



St. Mark's Episcopal Church

IRVING, TEXAS

PARISH BYLAWS

as adopted December 2004
(as amended from time to time, as noted: June 2010, July 2011)

ARTICLE I PREAMBLE

1.01 Status. St. Mark's Church (this "Parish") is a parish of the Episcopal Church in the United States of America (the "Episcopal Church") in union with the Convention of the Episcopal Diocese of Dallas, Texas (the "Diocese"). As such, it accedes to the Constitution and Canons of the Episcopal Church and to the Constitution and Canons of the Diocese.

1.02 Purpose. The Vestry of St. Mark's Church, in order firmly to establish an Episcopal Church in Irving, Texas, that will provide worship services for all who care to join us, and especially for those Episcopalians who sincerely and earnestly desire to help the Church maintain its proper equilibrium and perspective in all matters pertaining to its organization, doctrine, discipline, and worship, hereby deems it necessary and desirable to supplement the Canons of the Episcopal Church and the Canons of the Diocese of Dallas by a code of policies, hereinafter called the "Parish Bylaws," to guide present and future Vestry persons in all matters of the Church which either are not encompassed by the Canons or are of such general nature that they tend to invite a multitude of interpretations. Notwithstanding the name of this document as Parish Bylaws, let it be known that, pursuant to the Canons of the Diocese, this Parish is not incorporated, nor are these Parish Bylaws the bylaws of any adjunct or instrumentality of this Parish.

1.03 Incorporation of Constitutions and Canons. The Constitutions and Canons for the Government of the Episcopal Church (the "National Canons") and the Constitutions and Canons for the Diocese (the "Dallas Canons") are incorporated herein by reference. These Bylaws are intended to be in accordance with such Constitutions and Canons, and to the extent of any conflict between these Bylaws and the National Canons and the Diocesan Canons, the National Canons and the Diocesan Canons shall be deemed to control, and these Bylaws shall be deemed amended in accordance therewith.

1.04 In all places where the pronoun “he” is used herein, no gender specification is intended.

ARTICLE II MEMBERSHIP; ANNUAL PARISH MEETING AND SPECIAL MEETINGS

2.01 Membership; Communicants. The membership of the Parish shall consist of all baptized persons on the records of this Parish. Members sixteen (16) years of age and over are considered adult members. All adult members who have been either (a) confirmed or received by a Bishop of the Episcopal Church (or by a Bishop of a Church in communion with the Episcopal Church), or, (b) baptized as an adult, receiving the laying on of hands by the Bishop either at Baptism or in Reaffirmation of Baptismal Vows sometime after Baptism, shall be deemed to have been confirmed [*National Canons I, 17.1*] All members of the Parish who have been confirmed and have received communion in this parish at least three times in the preceding year and who have not been suspended from receiving communion, and who have not renounced the doctrine, discipline and worship of this Church and who have not joined another religious body are considered Communicants of this Parish. Communicants sixteen years of age and over are considered adult communicants. [*Diocesan customary, Dallas Canon 22.4*].

2.02 Date, purpose. The Annual Parish Meeting of this Parish (the "Annual Meeting") shall be held in January or February as specifically designated by the Vestry. Due notice of the time and place of the Annual Meeting shall be given to all Qualified Voters (hereinafter defined), at least one week in advance, by the Rector or by the Wardens if there is no Rector. The primary purpose of the Annual Meeting shall be to elect Vestry members and lay delegates (including alternate lay delegates) to the Annual Convention of the Diocese ("Delegates") and to provide a full and faithful account of the condition of the Parish [*Dallas Canon 13*].

2.03 Qualified Voters. Attendees who are Communicants in Good Standing of the Parish, eighteen (18) years of age or older are Qualified Voters at the Annual Meeting [*Dallas Canon 13.2*].

2.04 Communicants in Good Standing. A Communicant in Good Standing is one who for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God. [*National Canons I, 17.3*]. Said giving shall be demonstrated by regular monetary contributions to the Parish as recorded in the records of the Parish. Contributions made in the name of the household will include children under the age of eighteen (18) years. All other members of said household, eighteen (18) years and older, will be separately eligible for ‘Communicant in Good Standing’ by demonstrated monetary contributions for the purpose of recorded giving. Said working shall be demonstrated by active participation in the work and ministry of the Parish in any capacity. Said praying shall be demonstrated by attendance at the worship services.

