

Sts. Clare & Francis
Ecumenical Catholic Community

Constitution and By-Laws

August 11, 2016

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PREAMBLE

We, as members of the Catholic Church of Jesus Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to proclaim the Word, celebrate the Sacraments, and carry out God's mission, do hereby adopt this Constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Creator and of the Christ and of the Holy Spirit. Amen.

I. NAME

The legal name of this parish is STSC&F, Inc. The parish shall also be known as Sts. Clare & Francis Ecumenical Catholic Community, Sts. Clare & Francis, ECC, Sts. Clare and Francis, a community of the Ecumenical Catholic Communion.

For purposes of the Constitution and accompanying by-laws, "Sts. Clare & Francis Ecumenical Catholic Community" is hereinafter designated as "faith community" or "parish."

This faith community is and shall be incorporated under the laws of the State of Missouri.

- II. **MISSION STATEMENT:** To foster inclusive and accountable decision making, a community in practice, worship and spiritual development, and works of justice and compassion.

Our Belief System:

1. Foster Inclusive and Accountable Decision Making
We believe that the Word of God comes through the whole People of God and that all decision makers are accountable to the whole People of God. Because we value this belief, we intend to create policies and practices that create listening and accountability.
2. Foster Community in Practice
We believe we encounter God in each other and particularly in the "sacred space" that is created when we tell the truth to each other about our experience of God and life. Because we value this belief, we intend to create policies and practices that increase opportunities for sacred space among us.
3. Foster Worship and Spiritual Development
We believe that God is active in the life of each person and that we are each on a personal journey in relationship with God. Because we often find it hard to hear God and because we value God's presence and activity, we intend to create space, provide resources, and develop practices that nourish our relationship with God.
4. Foster Works of Justice and Compassion
We believe that, while we are sustained by community and spirituality, we are on

a mission, God’s mission. We believe God speaks through and is encountered in mission. Because we value this belief, we intend to create policies and practices that channel us toward mission.

III. MEMBERSHIP

These By-laws authorize the Parish Council to create a process for those adults, 18 years of age and older, who wish to increase their participation in our faith community, to become Registered Members. Registered Members will be entitled to vote on those issues reserved for Members and on other issues referred to them by the Parish Council. Pursuant to these By-laws, Registered Members are also eligible to hold positions on the Parish Council and may serve as leaders for the Parish Ministry Teams. The Parish Council is authorized to maintain an accurate list of registered members. Registered members would commit to:

- A. Preserve the unity of the parish.
- B. Share in the responsibilities of the parish.
- C. Serve in the ministry of the parish through the use of each one’s unique gifts.
- D. Support the mission of the parish through regular attendance and giving of time, talent and financial support.

A Registered Member shall be defined as any adult, 18 years of age and older, who submits a registration form and wishes to be considered as a Registered Member. Children of any Registered Member, who are under the age of 18, shall be considered members of the parish and may participate in events, activities, and ministries. Children of Registered Members who are under the age of 18, but have been confirmed, shall also be Registered Members.

The Parish embraces and adopts the “Safe Church” policy and procedures protecting all members, particularly vulnerable populations, such as children. This document may be viewed and/or downloaded from the weekly newsletter or website.

IV. PASTORS

- A. Pastor

The Pastor is an ordained priest who is the spiritual leader of the faith community as delegated from the faith community. The Pastor is in communion with the Presiding Bishop of the Ecumenical Catholic Communion, and is primarily responsible for the spiritual life of the faith community. The Pastor shall:

- 1. Oversee and guide the activities of all pastoral leaders in their parish responsibilities.
- 2. Oversee and approve the liturgical programs of the parish.

3. Serve as an *ex officio* non-voting member of the Parish Council
4. Assist in the budgeting and business planning of the parish.
5. Develop and maintain relationships with the members of the faith community.
6. Reserve the right to veto the appointment of any parishioner to a Parish Ministry Team or Council, which can be overturned only with a unanimous vote of all Parish Council members. The unanimous vote of the Parish Council shall stand as the final decision on the matter.

B. Associate Pastor(s)

The Associate Pastor is an ordained priest who is a spiritual leader of the faith community as delegated from the faith community. The Associate Pastor is in communion with the Presiding Bishop of the Ecumenical Catholic Communion, and is responsible, with the Pastor, for the spiritual life of the faith community, and other duties as determined by the Pastor in cooperation with the Parish Council.

