

## BYLAWS OF CHRIST MEMORIAL PRESBYTERIAN CHURCH, INC.

### Article I. Form of Government

#### Section 1. Church Order

Christ Memorial Presbyterian Church, being a particular congregation of the Baltimore Presbytery and of the Presbyterian Church (U.S.A.), approves its Constitution, its form of government and these Bylaws.

#### Section 2. Governing Body of the Local Church

The Session, consisting of duly elected Elders/trustees and the Moderator (installed Pastor/Head of Staff), and any Associate Pastors shall be the governing body of Christ Memorial Presbyterian Church. All members will have one vote each.

### Article II. Membership

Active membership shall be in accord with the Constitution of the Presbyterian Church (U.S.A.) requiring baptism, profession of faith in Jesus Christ as Lord and Savior, reception by action of the Session, followed by visible signs of entrance into the active membership of the congregation.

There shall be four rolls of members of the Church: a) active, 2) inactive, 3) baptized and 4) affiliate.

An active member of Christ Memorial Presbyterian Church is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of the church, and participates in the church's work and worship. Each active member is entitled to all the rights and privileges of the church, including the right to participate in the Sacrament of the Lord's Supper, to present children for baptism, to take part in meetings of the congregation, and to vote and be considered for office. (*Book of Order, G-5.0202*)

An active member accepts Christ's call to be involved responsibly in the ministry of his or her church. (*G-50102*)

Persons may enter into active church membership in the following ways: by profession of faith, reaffirmation of faith in Jesus Christ, or certificate of transfer from some other church. (*G.5-0101b*)

The definition of inactive, baptized, and affiliate may be found in the *Book of Order, (G-5.0200)*

Active membership in the Congregation includes membership in the Corporation of Christ Memorial Presbyterian Church.

### Article III. Congregational Meetings

#### 1. Annual Meeting

The congregation shall hold two scheduled meetings each year. The January meeting will be designated the Annual Meeting. It will normally be held on the last Sunday in January.

- a. The budget previously adopted by the Session will be available for review and questions.
- b. The annual report of the work of the Session shall be examined.
- c. The congregation shall review the adequacy of the compensation of the pastor or pastors upon the report of the prior review by the Session.
- d. There will be an election of congregational members-at-large for the Nominating Committee.
- e. Any other business that active members of the congregation want to discuss may be addressed at this meeting.

The September meeting will normally be held the last Sunday of the month. It will include the election of Elders and Deacons. Any other business must be announced in the call for the meeting.

## 2. Called Meetings

Special meetings may be called for any or all appropriate purposes or to conduct such other business as may be proper for congregational consideration. The business to be transacted shall be limited to items specifically listed in the call for the meeting.

Meetings of the congregation shall be called:

- a. By the Session whenever it determines such a meeting is necessary.
- b. By the Presbytery whenever it determines such a meeting is necessary.
- c. By the Session when requested in writing by one-fourth of the active members.

Public notice of the meeting shall be given on two successive Sundays.

Business to be transacted at meetings of the congregation may be of two kinds: ecclesiastical and corporate. Both kinds of business may be conducted at the same congregational meeting. If necessary, a special meeting of the corporation may be called. Business shall be limited to the following: BOO References

- a. Matters related to the election of Elders/trustees and Deacons;
- b. Matters related to the calling of a pastor;
- c. Matters related to the pastoral relationship, such as changing the call, or requesting or consenting or declining to consent to dissolution of the pastoral relationship;
- d. Matters related to buying, mortgaging or selling real property;
- e. Matters related to the permissive powers of a congregation, such as the desire to lodge all administrative responsibility in the Session, or the request to Presbytery for exemption from one or more requirements;
- f. Reports on matters of interest to the congregation.

## 3. Quorum

The quorum will be one-tenth of the active membership.

## 4. Moderator

The pastor shall be the moderator of all congregational meetings. If the pastor is not available, the Presbytery shall appoint a moderator.