2.05 Quorum. The presence of at least ten percent (10%) of the Communicants in Good Standing of the Parish calculated as of December 31 of the preceding year shall constitute a quorum. No proxies or absentee voting is allowed. In the absence of a quorum, the Annual Meeting shall transact no other business than to recess or stand adjourned until a quorum is established.

2.06 Chairman. The Rector shall serve as the Chairman of the Annual Meeting, with the right to vote, in case of a tie, on any issue arising [*Dallas Canon 17.1*]. In the event the Rector is absent or if no rector is settled in the Parish, the Senior Warden shall serve as Chairman. The Chairman shall have

full power and authority to take such actions as he deems necessary to expedite the orderly disposition of the business of the Annual Meeting.

2.07 Officers. The Chairman may appoint in advance of the Annual Meeting a Clerk, a Parliamentarian, as many Tellers as he deems necessary, and such other officers as may be necessary to the conduct of the business of the Annual Meeting. The duties and responsibilities of such officers shall be as prescribed by the Chairman, and in the absence of any instructions to the contrary, as follows:

a. Clerk. The Clerk shall record the number of Qualified Voters, take the minutes of the proceedings of the Annual Meeting, after review of the minutes by the Chairman, place such minutes in the permanent records of the Parish, and perform such other duties in connection with the Annual Meeting as may be requested by the Chairman.

b. Parliamentarian. The Parliamentarian shall, when requested, advise the chairman on the proper construction and interpretation of the provisions of the Constitution and Canons of the Episcopal Church, the Constitution and Canons of the Diocese, and any other parliamentary questions applicable to the proceedings of the Annual Meeting.

e. Tellers. The Tellers shall tabulate all votes cast for the election of Vestry members and Delegates and shall report such votes to the Chairman.

2.08 Nominations. Nominations for Vestry members and Delegates shall be made by the Nominating Committee in accordance with these Bylaws as amended from time to time. No nominations will be accepted from the floor during the Annual Meeting.

2.09 Elections. An election shall be held to fill (a) each expired Vestry position, and (b) each Delegate position as determined pursuant to the Diocesan Canons. Each member of the Vestry and each Delegate shall be elected by a majority vote of the Qualified Voters at the Annual Meeting (except that alternate lay delegates may be elected by a plurality vote) [*Dallas Canon 14.1 and 2.3*].

a. Results may be posted after each ballot at the discretion of the Chairman.

2.10 Reports. At the Annual Meeting of the Parish, the Rector and the Senior Warden, or if the Senior Warden is unable to act, the Junior Warden, shall present a full and faithful account of the condition of the Parish as of December 31 of the preceding year. Following the Annual Meeting, these reports shall be delivered to the new Vestry, examined by them, and entered into the permanent records of the Parish. [*Dallas Canon 13.4c*].

a. Rector's Report. The Rector's report shall include (1) the number of persons baptized and confirmed during the preceding year, (2) the number of confirmed members in good standing, as of December 31 of the preceding year, specifying the number of removals and additions during the preceding year, (3) the number of marriages and burials during the preceding year, (4) the number of services conducted, (5) the number of parochial calls made, (6) the number of teachers and students in the Church School, and (6) the total amount of the Communion Alms received by him with such statement of expenditure as he may deem proper. [*Dallas Canon 13.4a*].

b. Senior Warden's Report. The Senior Warden's report shall include (1) identification, source, and value of money, lands or other property received by the Parish during

the preceding year, (2) all offerings, separately stating the purpose for which they were made, if other than for general parish operations, (3) all expenditures, their amount and their purposes, (4) identification of any property purchased, exchanged, mortgaged, sold, or otherwise alienated or encumbered, and the purpose thereof, (5) description of any debts contracted during the preceding year and any debts previously contracted that are still outstanding as of December 31 of the preceding year, and (6) description of improvements to the property of the Parish and the cost thereof. *[Dallas Canon 13.4b]*.

2.11 Special Meetings. A special meeting of the Parish may be called by the Rector and Wardens by giving notice at least one (1) week in advance of its time and place. Such notice shall set forth the business for which the meeting has been called, and no other business shall be in order. *[Dallas Canon 13.3]*.

ARTICLE III VESTRY MEMBERS

3.01 Number. The Vestry shall consist of persons elected by the Qualified Voters of the Parish at the Annual Meeting in accordance with these Bylaws as they may exist from time to time.