C Priests In-Residence and Visiting Priests

Priests In-Residence and Visiting Priests wishing to participate in any liturgical services or officiate at weddings, baptisms, etc. within the Sts. Clare & Francis, ECC community must seek and gain permission from the Pastor.

V. PARISH COUNCIL

A. The Parish Council is the parish decision-making body dedicated to fulfill the mission and obligations and of the parish. The Parish Council's authority is delegated from the parish membership. Authority of the Pastor is in all respects delegated from the Council. The Council shall be responsible for making and implementing decisions on (but not limited to):

1. Work performed by various committees.
2. Promoting opportunities for sharing faith in community, prayer and ministry.
3. Providing religious education.
4. Liturgy and music.
5. Public relations.

6. Hospitality.
7. Mission.
8. Hiring and firing of Parish staff and other issues related to human resources.
9. The physical needs of the Parish environment.
10. The financial and budget needs of the Parish.
11. Acquisitions and purchases for the Parish.
12. Parish fundraising.

In accordance with these By-laws, the Parish Council shall form Ministry Teams from the community to help develop and implement these areas of Church life. Each of these Parish Ministry Teams shall have at least one Parish Council member as liaison to the Council. The Parish Council shall also be responsible to oversee that the Parish meets its legal and financial responsibilities. Procedures for Council operation, member selection and membership duration are defined in the Parish By-laws.

B. PARISH COUNCIL PROCEDURES

The Parish Council is the decision-making body of the faith community on all matters not retained by the parish membership. The Council has authority to delegate tasks and decisions to committees or individuals within the parish. The Pastor and/or Associate Pastor serves as an *ex-officio* non-voting member,

1. Eligibility: The minimum requirement to serve on the Council is to have been a Registered Member of the parish for at least one year. Compensated Parish Staff and family members of staff are excluded from serving as voting members of the Parish Council.
2. Responsibilities:
 - a. Must attend the Parish Council Retreat(s) during Council term.
 - b. Must attend and participate in all monthly Council meetings and special designated meetings or notify the Council Chair in advance.
 - c. Must review all materials prior to each meeting and actively participate in and contribute to the work of the Parish Council.

- d. Must serve in at least one ministry or committee in addition to the Parish Council.

3. Membership and Term:

The Parish Council shall consist of nine voting members. Designated clergy, who are on staff, serve as *ex officio* non-voting members. Council members will serve a three-year term. The terms of the voting members are staggered such that three members complete their term and are replaced each year. In the event the normal staggering is disrupted through resignations, the Council may adjust the process to insure continuity. There is no limit to the number of terms one may serve, provided one may not serve more than two consecutive terms.

4. Selection of Council Members:

Council member selection is performed according to the following steps:

- a. The Parish Council shall publicize the election and receive nominations from all Registered Members of the parish.
- b. The list of nominees shall be published by the Council. The Council will institute procedures to promote conversation and discernment in the process. The nominees are given an opportunity to present themselves to the Parish.
- c. The Parish Council members shall approach each of the nominated candidates to ask if he/she is willing to serve on the Council.
- d. The nominees will be announced to the Parish in writing. Voting shall be in accordance with Article VII. Nominees receiving the highest number of votes from Registered Members will be elected. In the event of a tie, a second ballot will be held among the tied nominees.
- e. If a Council member leaves before fulfilling his/her term, the Council may appoint a new member to complete the term.

5. Election of Council Officers:

The Council shall elect a Chair for a term of one year.

The Council shall elect a Vice-Chair to serve for one year. The Vice-Chair shall serve in the absence of the Council Chair and succeed the Chair at the end of one year.

The Council will appoint individual Council members to serve in various capacities as it deems necessary to carry out its duties.

6. Duties of Council Chair:

The Council Chair shall be responsible for, but not limited to:

- a. Scheduling and notifying of Council meetings.
- b. Moderating Council meetings.
- c. Administer or delegate the voting process within the Council.
- d. Delegate tasks within the Council.
- e. Call upon Ministry teams to submit annual budgets.
- f. Ensure each Council member fulfills the Council member responsibilities during his/her term.
- g. Act as Parish Council liaison to the pastoral team. The Chair may delegate another Parish Council member to attend in his/her absence.