The moderator cannot vote, not being an active member of the congregation. In case of a tie vote, the moderator shall put the question a second time. If tied the second time, the motion is lost.

## 5. Secretary

The clerk of the session shall be the secretary of meetings of the congregation. If the clerk is not available, the congregation shall elect a secretary.

## 6. Minutes

The minutes of each meeting shall be attested by the moderator and the secretary, reviewed and approved by the Session, and entered into the Minute Book of the Session.

## 7. Rules of Order

All procedure not covered herein or by the Book of Order shall be governed by "Robert's Rules of Order."

## Article IV. Nomination and Election of Elders/Trustees and Deacons

### 1. Officer Nominating Committee

The nominating committee shall consist of the following: two members of the Session, one of whom will be moderator, elected by the Session, one active Deacon elected by the Board of Deacons, and four members nominated by the Nominating Committee and elected by the congregation at the January Congregational meeting. The Pastor may be an ex-officio, non-voting member.

The Nominating Committee shall select nominees and obtain their consent to service, if elected.

### 1. The Election

- a. At the September meeting of the Congregation, and any other called meeting for that purpose, the moderator of the Officer Nominating Committee shall nominate the proposed slate. Active members present at the meeting may make additional nominations with the prior consent of the nominee.
- b. Elders and Deacons shall be elected for terms of three years, with one-third of each body elected each year. The congregation may choose to elect one or more persons less than twenty-five years of age to the office of Deacon. All other factors of election, ordination and service shall apply to such Deacons.
- c. If an elected officer is unable to complete a term, the Nominating Committee shall select a replacement in the usual manner, a meeting of the congregation will be called with proper notice, and an election held to fill the vacancy.

## Article V. Session

### 1. Responsibilities

The governing body of the congregation will be the Session, which will have responsibilities both spiritual and corporate, as given to the Session in the Constitution of the Presbyterian Church (U.S.A.), except for the responsibilities explicitly reserved for the pastor(s), the Congregation, and the higher governing bodies of the Presbyterian Church (U.S.A.).

## 2. Composition

An active Elder is defined as an Elder serving on the Session. The Session shall consist of between 12 and 18 ordained Elders, the Moderator and installed Pastors and Associate Pastors. One-third of Elders shall be elected each year for a three-year term and shall begin to serve after installation in January. Ruling elders shall be elected to serve terms of no more than three years on the session, and may be eligible for re-election (after serving on full or partial term). However, no ruling elder shall be eligible to serve more than six consecutive years, and a ruling elder who has served six consecutive years shall be ineligible for election to the session for at least one year.

### The Clerk of Session

- a. The Clerk of Session is elected annually by the Session. The Clerk may be either an elected member of Session or not. The Clerk must be an Elder.
- b. When not an elected member, the Clerk serves without vote. The Clerk may be given voice by the Session.

## 3. Meetings

The Session shall hold regular monthly meetings and other special meetings as may be called.

## 4. Quorum

A quorum of a stated meeting or called meeting of the Session shall be one more than half of the members plus the moderator. A meeting to receive new members will only need a quorum of two members and the moderator.

## 5. Elective positions within the Session

- a) Annually the Session shall elect moderators of Session Committees from its membership.
- b) Personnel Committee  
The Personnel Committee shall report to the Session. The Moderator of the Committee will be a member of Session. Personnel Committee shall conduct annual compensation and performance reviews for individual employees of the church.
- c) The Church School Superintendent, the Church Treasurer and Assistant Treasurer, shall be appointed by the Session annually and may have the privilege of the floor at all meetings of the Session.

## 6. Relationship to Board of Deacons

The Session, as stipulated by the Constitution, shall follow the activities of the Board of Deacons and meet with them at least once per year.

