



**Bylaws**  
For  
**Christ Presbyterian Church**  
Springfield, Massachusetts

As adopted on October 19, 2014

**ARTICLE 1: NAME AND RELATIONSHIPS**

- A. The name of this church shall be “Christ Presbyterian Church, Inc.”, Springfield, Massachusetts, a congregation of the Evangelical Presbyterian Church. The Constitution of the said Church is the law of this Congregation, and nothing in these bylaws shall be interpreted to the contrary.
- B. This church is incorporated under the laws of the Commonwealth of Massachusetts and recognizes that the Constitution and laws of the Commonwealth of Massachusetts are obligatory upon it and its members.
- C. The principle office for transacting the business of this church, including its corporate affairs, shall be 1597 Allen Street, Springfield, Massachusetts, 01118.

**ARTICLE 2: COVENANT**

The covenant by which this church exists as a member of the Evangelical Presbyterian Church and which her members accept is as follows:

We do covenant and agree to walk together as disciples of Jesus Christ in a church relationship according to the provisions of the Constitution of the Evangelical Presbyterian Church. We promise to maintain this church by our attendance at its services, our support of its works, our gifts, our efforts and our prayers, and to seek in its fellowship to glorify god and further the cause of our Lord Jesus Christ.

**ARTICLE 3: MEMBERSHIP**

- A. Qualifications: Membership in this church is open to all persons who confess their faith in Jesus Christ as their Lord and Savior; are baptized according to the Scriptures; accept the Vision Statement, Mission Statement, Essentials of Faith; and accept the responsibilities of membership as set out in our Membership Covenant. Members shall be received into the church by the Session after due examination as to their knowledge of the faith and piety, and in accordance with the Constitution.
- B. Duties: Members are expected to be faithful in their attendance upon the services of the church, to give regularly of their material resources for the maintenance of the church and her ministry, to loyally support the benevolent work of this denomination, and to promote the Christian faith and life in word and deed.
- C. Voting Rights: The congregation is made up of all members on the active roll of the church. Only members on the active roll of the church shall be members of the corporation. All such members who are present at a congregational or corporation meeting are entitled to vote, subject to minimum age of 18 years in voting on corporate matters.



#### ARTICLE 4: CHURCH OFFICERS

- A. Elders: There shall be a minimum of four or 4% of active members (whichever is greater) and a maximum of nine (ruling) Elders in active service divided into three classes, one class of whom shall be elected each year at the Annual Meeting for a three-year term.
- B. Deacons: There shall be a minimum of three Deacons in active service divided into three classes, one class of whom shall be elected each year at the Annual Meeting for a three-year term.
- C. Terms of Office and Classes: No Elder or Deacon shall be elected for a term of more than three years, nor shall an Elder or Deacon serve for consecutive terms, either full or partial, aggregating more than six years. An Elder or Deacon having served a total of six years shall be ineligible for reelection for a period of at least one year. There shall always be three classes in the Session and the Board of Deacons. The classes shall be as nearly equal in the number as possible, of which only one shall expire each year. Terms shall ordinarily be for three years, except when it is necessary to elect some officers for shorter terms in order to equalize the numbers in the classes or to fill vacancies. Terms of officers shall expire when their successors have been ordained and installed.

Elders and Deacons can be removed from office according to the Constitution of the Evangelical Presbyterian Church. If there is a vacancy on the Session or Board of Deacons, the remaining members of the Session and Board of Deacons shall continue to operate as their respective boards until the next Annual Meeting or called meeting of the congregation.

- D. Financial Officers: Along with the elected officers mentioned above, the Session shall elect annually a Treasurer of the corporation to oversee the church's finances, including accounting procedures and the work of the other financial officers, appoint offering collectors and counters, obtain insurance, and prepare budgets and financial reports for review by the Session; a Financial Secretary for Receivables to record pledges, make deposits, and maintain contribution records; and a Financial Secretary for Payables to pay and record expenses, including payroll and payroll taxes, and assist in the preparation of financial reports. The Session may elect annually assistants to each position. The Treasurer shall not be related to the Financial Secretaries or assistants. The same individual may serve as both Financial Secretary for Receivables and Financial Secretary for Payables. The Treasurer and other financial officers are authorized to perform security and financial related transactions on behalf of Christ Presbyterian Church.
- E. Audit Committee: In addition to these financial officers, the Session shall appoint a committee to audit all procedures, books and records relating to the church's finances for that year. A member of the audit committee shall not be related to any financial officer.

All financial officers and the audit committee should be versed in accounting procedures.

#### ARTICLE 5: ORGANIZATION: THE SESSION AND THE BOARD OF DEACONS

- A. Composition and General Powers of the Session: The Pastor and not exceeding nine Elders in active service elected by the Congregation shall constitute the Session of the Church. The powers and duties of the Session shall be those enumerated in the Scriptures, and in the Constitution of the Evangelical Presbyterian Church. The Session shall have general supervision, management, and control over all affairs of the Church, except for those powers belong to the congregation as enumerated in the Constitution.