7. Frequency of Meetings:

- a. The Parish Council shall normally meet on the third Wednesday of each month. Meetings may be added or rescheduled by the Chair, by a motion of a Council member, or by consensus.
- b. The Parish Council may arrange convocations of the parish (delete the following at least four times per year.) when deemed necessary or appropriate. The Council may delegate designated convocations to be organized and conducted by other committees or ministries.
 1. The agenda may include educational presentations, discernment for the vision of the parish, or discussion of matters retained for decision by the whole parish.
 2. Voting at convocations shall be by a simple majority of those registered parishioners in attendance, unless otherwise required in these By-laws.

8. Meeting Procedures:

At least one week prior to each meeting, the Council members shall notify the Council Chair of any issues they wish to discuss at the meeting. The Chair shall prepare a meeting agenda and deliver it to the rest of the Council prior to the meeting. The Chair shall conduct the meeting according to the agenda order of business. Decisions shall be made, whenever possible, by consensus. If consensus is not reached, it shall be reported as failed or passed by a majority vote.

Decisions, in order to be recognized, require that a quorum of the Council, either in person or by proxy, be present. A quorum is 5/9 of the voting Council members. A voting proxy must be in writing, to include e-mail, text, or FAX, submitted to the Chair. Unless otherwise stated, a simple majority of votes cast is required to carry a motion.

If a quorum is not available, any decision requiring a vote shall be postponed until the next meeting at which a quorum is present.

9. Removal of a Council Member:
 - a. A Council member may be relieved of his/her duties pursuant to Article XIII of the Constitution.
 - b. In addition, a Council member may be removed for cause including, but not limited to, the following:
 - i. Behavior that is not consistent with or representative of the mission of the Parish.
 - ii. Behavior that is in direct opposition to the vision of the Council; continuously undermining the objectives of the Council.
 - iii. Absence in excess of three (3) meetings per year.
 - c. The Council Chair and Pastor shall be responsible for the counseling of a Council member. If the Chair is the Council member in question, the Pastor and one member of the Council shall be responsible for the counseling.
 - d. Removal of a Council member requires a 2/3 vote of the Council.

VI. MINISTRY TEAMS AND PARISH COMMITTEES

- A. The purpose of Ministry Teams & Parish Committees is to implement the mission of the Parish and the decisions of the Parish Council and the Pastoral Team.

B. Ministry Teams: There shall be four Parish Ministry Teams organized to oversee all parish committees. Each Ministry Team shall be comprised of a representative from each Parish committee under its umbrella. A Council Member shall be assigned by the Parish Council to advise each Ministry Team. He/she shall represent the Ministry Team at Council meetings and ask additional team members to report to the Council as necessary. The Council Liaison does not necessarily serve as the Ministry Team leader, but shall be responsible for administrative functions, such as schedule, coordination and frequency of Ministry Team meetings, as well as collecting budget information from all committees as outlined below.

1. Governance Ministry Team Responsibilities:

- a. To develop fiscal plan, budget preparation and consultation, management of Parish resources.
- b. To create awareness of internal needs and foster a shared objective to fund the Parish.
- c. To develop and nurture a donor base for the Parish.
- d. To foster awareness of Sts. Clare & Francis in the greater St. Louis community ensuring that all are welcome to join our community.
- e. To ensure adequate physical space to conduct liturgies and other Parish activities.

Committees may include, but are not limited to, Development Committee, Finance Committee, Facilities Committee, and Public Relations Committee.

2. Liturgical Ministry Team Responsibilities:

- a. Plan the Parish liturgical year and celebrations, train and sustain liturgical ministries, strengthen Parish values of welcome and inclusivity.
- b. The Pastor or his representative priest will chair the Liturgy Committee.

Committees may include, but are not limited to, Liturgy Committee, Music Ministry(includes dance/movement), Eucharistic Ministry(includes baking, washing and administering), Sacristan Ministry(includes ushers and greeters), and Preaching Ministry(includes lectors).

3. Community Ministry Team Responsibilities:
 - a. Welcome new members into the Parish.
 - b. Create systems and structures to support the care of existing members' spiritual needs.
 - c. Foster a sense of community outside of liturgy, creating spaces for members to build friendship and fellowship.

Committees may include, but are not limited to, Adult Formation, Caring Ministry, Hospitality Committee, Membership Committee, Small Groups Committee and Mathew 25 Committee.

4. Service and Justice Ministry Team Responsibilities:
 - a. To discern and implement Parish's work for those in need of service that the team can provide.

