a full term shall not be eligible for election to an additional term for at least one year.

Section 2. **Qualifications** A person shall be eligible to serve as a member of the Vestry who is a qualified elector of St. Andrews, at least 18 years of age, except as otherwise provided by law, is a communicant in good standing and has declared an intention to support the Parish by regular attendance at public worship and by financial support.

Section 3. **Nominations** At least three months prior to the Annual Meeting the Rector, or, in the absence of the Rector, the Senior Warden, shall appoint a Nominating Committee. The Nominating Committee shall prepare a list of candidates to be presented to the Rector, or, in the absence of the Rector, to the Senior Warden, in writing at least one month prior to the Annual Meeting. Additional nominations need written petition submitted to the Rector no fewer than 10 days prior to the Annual meeting.

Section 4. **Elections** The Vestry shall be elected at the Annual Meeting of the Church. They shall be chosen by ballot either written or voice and a majority of those voting shall be necessary for election. They shall take office at the Organizational Meeting of the Vestry following their election and may be installed at a regular church service at a time appointed by the Rector.

Section 5. **Vacancies** Should a vacancy occur on the Vestry during the year, the Rector shall present to the remaining members of the Vestry one or more candidates to fill the unexpired for their consideration and consent. If the term of the vacancy is less than two years, the person selected may stand for election to a regular three-year term at the next annual meeting.

BYLAW VI: OFFICERS

Section 1. **President** The Rector shall be ex-officio president of the Vestry, shall preside at meetings of the Vestry and shall have the right to vote at all times.

Section 2. **Wardens** At the Organizational Meeting of the Vestry following the Annual Meeting of the Church, the Rector shall appoint one member of the Vestry to serve as Senior Warden. The Vestry shall elect one member of the Vestry to serve as the Junior Warden. The term of the Senior Warden may be extended by one year at the discretion of the rector with the Vestry's approval.

Section 3. **Treasurer and Clerk** The Rector shall select from the Church's membership a Clerk and a Treasurer. These candidates shall be presented to the Vestry at the Organizational Meeting following the Annual Meeting of the Church for approval and ratification.

BYLAW VII: VESTRY MEETINGS

Section 1. **Organizational Meeting** The Organizational Meeting of the Vestry shall be held as soon as possible following the Annual Meeting of the Parish.

Section 2. **Regular Meetings** Regular meetings of the Vestry shall be held at times and dates mutually agreed on by the Rector and the Vestry.

Section 3. **Special Meetings** Upon reasonable notice, special meetings may be held on call of the Rector; or, in the absence of the Rector, by the Senior Warden; or at the request of two or more members of the Vestry. The Bishop has the discretion to call a meeting of the Vestry and preside at such meeting

Section 4. **Quorum** A quorum for the conduct of official business shall consist of a majority of the members of the Vestry.

BYLAW VIII: ADOPTION AND AMENDMENT

Section 1. **Adoption** These bylaws shall become effective after approval by a majority of the electors present and entitled to vote at any Annual Meeting or Special Meeting, provided that notice of such meeting and these bylaws has been sent to qualified electors not less than two weeks prior to the meeting.

Section 2 **Amendment** These bylaws may be amended or repealed by a majority of the electors present and entitled to vote at any Annual Meeting or Special Meeting, provided that notice of such meeting and proposed amendments or repeal of the by-laws has been sent to qualified electors not less than two (2) weeks prior to the meeting. Amended by-laws must be approved by a majority vote prior to their taking effect.

ADOPTED/AMENDED at a Regular/Special Meeting of the congregation, duly convened, on the ____ day of _____, _____

_____ Rector/ Priest in Charge

_____ Senior Warden

_____ Clerk



At St. Andrew's we aspire to...