3.02 Purpose. The Vestry shall have charge of the property, endowments and all temporal concerns of the Parish, shall elect and call a Rector and provide for his support, shall provide and keep in good order a suitable place of worship and the furnishings and appointments appropriate thereto, and shall provide for the payment of all Parish obligations and assessments. The Vestry shall be the legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy. *[Dallas Canon 14.11 and 14.9], [National Canon I, 14.2]*

3.03 Qualification. To qualify to be a Vestry member, a person must be (a) a confirmed Communicant in Good Standing of this Parish, (b) at least eighteen (18) years of age, (c) a financial contributor to the operating funds of this Parish for at least one year immediately preceding the election as shown on the records of the Parish, and d) have completed the Safe Church Training Program as provided by the Dallas Diocese. No person who has served a full term as a Member of the Vestry or at least two (2) years of an unexpired term shall be eligible for re-election to the Vestry until a full year has elapsed since his/her term expired *[Dallas Canon 13.3 and 14.10]*. Persons serving on the Vestry cannot be related or family members.

3.04 Term. The term of office for each member of the Vestry shall be three (3) years. The terms of one-third (1/3) of the Vestry members shall expire each year, such that, at each Annual Meeting, expired positions shall be filled by election, as well as any unexpired term as provided herein below *[Dallas Canon 14.4]*.

3.05 Vacancy. In the event a position on the Vestry should become vacant for any reason, such position may be filled by a person who is qualified to be elected to the Vestry and who receives a majority of the votes of the remaining Vestry members. Such a person so elected shall serve out the unexpired balance of the vacated three year term *[Dallas Canon 14.2]*.

3.06 Attendance at Meetings. It shall be the duty of every member of the Vestry to attend meetings regularly. In case of the continued absence of a member from three (3) regular meetings of the Vestry in any 12 month period, without valid excuse being timely tendered to the Rector or Wardens,

that member of the Vestry may be removed by majority vote of the Vestry members present. *[Dallas Canon 14.8]*.

ARTICLE IV VESTRY OFFICERS

4.01 Wardens. The Rector shall name one of the Vestry members to be the Senior Warden. At the first meeting of the newly constituted Vestry immediately following the Annual Meeting, the Vestry shall elect one of its members to be the Junior Warden. *[Dallas Canon 14.4]*.

a. The function of the Senior Warden shall be to serve as Chairperson of the Vestry in the absence of the Rector or in the event the Parish is without a Rector. The Senior Warden shall also serve as spokesperson for the Vestry to the Parish and to the Clergy and as liaison between the Clergy and the Vestry.

b. The function of the Junior Warden shall be to supervise the care, protection and maintenance of the Church and other buildings of the Parish, to see that they are kept in proper repair, and to guard them from uses prohibited by law of the Church. The Junior Warden shall serve as the representative of the Vestry in matters concerning maintenance of physical facilities, acquisition, maintenance, and disposition of the personal property, fixtures and equipment of the Parish, including providing information to the Finance Committee sufficient to maintain appropriate insurance for all such property.

c. Both Wardens shall be responsible for seeing that all things needed for the orderly worship of God and for the proper administration of the sacraments are provided at the expense of the Parish.

4.02 Treasurer. The Vestry, at its first meeting immediately following the annual meeting of the Parish, shall elect a Treasurer. The Treasurer need not be a member of the Vestry and must be someone other than the Rector, Senior Warden or Junior Warden. The Treasurer shall be responsible to and accountable to the Vestry. The duties of the Treasurer shall be (a) to supervise the receipt and disbursement of all monies collected by the Parish; (b) to maintain appropriate accounts of all funds, including special funds or funds for the use of a guild, organization, subdivision, or ministry of the Parish on a calendar year basis in books and records kept and maintained in accordance with generally accepted accounting principles, which duty may, with approval of the Vestry, be delegated to a qualified accountant; (c) to preserve such accounting books and records as may be in the possession of the Treasurer and deliver such records to the permanent records of the Parish as appropriate; (d) to submit a monthly financial report to the Vestry accounting for all monies collected and disbursed, the specific components of which may be changed from time to time by a majority vote of the members of the Vestry; (e) to disburse funds in accordance with these Parish Bylaws and the duly passed instruction of the Vestry; and (f) any other duty that the Vestry may from time to time duly determine. The Vestry may partially delegate the duties of the Treasurer as set forth above as to special funds, such as a building fund or an endowment fund, in which event the person delegated shall be deemed to be "Treasurer of the _____ Fund" with all of the duties of the Treasurer set forth in these Parish Bylaws as to said fund(s). Notwithstanding the aforesaid restriction, the Junior Warden or Senior Warden may be the Treasurer of a special fund if so delegated by the Vestry.

