

Shelton Presbyterian Church
Bylaws
Revised October 2022

I. Statement of Purpose

The Shelton Presbyterian Church of Shelton, Washington has been called by God and organized to proclaim the good news of Jesus Christ, to minister to the needs of members of the congregation and residents of the community, and to promote peace and justice in the world.

II. Relation to the Presbyterian Church (U.S.A.)

The Shelton Presbyterian Church is a member church of the Presbytery of Olympia in the Synod of Alaska - Northwest of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This church shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.). Consistent with that Constitution these bylaws shall provide specific guidance for this church. Robert's Rules of Order (Newly Revised), shall be used for parliamentary guidance.

IV. Organization of the Church

The organization of The Shelton Presbyterian Church shall consist of the congregation and the corporation.

~~The members~~ **Members** of The Shelton Presbyterian Church voluntarily put themselves under the leadership of their duly elected elders. The Session, which shall consist of the pastor and **ruling elders in active service**, is the governing body of the church. **Shelton Presbyterian Church shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership (F-1.0403).**

V. Meetings of the Church

On a Sunday in December, at a time and place designated by the Session, there shall be an annual meeting of the congregation at which the following business shall be conducted: the report of the nominating committee, the election of elders and deacons, and the election of members of the congregation to serve on the nominating committee **(G-1.0503).** ~~(G-7.0302)~~

During January, at a time and place designated by the Session, there shall be an annual meeting of the congregation at which the following business shall be conducted: annual report from the Session (information only), financial report of the preceding year and budget of the current year (information only). Terms of call for the pastor will be presented and voted upon **(G-1.0503).** ~~(G-7.0302)~~

Special meetings may be called by the session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call ~~(G-7.0302)~~ **(G-.0501).**

All members ~~on the active roll~~ who are present at a congregational or special meeting are entitled to vote ~~(G-70301)~~ (G-1.0501).

VI. Notice of **Congregational Meetings**

Public notice of the meetings shall be given in printed and verbal form on at least two successive Sundays prior to the meeting. When the meeting is called for the purpose of electing a pastor, the notice shall be given in printed and verbal form at least ten days in advance, which shall include two successive Sundays ~~(G-7.0303)~~ (G-10402).

VII. Moderator

~~The pastor shall moderate the meetings. When the church is without a pastor, the moderator appointed by the Presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the Presbytery to preside, he or she shall invite, with the concurrence of the Session, another minister of the Presbytery to preside. When this is not expedient, and when both the pastor or the moderator concur, a member of the Session may be invited to preside. (G-7.0306)~~

Ordinarily the pastor shall moderate the meetings. If it is impractical for the pastor to preside, he or she shall invite another minister of the Word and Sacrament who is a member of the Presbytery, or a person authorized by the Presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, the Presbytery shall make provisions for a moderator (G-1.0504).

VIII. Secretary

The Clerk of the Session shall ~~serve as~~ be secretary of meetings of the Session and ~~for congregation~~ **Congregational Meetings**. If the clerk is not present or is unable to serve at a Session meeting, the Session shall appoint a clerk *pro tempore*. ~~If the clerk is not present or is unable to serve at a Congregational Meeting, the congregation shall elect a secretary for that meeting. (G-1.0505)~~

IX. Minutes of the Meeting

~~The~~ Minutes of the meeting ~~transcribed by the clerk~~ shall be attested by the clerk, approved by the Session and recorded in the minute book of the Session (G-10505) ~~(G-7.0307)~~. Copies of the minutes will be available to members of the congregation upon request.

X. Quorum for the Meeting

The quorum of a meeting of the congregation shall be the moderator, the clerk, and no fewer than one tenth of the active members of the congregation. The secretary shall determine that a quorum is present. ~~Only~~ All active members may vote (G-1.0501) ~~(G-7.0301), regardless of age~~. Voting by proxy is not permitted. When required by civil law of the State of Washington, voting by proxy shall be

permitted in corporate matters.

XI. Church ~~Offices~~ **Ordered Ministries**

The church's ~~ordered ministries offices~~ mentioned in the New Testament which are maintained by the Presbyterian Church are those of **Deacons and** Presbyters (Ministers of the Word and Sacrament, ~~and ruling Elders, and Deacons.~~) All active members, ~~both men and women, on the active roll~~ are eligible to serve as church officers (G-0102). ~~(G-5.0202)~~

Pastor – The Minister of the Word and Sacrament is called, with the assistance of the Presbytery, by the congregation (G-3.0104).

