

TRINITY EPISCOPAL AND PRESBYTERIAN CHURCH

OPERATING RULES AND PROCEDURES

PREAMBLE. These rules and procedures have been prepared and adopted in conformity with the Constitution and Canons of the Diocese of Minnesota, The Constitution and Canons of the Episcopal Church (USA), The Rules of the Presbytery of Northern Waters, PCUSA and the Book of Order of the Presbyterian Church (USA) all of which are incorporated herein by this reference. In addition, these Operating Rules and Procedures are intended specifically as a Supplement to the Agreement For Mutual Ministry, duly adopted by the Congregation at it's regularly scheduled Annual Meeting on the 15th day of February 2009. In the event of irreconcilable conflict between these aforesaid Documents and these Operational Rules and Procedures, said Documents shall take precedence and be controlling.

Section 1. Name, Corporate status. Upon Approval as provided in the Canons of the Diocese of Minnesota, the name of this Mission shall be **TRINITY EPISCOPAL AND PRESBYTERIAN CHURCH**. Absent such approval, the official name of the Mission shall remain Trinity Episcopal Church. Trinity is a Mission Church of the Diocese of Minnesota, a nonprofit Minnesota corporation and shall conduct its business accordingly.

Section 2. Membership, Church Congregational Registry, Forms, Confirmed Members and Communicants in good standing.

2.01. Membership. The Members of the Congregation shall be as specified in Section 2.01 of the Mutual Ministry Agreement.

2.02. Congregational Registry. Trinity has established and shall continue to maintain a Church Congregational Registry, pursuant to Canon 501.1, but which shall in addition to the provisions of said Canon, include all persons who have requested in writing with the approval of the Priest in Charge and/or the Moderator of the Session, to be registered as Presbyterian Members of this Church. In addition, there has been established a Category in said Registry entitled "Seasonal Members". Seasonal Members are those persons who reside in the Park Rapids area for only a portion of the year and who are and intend to remain members in good standing in their home Mission, Parish or

Church, but who otherwise meet the requirements of Membership at Trinity and desire to be a committed member on such seasonal basis.

2.03. Forms and Applications. The Bishop's Committee/Session shall, subject to the approval of the Priest-in-Charge and Session Moderator, cause such forms of application and request as may be required to implement these provisions to be prepared and available.

2.04. Confirmed Member. 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 who's name appears in the Congregational Register shall be considered a Confirmed Member of the Church.

2.05. Communicants in good standing. All Communicants of this Church, who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God, are to be considered communicants in good standing as provided in National *Canon 1.17.3* or *Article G-10.0302* of the Book of Order.

2.06. Adult Members. All Members sixteen (16) years of age and over are to be considered Adult Members.

Section 3. Annual Meeting.

3.01. Notice of Meeting and Chair. An Annual meeting as required by the Canon 103.9 shall be held at the time and place described in a notice issued by the Bishop's Committee/Session at least twenty (20) days prior to the date of the meeting, or as directed by the Bishop. In the absence of a Vicar or Priest-in-Charge, the Senior Warden or his appointee shall chair the Annual Meeting. In the event the Senior Warden is unable to serve, then the Moderator of the Session shall serve.

3.02. Annual Report and Proposed Budget. The Bishop's Committee/Session shall cause the Annual Report to be presented along with a proposed budget for the coming year.

3.03. Elections. As part of the Notice for the Annual Meeting, the Bishop's Committee/Session may cause to be given a notice of the elections to be held at such meeting. Candidates may be nominated by a nominations committee duly appointed by the Bishop's Committee/Session for each position or office for which there is a vacancy. If requested by no fewer than three members of the congregation, the Priest-in-charge or the Senior Warden shall, no fewer than ten (10) days prior to the meeting, prepare and post in a reasonable location, a certified list of Qualified Electors. Nominations may be made from the floor at the meeting. Positions to be considered are vacancies in the Bishop's Committee/Session, Senior Warden, Junior Warden and a delegate and alternates every three years (on the schedule set by Diocesan Council) to Diocesan Convention and the Regional Board and as Elder Commissioner to the meetings of Presbytery. All officers and members of the Bishop's Committee shall be nominated by

election, subject to affirmation by the Bishop. Names of nominees and a description of other actions taken at the annual meeting must be posted in a conspicuous place available to the membership, and also sent to the Bishop and Stated Clerk of the Presbytery of Northern Waters, PCUSA, within seven days of the annual meeting. No votes by proxy or absentee ballot will be allowed. *Canon 103.10*

3.04. Special Meetings. Special meetings of the Congregation may be called by the Bishop as Rector, a priest if there be one, or one of the Warden or Session Moderator as needed, after first giving notice to each member of the BC/S to the extent reasonably possible.