Committees may include, but are not limited to, Tithing Committee and Communal Works of Service Committee.

C. Committee Responsibilities and Governance:

1. Creation or Dissolution of Parish Committees: The Parish Council shall create or dissolve a Parish Committee by a 2/3 vote of the Parish Council.
2. Responsibilities of Parish Committees: The following responsibilities apply to all Committees. Additional responsibilities may be included under the specific Ministry.
 - a. Fulfill the purpose of the Committee as defined in these By-laws.
 - b. Prepare and submit an annual budget to the Parish Finance Committee.
 - i. Provide accurate accounting for all events and expenses.
 - ii. Submit all expenses/costs not in the approved budget in advance to the Finance Committee for approval.
 - iii. The results of all funding initiatives are to be deposited into the parish funds.
 - iv. Funds will be allocated to a Committee based upon approved budget.

- c. The following expectations are for all ministers of Sts. Clare & Francis in their interactions with others:
 - i. Treat other members with respect such that they feel respected.
 - ii. Demonstrate patience and collaboration with other members such that they assess that they are treated with patience and collaboration.
 - iii. Maintain a peaceful atmosphere in church in such a way that the congregants experience it as peaceful.

3. Appointment and Term of Committee Members:

Generally, the Parish Council shall ask members of the community to serve on the Committees as necessary; occasionally people and organizations outside of the community may be asked to help in specific tasks. There is no term limit for Committee Members. A member may serve on a Committee for as long as they feel called to do so.

4. Appointment and Term of Committee Chair:

Each Committee must designate a Chair each year, with the exception of the Liturgy Committee. Each Committee Chair will serve as a representative to the Parish Ministry Team. It is up to each team to determine the best process to accomplish this requirement, within the guidelines of these by-laws.

5. Removal or Resignation of Committee Members:

- a. A Committee Member may be relieved of his/her duties pursuant to Article XIII of the Constitution.
- b. In addition, a Committee Member may be removed for cause including, but not limited to, the following:
 - i. Behavior that is not consistent or representative of the mission of the Parish.
 - ii. Behavior that is in direct opposition to the vision of the Council; continuously undermining the objectives of the Council.
- c. Removal of a Committee Member requires a 2/3 vote of the Council.

VII. PARISH DECISION PROCESS

- A. All authority in the parish is held by the community and delegated as set forth in the Constitution and By-laws. The community believes God is active in the lives of parishioners and God's Word for the parish is primarily found in the faith experiences of the community.
- B. Retained Authority — the parish as a whole, through its Registered Members, retains the authority to 1) select the parish council; 2) select the Pastor(s); 3) approve changes to the Constitution and By-laws; 4) make decisions about the conveyance of real estate; 5) enter into debt; and 6) make decisions regarding parish affiliation.
- C. Ordinary Parish decision-making authority is distributed as follows:

- 1. Pastor

The Pastor is the delegated decision-maker in these areas:

- a. Management of the Parish Clergy. The Pastor shall make recommendations to the Bishop and Parish Council for ordination candidates and the dismissal of clergy.
- b. Approval and oversight of liturgical programs and initiatives within the Parish.
- c. Initiate or modify activities within the Parish as necessary in order to maintain and enhance the spiritual and theological direction of the Parish.
- d. Is an *ex officio* non-voting member of the Parish Council

- 2. Parish Council

The ordinary decision-making responsibilities of the Parish Council are specified in Article V of the Constitution. Unless otherwise specified, these matters shall be decided at Council meetings on a simple majority vote, although consensus is the goal.

- D. Only Registered Members are eligible to vote. Voting shall be conducted through Survey Monkey or similar tool via the Internet, provided that for those without Internet access shall have the opportunity to vote via paper ballot. Except as otherwise stated herein, outcomes shall be determined by a simple majority of those who voted. The period for voting shall be no less than 14 and no more than 31 days, and shall be clearly stated in each voting notice.

E. Special decision-making provisions.

Under extraordinary circumstances, special decision-making processes are required. These are detailed in the following Articles, as needed.

VIII. COMMUNION AFFILIATION

The parish voted at a convocation in September, 2005 to remain affiliated with the Ecumenical Catholic Communion (“ECC”). The ECC is a confederation of independently incorporated faith communities, which is governed by the House of Laity (HOL), the House of Pastors (HOP), the Office of the Presiding Bishop, and the Episcopal Council.