4.03 Clerk. The Vestry, at its first meeting immediately following the annual meeting of the Parish, shall elect a Clerk. The Clerk need not be a member of the Vestry and must be someone other than the Rector, Senior or Junior Warden. The Clerk shall be responsible to and accountable to the Vestry. The duties of the Clerk shall be to record the minutes of all Vestry meetings, to prepare and distribute such minutes to each Vestry member not later than two (2) weeks after the meeting of the Vestry, to maintain a true and correct minute book both on the premises of the Parish and in the Clerk's possession, and any other duty that the Vestry from time to time may duly determine. In the case of absence or disability of the Clerk, the Vestry shall elect a Clerk Pro Tempore to serve for that meeting.

4.04 Chancellor. The Vestry, at any meeting, may elect a Chancellor, who may serve until his/her successor shall have been elected. The term of the office of Chancellor shall not be limited to specific term length unless specified at the time of the election. The Chancellor need not be a member of the Vestry but shall preferably be an attorney duly licensed to practice law within the State of Texas, in good standing with the State Bar of Texas, and actively engaged in the practice of law at the time of nomination. The Chancellor shall serve as the legal advisor to the Vestry, may prepare amendments to these Bylaws, as necessary from time to time to reflect corporate action of the Vestry, and shall perform such other duties as the Rector and the Vestry shall direct. In the absence of a Chancellor, the Rector shall fulfill the duties described herein.

ARTICLE V VESTRY MEETINGS

5.01 Time and Place. The Vestry shall hold its first meeting following the Annual Meeting as soon as possible, but no later than two (2) weeks, following the Annual Meeting of the Parish in the room at St. Mark's Church generally designated for such meetings. At this initial meeting, the Vestry members shall duly designate a time and place for regular meetings and shall take such other actions at such first meeting as may be required by these Parish Bylaws. All the other regular Vestry meetings during the year shall be held in accordance with that designation unless notice of a change is given to the parish and Vestry members.

5.02 Regular Meetings. At each regular meeting of the Vestry, the agenda shall include (a) submittal, review, and correction, if necessary, of the minutes of the prior meeting; (b) submittal, review, and correction, if necessary, of the Treasurer's report; (c) submittal and review of the reports of the Wardens; (d) and, as appropriate or as may be requested, submittal and review of Committee reports.

5.03 Special Called Meetings. A special meeting may be called by the Rector. At the written request of three members of the Vestry including one (1) Warden, or at the written request of a majority of the Vestry, the Rector shall call a special meeting. Notice of special meetings shall be given in writing (electronic notification accepted) to all members of the Vestry not later than twenty-four (24) hours in advance of (a) the time and place of such special meeting, and (b) the business purpose for which the meeting has been called. Notice of a special meeting may be waived in writing if two-thirds (2/3rds) of the members of the Vestry are in attendance at the special meeting and all vestry members including the Rector agree to such waiver. No business shall be conducted at a special meeting other than that stated in the notice, and any action in violation thereof shall be void ab initio. [*Dallas Canon 14.12*].

5.04 Meeting Without Rector. The Rector is the ex-officio President of the Vestry. There shall be no meeting of the Vestry without the presence of the Rector, if there be one, and a majority of

the members of the Vestry; provided, however, that if the Rector be absent, and when duly notified of a meeting shall decline or neglect to be present, or shall neglect to reschedule the meeting in a timely manner, the Vestry shall be competent to transact business if a majority of its members, including one (1) Warden, be present. [*National Canons I, 14.3*], [*Dallas Canon 17.1*].

5.05 Quorum. A quorum for any meeting of the Vestry shall consist of a majority of the total members of the Vestry.

5.06 Rules. The rules of Robert's Rules of Order (latest revision) shall govern the conduct of all Vestry meetings.

5.07 Visitors. Any Communicant in Good Standing of the Parish may attend the regular scheduled meeting of the Vestry and must be recognized to speak for a time period to be determined by the Rector and Wardens, but will not vote. Any member of the Parish who is not a Communicant in Good Standing may attend a regular scheduled meeting of the Vestry, but will not be recognized to speak and will not vote. A non-member of the Parish may attend a regular scheduled meeting of the Vestry. Either the Senior Warden or the Rector may call an Executive Session and thereby insist that the meeting of the Vestry be closed in order to discuss a matter of sensitive or confidential nature. The contents of an Executive session are confidential and may not be divulged. [*Roberts Rules*]

5.08 Minutes. Minutes shall be kept of all Vestry meetings and shall become part of the records of the Parish. The monthly financial reports of the Treasurer shall become a part of the minutes. The minutes of open Vestry meetings shall be available for examination and inspection by Communicants in Good Standing of the Parish during office hours with prior notification given to the Parish Administrator or during a mutually agreed time with the Parish Administrator, Warden, or Rector.