Elders - The congregation shall elect no less than six (6) elders divided into three ~~equal~~ classes ~~as equal as possible~~, one ~~class~~ of which shall be elected each year ~~at the annual meeting~~ for a three-year term. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the Session for a period of at least one year. (G-2.0404).

~~The Session, at its first meeting of the year, shall elect an elder to serve as Clerk and shall form such committees as necessary to carry out its work. At that same meeting of the Session, they shall elect a Treasurer and a Financial Secretary. A quorum for the Session shall be the pastor or other presiding officer and one third of the elders. (G-9.0203)~~

Deacons - The congregation shall elect no less than six (6) deacons divided into three ~~equal~~ classes, ~~as equal as possible~~, one class of which shall be elected each year ~~at the annual meeting~~ for a three-year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A deacon having served a total of six years shall be ineligible for reelection to the Board of Deacons for a period of at least one year (G-2.0404).

The Board of Deacons, at its first meeting ~~following the annual meeting of the calendar year~~, shall elect a Moderator and a secretary from among its members and shall form such committees as necessary to carry out its work. The pastor shall be an advisory member of the Board of Deacons. A quorum for the Board of Deacons shall be one third of the members, including the pastor.

XII. Election of Officers

The congregation shall form a nominating committee in the following manner: (G-2.04)

- (1) There shall be seven (7) members on the nominating committee.
- (2) Two of the members shall be elders designated by the Session, one of whom shall be currently serving on the Session and shall serve as moderator of the committee.
- (3) One (1) of the members shall be a serving Deacon.
- (4) Four (4) of the members, not persons currently serving on the Session or ~~serving~~ as a Deacon, shall be nominated and elected at the annual December meeting of the congregation to elect officers.
- (5) Members of the committee shall be elected annually, and no member shall serve more than three years consecutively.

- (6) The pastor shall be a member ex officio and without vote.
- (7) The nominating committee shall ~~bring present~~ to the congregation nominations ~~only~~ for the number of positions to be filled.
- (8) Whenever elections are held, the floor shall be open for nominations, ~~(G-140201)~~

XIII. Vacancies

Vacancies on the Session or the Board of Deacons may be filled at a special meeting of the congregation or at the annual December meeting of the congregation to elect officers, as ~~determined~~ by the Session. ~~may determine.~~

XIV. The Session

The Session of ~~the~~ Shelton Presbyterian Church is responsible for the ~~ministry of discernment mission~~ and governance ~~of the church~~ ~~(G-2.03)~~. The Session has only ecclesiastical jurisdiction for the purpose of serving Jesus Christ and declaring and obeying his will in relation to truth, service, and order and discipline ~~(G-3.0102)~~. ~~(G-9.0102)~~

The Pastor shall be the Moderator of the Session The Session shall not meet without the Pastor except as provided in ~~Shelton Presbyterian Church By-Laws VII. section G-10.0103 of the Book of Order,~~

The Session shall annually elect, from within its membership, a Clerk, ~~a~~ Treasurer, and a Financial Secretary, with assistants appointed as may be required. The Clerk shall record the proceedings of the meetings, oversee the keeping of the church rolls of membership, and attendance, preserve its records carefully, and furnish extracts from them when required by other governing bodies of the church ~~(G-3.0204)~~. ~~(G-9.0203)~~ The Treasurer, and those appointed to assist him/her, shall be guided by the provisions of ~~the Book of Order, The Constitution of the Presbyterian Church (U.S.A.)~~ ~~(G-3.0205)~~. ~~G-10.0400.~~

The Session shall meet ~~at least quarterly once a month~~ at a time and place to be determined by the Session. The Moderator may call a special meeting when he/she judges it necessary and shall do so when requested by two (2) members of the Session. The Session may invite members of the congregation to attend and observe its meetings. A quorum for the Session shall be the pastor and one third of the elders ~~(G-3.0203)~~.

XV. Incorporation

In accordance with the laws of the state of Washington, the congregation shall cause a corporation, to be known as The Shelton Presbyterian Church, to be formed ~~(G-4.0101)~~. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation ~~(G-1.0503)~~. ~~(G-7.0304)~~

The elders in active service shall, by reason of their office, be the trustees of the corporation. The officers of the corporation, elected by and from the trustees, shall be President, Vice President, Treasurer, and Secretary. The Secretary shall be the Clerk of the Session. The officers shall be empowered to execute all legal documents for the church, subject to the authority of the Session.

XVI. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Washington and the Constitution of the Presbyterian Church (U.S.A.) by a two-thirds vote of the voters present, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.