## 7. The Corporation and the Trustees

The Session is also the Board of Trustees. The Board of Trustees with approval of the Congregation, shall represent the Corporation with the following powers: to receive, hold, encumber, manage and transfer property, real or personal, for the Church; to hold and defend title to such property; to

manage any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the Session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

Ordained elders, who are at least 18 years old, will be Trustees of the Corporation and will constitute the Board of Trustees.

The officers of the Board of Trustees shall be as follows:

President:	The Chairperson of the Finance Committee
Vice President:	The Chairperson of the Property Committee
Secretary:	The Clerk of the Session
Treasurer:	The Treasurer of the Church

The signatures of at least three trustees are required for documents, after such documents are approved by the Board of Trustees.

## Article VI. The Board of Deacons

### 1. Responsibilities

The ministry and gifts of the Board of Deacons are described in G.6.0401 of the Book of Order. The Session, in its responsibility for the mission and government of the particular church, may assign specific responsibilities to the Deacons, keeping in mind the character of the office.

### 2. Composition

The Board of Deacons shall consist of 12 to 18 members, one of whom shall be elected Moderator and another Secretary. The pastor shall be ex-officio member without vote. One-third shall be elected each year for a three-year term and shall begin to serve when installed in the month of January. Deacons shall be elected to serve terms of no more than three years on the board of deacons, and may be eligible for re-election (after serving on full or partial term). However, no deacon shall be eligible to serve more than six consecutive years, and a deacon who has served six consecutive years shall be ineligible for election to the board of deacons for at least one year.

### 3. Meetings and Quorum

The Board of Deacons shall hold regular monthly meetings and other special meetings as may be called.

A quorum of the Board of Deacons will be one-third of the members.

## Article VII. Fiscal Year

The Fiscal year will be the calendar year. The books shall be examined annually.

## Article VIII. Amendment of Bylaws

Amendments to these Bylaws or any portion hereof may be made at any congregational meeting called pursuant to these Bylaws by a majority vote of the active members present, provided that the proposed amendment(s) has been announced from the pulpit on two successive Sundays. Also notice shall be carried in the church bulletin and/or publications.

### Chronology of Amendments

- June 24, 1984: Congregation approved Bylaws
- June 29, 1986: Article V 2 amended for tenure of Clerk of Session
- October 25, 1987: Amendments
- Article I 1 Annual meeting to fourth Sunday in October
  - Article IV 2 Nominating Committee to comply with Book of Order
  - Article V 5 Personnel Committee added
  - Article V 8 Annual salary & wage review under Personnel Committee
  - Article V 9 Corporate - Titles and organization to conform with State's requirement
- January 24, 1993: All articles in the Bylaws revised to conform to the 1992/93 Book of Order and current practices of Christ Memorial Presbyterian Church
- January 25, 1998: All articles in the Bylaws revised to conform to the 1997/98 Book of Order and the current practices of Christ Memorial Presbyterian Church
- September 28, 2003: Primary revisions concern officers beginning service in January, congregational election of Personnel and Endowment Committee members and Clerk of Session status.
- June 1, 2008: Changes
- Article V.2 Changed Session composition from 21 Elders to 12-18 Elders
  - Article VI.2 Changed Board of Deacons composition from 21 members to 12-18 members
- January 30, 2011: Eliminated election of members of an Endowment Committee and of the session Personnel Committee by the congregation at the Annual Meeting.
- June 1, 2014: Changed wording of Article V. 2 Composition from "*An Elder may not serve two complete successive terms nor more than one partial and one complete term. At least one year must elapse between allowable terms*" to the current wording. Changed wording of Article VI 2. Composition from "*A member may not serve two successive three-year terms, nor more than one partial term and one three-year term. A year must elapse between allowable terms.*" to the current wording
- January 31, 2021: Two changes to Article V, 7.:  
Changed wording from a requirement that active Elders serve as the Board of Trustees to ordained Elders. Changed the person who shall be named Vice President of the Board of Trustees from the Moderator of the Board of Deacons to the Chairperson of the Property Committee.