A. Expectations of membership shall include:

1. Following the ECC Constitution and canons.
2. Financial support of the ECC at a rate established by the current Communion Synod.
3. To receive Episcopal visits unless otherwise determined by mutual agreement between the parish pastor and the bishop.
 - a. The parish shall cover all costs associated with the Episcopal visit.

B. Separation from the ECC

If issues develop between the Parish and ECC which cannot be reconciled, the Parish may decide to leave the ECC under the following conditions:

1. After input from the members, a two-thirds vote of the full Parish Council, in favor of leaving the ECC.
2. A special meeting, with two-week notification, shall be called of all registered Parish members. Following the meeting, a vote shall be conducted in accordance with Article VII. A two-thirds majority vote in favor of leaving the ECC is required for separation.
3. The Parish Council will have an exit interview with a representative of the Presiding Bishop of the ECC.
4. If all conditions are not met, the Parish remains in the ECC.

IX. SELECTION OF SYNOD DELEGATES

A. House of Laity

The parish shall select from its registered adult membership delegates for the ECC Synod.

1. The parish shall select and send the appropriate number of voting laity to the Synod as defined by the ECC constitution.
2. Delegates are to be at least eighteen years of age and cannot be ordained clergy.
3. Delegates are selected for a term that covers the next two ECC Synods (generally 2-3 years), with the possibility of successive terms. The Parish Council shall nominate the delegates for election. Absent special circumstances no one will serve more than two successive terms.
4. Delegates, if unable to fulfill their role, are succeeded by an alternate delegate appointed by the Parish Council.
5. If a delegate is unable to attend the Synod, the Parish Council may appoint a surrogate delegate to serve in his/her absence.

B. House of Pastors

The House of Pastors is comprised of all pastors and designated ministerial representatives from the participating faith communities of the ECC.

1. The parish pastor shall be a member of the House of Pastors for as long as the pastor serves the parish in that capacity.
2. Absent an emergency, the parish pastor must attend the Synod.
3. In addition to the pastor, the Parish Council shall select one ministerial representative from among the ECC clergy on the pastoral staff of the parish to serve as a voting member of the House of Pastors. If there are no other clergy of the ECC on the pastoral staff, an alternative representative may be selected to serve as the additional ministerial representative of that parish. If there is more than one person eligible, the selection shall be made by the Parish Council and the term of office in the HOP is for two (2) years with the possibility of successive terms.

X. SELECTION OF A PASTOR/PARISH CLERGY

The steps in selecting a new Pastor/Associate Pastor are as follows:

- A. The Parish Council appoints a Selection Committee of registered members and remaining ordained pastoral staff. If any member of the Selection Committee

becomes a candidate for the office of Pastor/Associate Pastor, she or he will no longer participate in the Selection Committee activities.

- B. Selection Committee performs the search for potential candidates from appropriate ECC clergy, clergy willing to be incardinated into the ECC or anyone with the qualifications and the willingness to be ordained a priest in the ECC.
- C. Selection Committee presents their recommendations to the Presiding Bishop, for approval.
- D. Approved candidate is presented to the Parish Council. A two-thirds majority vote of the full Parish Council is required.
- E. Approved candidate is then presented to the Parish members at a special meeting subject to two weeks' notice. Following this meeting, a simple majority vote of Registered Members is required in accordance with Article VII.

XI. REMOVAL OF A PASTOR/ASSOCIATE PASTOR

The Presiding Bishop, or episcopal representative, shall be a non-voting observer of these proceedings, to insure due process.

A. Criteria/Grounds

In the event that all attempts at reconciliation have failed, the following criteria apply:

1. Incompetence.
2. Unconstitutional behavior.
3. Abuse of power.
4. Lack of physical or mental health/emotional health.
5. Doctrinal misconduct.
6. Conviction of criminal conduct or sexual assault.
7. Lack of performance.

B. Conditions

To remove the Pastor/Associate Pastor, all the following conditions must be met:

1. Two-thirds vote of the full voting Parish Council, in favor of recommending to the membership that the Pastor/Associate Pastor be removed.
2. A special meeting, subject to two weeks notice, shall be called of all Registered Parish members. Following this meeting, voting shall be conducted in accordance with Article VII. A majority vote in favor of removing the Pastor is necessary.
3. Removal or termination must be reported to the Office of the Presiding Bishop of the ECC.
4. The removal of an ordained pastoral associate follows an identical process.