The Session shall meet at least quarterly. All members of the Session, including the pastor, are entitled to vote. The Pastor of the church shall be the moderator of the Session. The Clerk of the Session shall be an elder elected by the Session annually.

The elders, except the Pastor, in active service who are eligible under civil law shall, by reason of their office, shall be the Directors of the corporation of this church. The Clerk of Session shall be the President and Secretary of the corporation.

- B. Composition and General Powers of the Board of Deacons: The Board of Deacons shall consist of not less than three members. The Board shall elect a Secretary from among its members. The secretary shall keep a record of the Board's proceedings. The Session shall appoint a Moderator. The Pastor shall be an advisory and non-voting member of the Board.

The primary duties of the Board shall be to take care of the sick, friendless and the distressed. In addition the Board will be responsible for the care, maintenance, and preparation of the grounds and facilities.

Individual deacons may assume other duties as may be delegated to them by the Board and agreed upon by the Session. The Board of Deacons shall be under the supervision of the Session. The records of the Board of Deacons shall be submitted to the Session at least annually and at other times upon request of the Session. A joint meeting of the Session and the Board of Deacons shall be held at least annually to confer on matters of common interest, with the Moderator of Session presiding.

- C. Vacancies: Any vacancy occurring in the Session or Board of Deacons must be filled, for the unexpired term, by a special election at a special meeting of the Congregation called for the purpose within a reasonable time.
- D. A vacancy occurring in the office of Church Treasurer or Assistant Treasurer or Financial Secretary will be filled by the Session electing said officers as soon as possible.
- E. Voting: All stated meetings of the Session and Board of Deacons shall follow the most recent edition of Robert's Rules of Order. The Session and Board of Deacons may conduct business prior to the next stated meeting through alternative forms of communication. All decisions and discussions will be reported at the next meeting and recorded in the minutes.

#### **ARTICLE 6: CONGREGATIONAL AND CORPORATE MEETINGS**

- A. Annual Meetings: The Annual Congregational and Corporate meetings shall be held for the transaction of any business which may lawfully come before it. The exact date of said meetings will be determined by the Session. Notice for any and all Congregational and Corporate meetings shall be read from the pulpit on two Sundays immediately preceding such meeting stating the purpose of such meeting.
- B. Special Meetings: Special Congregational and Corporate meetings may be called at any time by the Session; the call for such meetings stating clearly the purpose of the meeting and no other business save that specified in the call may be considered.
- C. The Moderator: The Pastor of the Church shall preside at all Congregational and Corporate meetings. If it is impractical for the pastor or the moderator of Session appointed by presbytery to preside, he or she shall invite, with the concurrence of the Session, another minister of the presbytery to preside.



D. Secretary: The Clerk of Session shall be Secretary of all the Congregational meetings. In the case of the inability of the Clerk of Session to act as Secretary of the Congregational meeting, the congregation shall elect a secretary “pro-tem” for the Congregation meeting.

E. Quorum and Procedures: The quorum of a meeting of the congregation or corporation shall be as follows:

If the number of members is one hundred or less, one fourth of the members; or

If the number of members is more than hundred, twenty-five members or one tenth of the members, whichever is greater.

Meetings shall be conducted in accordance with the Constitution of the Evangelical Presbyterian Church as far as they apply, and when they do not apply, according to Robert’s Rules of Order. All meetings shall be opened and closed with prayer.

F. Election and Voting: The election of elders and deacons shall ordinarily take place at the annual meeting of the congregation called for that purpose by the Session.

#### **ARTICLE 7: CHURCH NOMINATING COMMITTEE**

A. Composition and Term of Office: The Church Nominating Committee shall consist of at least five members. Two members shall be elders designated by the Session, one of whom shall be currently on the session and serve as moderator of the committee.

There shall be at least three congregational representatives. The congregational representatives shall be elected annually at a congregational meeting. No member of the committee shall serve more than three years consecutively.

The Pastor shall be a member of this committee ex-officio but without vote.

B. Duties: The Church Nominating Committee shall present to the Annual Congregational and Corporate Meetings or special meetings called for the purpose of filling vacancies which may occur through expiration or resignation, the names of persons to fill vacancies for the Session, the Board of Deacons, and congregational representatives on the Nominating Committee. Additional nominations for these offices may be made by any qualified voter upon the floor of the meeting.

#### **ARTICLE 8: EFFECTIVE DATE**

These By-Laws shall become effective immediately upon adoption by a majority vote of the qualified voters present at the Congregational meeting on October 19, 2014.

#### **ARTICLE 9: AMENDMENT**

These By-Laws may be amended or repealed at any Congregational or Corporate meeting by two-thirds of the qualified voters present, provided that notice of such proposed amendment or repeal shall be given in accordance with Article 6-A and provided that such changes shall be in accordance with the Constitution of the Evangelical Presbyterian Church.