

THE CATHEDRAL CHURCH OF ST. LUKE
PORTLAND, MAINE
BYLAWS OF THE LESSER CHAPTER

Article I. Authority and Mission

Section 1. The Cathedral Church of St. Luke, also known as St. Luke's Cathedral and referred to in this document as "the Cathedral" or "St. Luke's," accepts the doctrine, discipline and worship of the Protestant Episcopal Church in the United States of America, and promises obedience to the Constitution and Canons thereof and of the Diocese of Maine.

Section 2. The Cathedral Church of St. Luke shares in the mission of the Episcopal Church "to restore all people in unity with God and each other in Jesus Christ."

Article II. The Greater Chapter

Section 1. The Chapter (commonly known as the Greater Chapter) shall be the Trustees of the Cathedral Church of St. Luke and shall hold the property of the Cathedral under its Charter in Trust, First, for the use and benefit of the congregation ordinarily worshipping therein, and under the terms of the Instrument of Donation of the same; and Second for all Episcopal and Diocesan functions appertaining to the Bishop and Diocese of Maine, and appropriate to a Cathedral Church.

Section 2. The Chapter shall consist of the Bishop, the Resident Canons (not to exceed two) of the Cathedral, Three Canons designated as Precentor, Missioner, and Sacrist; the Standing Committee of the Diocese; and the Wardens and Vestry members of St. Luke's.

Section 3. All major structural, architectural, and aesthetic changes, removals, or additions to Cathedral property must be approved by the Dean and the Bishop, with the advice of the Standing Committee.

Article III. The Lesser Chapter

Section 1. The Lesser Chapter, consisting of the Bishop, Resident Canons, Wardens and Vestry members, shall be the ordinary custodians of the Cathedral for the use and benefit of the congregation ordinarily worshipping therein, under the terms of the Instrument of Donation of the same; and for all Episcopal and Diocesan functions appertaining to the Bishop and Diocese of Maine and appropriate to a Cathedral Church, and all other purposes consistent with the Instrument of Donation and Act of Incorporation of the Cathedral and the laws and usages of the Church. It shall receive all revenues not specially appropriated by the donors thereof, and provide for all expenses connected with the support of its clergy, the due maintenance of public worship, the care of the buildings and grounds, and all other property thereto belonging and shall carry out the duties prescribed by the Constitution of the Cathedral of St. Luke.

Section 2. All the temporal affairs of the parish are managed by the Lesser Chapter.

Section 3. To be a voting member of the Cathedral Church of St. Luke at meetings of the parish, a person must be at least 15 years of age; during the previous three months have been a stated worshipper in the church and a stated contributor to its support; and have signed a declaration signifying the intention to be attached to the church.

Section 4. To serve as a member of the Vestry or a Warden, a person must be a voting member of the Cathedral, provided however, that to serve as a Warden, a person must be at least 20 years of age.

Section 5. A. Regular meetings of the Lesser Chapter shall be held monthly; provided, however, that meetings in July and August may be omitted. Robert's Rules of Order shall be followed. Special meetings may be called on one week's notice by the Bishop, Dean, or any two members. The Lesser Chapter may provide that meetings may be held electronically. The Dean may appoint or invite representatives of various ministries to attend meetings giving them voice but not vote. Meetings are open to voting members of St. Luke's, unless otherwise stated by the Bishop, Dean or Wardens.

B. The Bishop, the Resident Canons, Wardens (2), and the elected members of the Vestry (9) are voting members of the Lesser Chapter. The Clerk, the Treasurer, and assisting clergy are ex officio members of the Lesser Chapter, but are not by virtue of their office alone voting members.

C. A quorum is required to transact the business of the Lesser Chapter. A quorum shall consist of six (6) voting members of the Lesser Chapter, provided that such quorum shall include the Bishop, Dean, or one of the Wardens.

D. At the first meeting of the Lesser Chapter following the Annual Parish Meeting a member of the parish shall be appointed Clerk to serve for one year, or until a successor is appointed. The Clerk shall keep the records of the meetings and act as secretary to the Lesser Chapter. A vacancy may be filled by the appointment of a Clerk at any meeting of the Lesser Chapter.

E. At the first meeting of the Lesser Chapter following the Annual Parish Meeting a member of the parish shall be appointed Treasurer to serve for one year or until a successor is appointed. A vacancy may be filled by the appointment of a Treasurer at any meeting of the Lesser Chapter. The Treasurer shall oversee the finances of the Cathedral Parish, and give a written report of all receipts and expenditures at each regular meeting of the Lesser Chapter. The Treasurer shall be bonded. The Treasurer reports to the Lesser Chapter and serves on the Finance and Endowment Committees.

Section 6. A. The Standing Committees of the Lesser Chapter are Finance, Stewardship, Endowment, Building and Grounds, and Memorial Garden and Columbarium. Chairs of the Standing Committees are appointed by the Dean. Each Standing Committee shall have at least one member who is a Vestry Member.

B. Special Committees. Special Committees may be authorized by the Dean or Lesser Chapter as the occasion demands. Their activities shall be limited to the purposes for which they are authorized. Each Special Committee shall report to the appropriate Standing Committee, or directly to the Lesser Chapter or Clergy, as authorized by the creation of the Special Committee.

C. The Bishop, Dean, and Wardens shall be members ex officio of each committee. Each committee may establish and dissolve such subcommittees as it deems necessary.

Section 7. A. The Annual Parish Meeting shall be held at a time and place to be fixed by the Lesser Chapter. At least thirty days' notice of such Annual Parish Meeting shall be made in the Sunday Bulletin, electronic communications and at regular services. Notice shall include the time and place of the meeting, the offices that are vacant for which elections will be held, the budget, and other business to be brought before the congregation. The Lesser Chapter may provide that the meeting may be held electronically.

B. A Nominating Committee shall be constituted to select new members of the Vestry, Wardens, delegates to the Diocesan Convention and other elected positions. The Nominating Committee will be composed of the Outgoing Warden, Outgoing Vestry members and the Dean. The Committee will present a slate of Warden, Vestry and delegate nominees to the Lesser Chapter for approval at the meeting prior to the time frame required by the Annual Parish Meeting, provided, however, that such a slate will not preclude nominations from the floor.

C. There shall be a Senior Warden and a Junior Warden. One Warden shall each year be elected to a term of two years. In addition to other duties, the Junior Warden's responsibilities include the oversight of property. No person shall serve as a Warden for more than two consecutive full two-year terms. Vacancies may be filled at an Annual or Special Parish Meeting, or at any meeting of the Lesser Chapter.

D. The Vestry is composed of three classes of three members each, a class to be elected at each Annual Parish Meeting to serve for three years. No member, having served two full terms, is eligible for re-election until after the expiration of one year. Vacancies occurring before the expiration of such term of office shall be filled by election at an Annual or Special Parish Meeting. A vacancy shall be created by the election of any Vestry member as Warden.

Section 8. The fiscal year of the Lesser Chapter shall be from January 1 to December 31 of each year.

Article IV. Amendments

Section 1. These Bylaws may be amended at any meeting of the Lesser Chapter, subject to the approval of the Bishop, provided notice of the proposed amendment has been given at least 30 days in advance.

These Bylaws were adopted by vote of the Lesser Chapter on _____, 2021.

Clerk of the Lesser Chapter

These Bylaws were approved by Bishop of the Diocese of Maine on _____, 2021.

Bishop of the Diocese of Maine