Section 4. Officers and Bishop's Committee/Session.

4.01. Rector of the Mission. The Rector of the Mission is The Bishop of the Diocese of Minnesota. The Bishop shall be consulted and informed about the business affairs of The Mission and the spiritual condition of the Mission. *Canon 103.1*

4.02. Priest-in-Charge and/or Vicar

4.03. Moderator of the Session. The Moderator of the Session shall be the minister or qualified elder appointed by the presbytery for that purpose. *G-0103b*.

4.04. Wardens. In the absence of a Priest-in-Charge, the Senior Warden shall chair meetings of the Bishop's Committee / Session. If the Senior Warden is absent, the Junior Warden or in his absence the Moderator shall chair the meeting. The Wardens shall share equally the responsibility of the oversight and well-being of the congregation. The Junior Warden shall have general oversight of the condition of the buildings and grounds of the Mission, and shall make recommendations to the Bishop's Committee for all regular maintenance and repairs.

4.05. Bishop's Committee / Session. Local governance and general business of the Church shall be conducted and managed by the Bishop's Committee / Session established under the provisions of the Canons and shall include both Episcopalians and Presbyterians who, must be members in good standing, including Seasonal Members, who shall, subject to the Bishop's approval, qualify as the representative governing body having the powers not only of a Bishop's Committee under Canon 103, but also the powers of a Session in the Presbyterian Church under G-16.0401b. Committee Members will represent the Congregation in Stated Meetings of the Presbytery, as delegated, with the status of Elders.

4.06. Number of Committee Members and Term. Subject to approval of the Bishop, the Bishop's Committee / Session shall consist of six (6) elected nominees, plus the elected nominated Senior and Junior Wardens and the duly appointed Session Moderator. In the event a non elected nominee is selected for Clerk or Treasure, they

shall not have voting rights. The terms of the members of the committee shall be for three years, except when filling the remainder of a vacant position. As nearly as possible, the positions should be divided into thirds so that each year a third of the Committee is elected. Subject to the approval of the Bishop, the terms and limitations for Committee Members and Officers shall be as prescribed in the Canons for Vestry Members

4.07. Clerk and Treasurer. The Bishop's Committee / Session shall appoint a clerk and Treasurer who shall conform to the requirements and terms provided in the Canons. The Clerk shall perform the duties of a Clerk of Session in a Presbyterian Church as set forth in the Form of Government, *G-7.037* and *G-9.0203b*. Any Member in Good Standing may be appointed Clerk or Treasurer, however if the appointee is not an elected nominee of the Bishop's Committee / Session, they shall not have voting rights on Committee or Session actions. The Clerk shall keep minutes of Committee meetings and the Annual Meeting and conduct correspondence deemed necessary by the Committee. The Treasurer shall have charge of funds, keep a regular set of books and accounts, and make reports in a timely manner to the Committee on the financial affairs of the Mission. The Treasurer shall also arrange an annual audit of the books, in accordance with Diocesan Canons.

4.08. Meetings. The Bishop's Committee / Session shall meet monthly, or as needed, unless a quorum is not available. A quorum shall be one-half of the committee members plus one.

4.09. Other Committees. The Bishop's Committee / Session shall provide for the establishment of the following standing committees: Worship, Finance, and Property. Such additional committees may be established as deemed necessary by the Committee.

Section 5. Amendments and Revisions to these Operational Rules and Procedures. These Rules and Procedures may be revised, amended or deleted by action of the Bishop's Committee / Session, subject to ratification by the Congregation at its Annual Meeting or a Special Meeting called for that purpose and subject further to the approval of the Bishop. These Operational Rules and Procedures are proposed and are to be submitted to the Bishop for approval and ratification by the Congregation.