XII. CONDUCT OF CLERGY AND STAFF

- A. Clergy and staff are required to maintain standards in accordance with the Ethical Code of Conduct, as outlined by the Ecumenical Catholic Communion.
- B. The parish is the employer of record for its clergy and staff.
- C. The Communion carries no legal responsibility or liability for the conduct of clergy or staff of the parish. The parish is committed to and responsible for reporting, full disclosure and cooperation with civil authorities in the investigation of allegations of misconduct by its clergy and staff.
- D. Allegations of misconduct shall be reported, according to established guidelines of the Communion, to the Presiding Bishop and the Episcopal Council for review.

XIII. LAY STAFF

- A. Sts. Clare & Francis, ECC does not discriminate in any and all employment practices and abides by all local and federal laws and regulations that are applicable to a religious, non-profit institution.
- B. Talent Acquisition
 1. Description of job position outlining specific duties.
 2. Compensation range is established.
 3. Development of a hiring plan and timeline.
 4. Interviews are conducted and a candidate is selected and offered position.

5. Creation of an orientation plan.

C. Resignation/Termination

1. A lay staff member who chooses to resign is asked to provide Sts. Clare & Francis with four or more weeks of notice of resignation.
2. A lay member of the staff may be terminated for criteria as listed in Article XI, section A., following review, counseling, and due process.
3. A lay member of the staff may be released from his/her position when the position no longer exists.

XIV. SEPARATION OF MEMBERS FROM THE PARISH

In extreme cases the health of the parish community may require the suspension or removal of a member or an agreement on conditions for participation. Prior to disciplinary action, the matter will be brought up before the Parish Council and reconciliation will be attempted, proceeding through these successive steps in the spirit of Matthew 18:15-17:

- A. Private counseling by the Pastor.
- B. Counseling by the Pastor in the presence of two Parish Council members.
- C. If the above steps fail, the Pastor will propose appropriate conditions for continued participation. In extreme cases the Pastor may ask the member to leave the Parish.
- D. Illegal activity shall be reported with full disclosure and cooperation to civil authorities.
- E. Where there is a grievance with a member of the pastoral staff the Parish Council will appoint a group of three advisors from the community to investigate the situation and make a recommendation to the Parish Council.
- F. Reinstatement to the community may be considered by the Pastor and the Parish Council.

XV. CONVEYANCE OF REAL ESTATE / ENTERING INTO DEBT

A. Mortgage

Any mortgage of the church property (real or personal) must be ratified by a majority vote of registered members the parish.

B. Conveyance of Property

Every removal or sale of church property that is expected to have a current value of more than \$750.00 will be ratified by the majority vote of registered members of the parish. The removal or sale of church property less than \$750.00 will have the approval of the Parish Council.

C. Purchase of Non-Budgeted Property

All expenditures for any one item in any one fiscal year not provided for in the budget will require approval for amounts over \$1000.00 and ratification by a majority vote of registered members of the parish for amounts over \$1000.00. Any expenditure that requires parish ratification will have prior Parish Council approval.

D. Division of Church

In case of a division of the faith community, the parish properties will belong to and remain with the entity incorporated as STSC&F INC.

E. All voting referenced in this article shall be conducted in accordance with Article VII.

XVI. DISSOLUTION OF PROPERTY RIGHTS

In the event that the Parish is dissolved as an entity, its assets are dispersed as specified by the Parish Articles of Incorporation: once all debts and obligations are paid, the remainder of the Parish assets must be donated to a similar non-profit entity.

XVII. AMENDMENT OF CONSTITUTION

A. Submission

Amendments to the Constitution shall be submitted by a Parish Council member to the full Parish Council one month prior to the Council meeting in which the amendment(s) shall be voted on.

B. Voting

Adoption of an amendment shall require a favorable vote of two-thirds of the full Parish Council. Votes may be made in absentia by proxy.

C. Implementation

An adopted amendment shall take effect immediately upon ratification by a majority of the voting members of the parish. The vote shall be conducted in accordance with Article VII.

XVIII. SIGNATURE AUTHORITIES

A. At a minimum, the following shall have signature authority on parish banking accounts:

1. Pastor
2. Council Chair
3. Finance Committee Chair.

B. A double signature with two of the above signature authorities is required for any un-budgeted single amount of \$1,000.00 or more.