ARTICLE VI COMMITTEES

6.01 Committees Generally. The Rector shall be the ex-officio Chair of all committees, Guilds and societies of the Parish. Said Committees, Guilds and societies shall exist at his pleasure and their work shall be under his direction and advice. [*Dallas Canon 17.3*]. In the interest of obtaining the most competent personnel and in extending as widely as possible the opportunities for Christian service, any Communicant in Good Standing with talent and interest in the field of the committee's jurisdiction is eligible for membership.

6.02 Standing Committees. The following permanent committees are deemed to be established as of the date of the annual meeting and election of new Vestry members each year:

a. Finance Committee. The Chairman of the Vestry shall appoint a member of the Vestry as the chair of the Finance Committee. The Finance Committee shall be made up of the Rector, Senior Warden, Treasurer (ex officio if not a Vestry member), the immediate past chairman of the stewardship campaign, and at least one other Vestry member (to be elected by the Vestry prior to the March meeting of that year, unless appointed by the Chairman as Finance Committee chair). The Finance Committee shall be responsible for the areas of budget, finance, and insurance, including without

limitation, money counting and collections, business practices and audits, pledge statements, and permanent financial records.

b. Nominating Committee. The Nominating Committee for any given year shall be made up of (a) the Vestry members whose terms will expire at the end of the said year, and (b) members of the Parish-at-large selected by the Vestry. Persons who wish to be considered for nomination to the Vestry or as a Delegate, must submit to the Nominating Committee the designated form. (Addendum A.) Upon receipt of said form, and after reasonable due discernment, the Nominating Committee shall be responsible for nominating candidates qualified pursuant to Article III, Section 3.03 of the St. Mark's Bylaws for election at the Annual Meeting in January immediately following said year. With the understanding that to serve as a Vestry Member or as a Delegate is a privilege, the Nominating Committee shall report to the Vestry the names of said qualified candidates on or before December 1st and shall be responsible for informing the members of the Parish of the identities of said candidates three (3) Sundays in advance of the Annual Parish Meeting.

1. Once the members of the Parish have been informed of the candidates for Vestry and Delegate, the slate of candidates will be considered closed unless nominations are reopened by unanimous vote of the Wardens and Rector for extraordinary circumstances.

c. Executive Committee. The Executive Committee shall be made up of the Rector, the Senior Warden, the Junior Warden, the Treasurer (ex officio if not a Vestry member), and the Chancellor (ex officio if not a Vestry member). The Executive Committee is authorized to act, by unanimous consent of those Executive Committee members authorized to vote, on behalf of the Vestry in the event of an emergency or other need for an immediate decision. The Executive Committee shall also serve in an advisory capacity to the Rector.

6.03 Ad Hoc Committees. The Vestry shall establish the additional committees and committee chairpersons as are deemed necessary. The duties, responsibilities, and duration of any committee established under this section shall be explicitly stated at the time of the establishment of such a committee.

ARTICLE VII PARISH FUNDS

7.01 General Funds. The General or Operating Fund shall be maintained in a bank, or banks, savings institution, or other financial institution as directed by the Vestry and in accordance with the National Canons and the Diocesan Canons.

7.02 Special Funds. The Vestry may from time to time, establish separate funds for special purposes, including, but not limited to, building funds, organ funds, memorial funds and sinking funds for debt retirement. Such special funds must be established by a duly passed resolution of the Vestry, said resolution to specify, among other things, the special purpose of the fund, the duration of the fund, the manner in which the fund is to be managed, and the final disposition of the fund upon completion of

the special purpose or dissolution of the fund. Those funds in existence at the time of the adoption of these bylaws are hereby subject to Vestry specification or re-specification, at any time.

7.03 Disbursement of Funds. The Treasurer shall cause disbursement of funds from the General Fund in payment of routine expenditures in accordance with the approved final budget, or, during the time period between January 1 of the new fiscal year and the February meeting of the Vestry, in accordance with the approved preliminary budget. Emergency disbursements may be made from the General Fund only upon the approval of the Executive Committee, and only if funds are available. Disbursements may be made from the General Fund upon the signature of any two persons listed in the Accounting Policies of the Episcopal Church of St. Mark's, Irving, Texas or any two of the following who are on the signatory card of the bank account: Treasurer, Assistant Treasurer, Rector, Senior Warden, Junior Warden, Business Manager, Past Senior Warden, or Parish Administrator. Special funds or funds held in trust for the Parish by a Guild, Ministry, sub-division or organization may be disbursed for the use of that organization provided that a full and timely accounting of such funds are made to the treasurer on a monthly or quarterly basis, as instructed by the Vestry.

7.04 Budget. Prior to commencement of the annual Parish stewardship campaign, the Finance Committee shall propose a preliminary budget for the following year. The proposed preliminary budget shall be presented to the Vestry for information and discussion purposes at the next regular or special Vestry meeting. Upon completion of the Parish stewardship campaign, and prior to January 1, the Finance Committee shall propose and the Vestry shall approve a preliminary budget for the new fiscal year. The approved preliminary budget shall be a part of the Treasurer's report to the Parish at the Annual Meeting. At its February meeting following the Annual Meeting, the Finance Committee for the current year shall propose, and the Vestry shall approve a final budget. The Vestry, at any regular or special Vestry meeting, may amend the approved final budget.

ARTICLE VIII AMENDMENTS

These Parish Bylaws may be amended upon the vote of a majority of the members of the Vestry, said vote to be taken at two (2) successive regular meetings as set forth in Article V of these Parish Bylaws.

ARTICLE IX SUPPLEMENTARY MATERIAL

10.01 The following portions of the National Canons and the Diocesan Canons are hereto for the purpose of information and convenience of the Parish. This Article of these Parish Bylaws shall be deemed amended from time to time as these portions of the National Canons and the Diocesan Canons are duly amended.

National Canon Title I Canon 14: Of Parish Vestries
National Canon Title I Canon 17: Of Regulations Respecting the Laity
Diocesan Canon 2: Members of the Convention
Diocesan Canon 13: Parish Meetings
Diocesan Canon 14: Wardens and Vestry of Parishes
Diocesan Canon 16: Use of Church Buildings
Diocesan Canon 17: A Rector or Minister
Diocesan Canon 22: Parish Registers

10.02 The following list of addenda is provided for the information of the Parish.
Addendum A:-St. Mark's Bylaws Article VI: Nominating Committee

Adopted by St. Mark's Vestry on the 12 day of June, 2011.

Clerk of the Vestry

Ratified by St. Mark's Vestry on the 12th day of July, 2011.

Clerk of the Vestry

Addendum A for Vestry/Delegate Nominee Consideration

Purpose of Application: Requesting consideration by the Nominating Committee

Application Deadline Date: Three weeks before the Annual Meeting

For which position(s) would you like to be considered: **(circle one or two)** Vestry Member Diocesan Delegate

Date: _____ Signature: _____

Name: _____

Address: _____

Telephone(s): _____

Ministry Passion: _____

What is your vision for St. Mark's and how would you work toward it?

What changes would you make at St. Mark's and how would those changes help the mission of the parish?

History of Christian Service: _____

St. Mark's Bylaws, Article III, Section 3.03

Qualifications To qualify to be a Vestry member, a person must be (a) a confirmed Communicant in Good Standing of this Parish, (b) at least eighteen (18) years of age, (c) a financial contributor to the operating funds of this Parish for a t least one year immediately preceding the election as shown on the records of the Parish, and (d) have completed the Safe Church Program programs as provided by the Dallas Diocese. No person who has served a full term as a Member of the Vestry or at least two (2) years of an unexpired term shall be eligible for re-election to the Vestry until a full year has elapsed since his term expired [Dallas Canon 13.3 and 14.10]. Vestry members cannot be family members or related.

St. Mark's Bylaws, Article II, section 2.04

Communicants in Good Standing: A Communicant in Good Standing is one who for the previous year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying, and giving for the spread of the Kingdom of God. [National Canons I, 17.3]. Said giving shall be demonstrated by regular monetary contributions to the Parish as recorded in the records of the Parish. Contributions made in the name of a household will include children under the age of eighteen (18) years. All other members of said household, eighteen (18) years and older, will be separately eligible for the 'Communicant in Good Standing' qualification by demonstrated monetary contributions for the purpose of recorded giving. Said working shall be demonstrated by active participation in the work and ministry of the Parish in any capacity. Said praying shall be demonstrated by attendance at the worship services of the Parish on at least six (6) occasions within the previous year.