

Presbytery of Giddings-Lovejoy
Presbyterian Church (U.S.A.)
By-Laws

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Preamble

As set forth in the *Book of Order* G-3.03, “the presbytery is the council serving as a corporate expression of the church within a certain district and is composed of all the congregations and ministers of the Word and Sacrament (teaching elders) within that district. The presbytery shall adopt and communicate to the sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery, with a goal of numerical parity of ministers of the Word and Sacrament (teaching elders) and ruling elders. This plan shall require each session to elect at least one commissioner and shall take into consideration the size of congregations as well as a method to fulfill the principles of participation and representation found in F-1.0403 and G-3.0103. Ruling elders elected as officers of the presbytery shall be enrolled as members during the period of their service. A presbytery may enroll, or may provide by its own rule for the enrollment of, ruling elders during terms of elected service to the presbytery or its congregations.

“The minimum composition of a presbytery is ten (10) duly constituted sessions and ten (10) ministers of the Word and Sacrament (teaching elders), unless an exception is approved by its synod and the General Assembly giving consideration to the responsibilities assigned to presbyteries in G-3.01 and G-3.03.

“The presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. As it leads and guides the witness of its congregations, the presbytery shall keep before it the marks of the Church from the *Book of Order* (F-1.0303) and the six (6) Great Ends of the Church (F-1.0204).”

“In light of this charge, the presbytery has responsibility and power to:

- a. *Provide that the Word of God may be truly preached and heard.* This responsibility shall include organizing, receiving, merging, dismissing, and dissolving congregations in consultation with their members; overseeing congregations without pastors; establishing pastoral relationships and dissolving them; guiding the preparation of those preparing to become ministers of the Word and Sacrament; establishing and maintaining those ecumenical relationships that will enlarge the life and mission of the church in its district; providing encouragement, guidance, and resources to congregations in the areas of mission, prophetic witness, leadership development, worship, evangelism, and responsible administration to the end that the church’s witness to the love and grace of God may be heard in the world.
- b. *Provide that the Sacraments may be rightly administered and received.* This responsibility shall include authorizing the celebration of the Lord’s Supper at its meetings at least annually and for fellowship groups, new church developments, and other non-congregational entities meetings within its bounds; authorizing and training specific ruling elders to administer or preside at the Lord’s Supper when it deems it necessary to meet the needs for the administration of the Sacrament; and exercising pastoral care for the congregations and members of presbytery in order that the Sacraments may be received as a means of grace, and the presbytery may live in the unity represented in the Sacraments.

- c. *Nurture the covenant community of disciples of Christ.* This responsibility shall include ordaining, receiving, dismissing, installing, removing, and disciplining its members who are ministers of the Word and Sacrament; commissioning ruling elders to limited pastoral service; promoting the peace and harmony of congregations and inquiring into the sources of congregational discord; supporting congregations in developing the graces of generosity, stewardship, and service, assisting congregations in developing mission and participating in the mission of the whole church; taking jurisdiction over the members of dissolved congregations and granting transfers of their membership to other congregations; warning and bearing witness against error in doctrine and immorality in practice within its bounds; and serving in judicial matters in accordance with the Rules of Discipline.”

Article I – Definitions

- 1.1 The Presbytery of Giddings-Lovejoy is a governing body of the Synod of Mid-America and the Presbyterian Church (U.S.A.), and as such is subject to the provisions of the Constitution of the Presbyterian Church (U.S.A.).
- 1.2 The area of responsibility for mission and ministry of the Presbytery shall include the counties of Calhoun, Jersey, Madison, Monroe, and St Clair and ~~First Presbyterian Church of Brighton in Macoupin County~~ and the city of Brighton, in Macoupin County in the State of Illinois to include First Presbyterian Church, and the City of St Louis and the counties of Bollinger, Butler, Cape Girardeau, Carter, Crawford, Dent, Franklin, Gasconade, Iron, Jefferson, Madison, Mississippi, Oregon, Perry Reynolds, Ripley, St Charles, St Francois, St Louis, Ste Genevieve, Scott, Shannon, Stoddard, Washington, Wayne in the State of Missouri.
- 1.3 As a presbytery of the Presbyterian Church (U.S.A.), the provisions of civil law and the *Articles of Incorporation* govern the actions of the corporation. These By-laws and the Book of Order prescribe the presbytery's structure and organization. The parliamentary authority for all matters shall be the most recent edition of *Robert's Rules of Order*.

Article II – Membership and Meetings

- 2.1 The membership of the Presbytery of Giddings-Lovejoy shall be as provided by the Book of Order, G-3.0301, and accordingly, shall consist of those teaching elders (ministers of Word and Sacrament) who are continuing members and the ruling elders who are elected by sessions. The presbytery may by provision of the Manual of Operations redress the imbalance of teaching elders (ministers of Word and Sacrament) and ruling elders consistent with the *Book of Order*.

The Presbytery shall determine on the recommendation of the Stated Clerk at its first stated meeting each year the teaching elders (ministers of Word and Sacrament) who are its members and validate the ministries in which they are engaged on the recommendation of the appropriate committee/commission as provided in the *Manual of Operations*.

- 2.2 It is the duty and responsibility of each session to be represented at all meetings of the presbytery by a duly-elected ruling elder. Presbytery shall adopt and communicate to sessions a plan for determining how many ruling elders each session should elect as commissioners to presbytery consistent with G-3.0301.

Each ruling elder elected as an officer, a moderator of a standing committee/Commissions (Office of the Stated Clerk entity), Moderator of a Ministry Team or a member of the Vision Team of Presbytery shall be enrolled as a member of presbytery for the term of office, whether or not commissioned by his or her session.

- 2.3 Non-ordained members of standing committees/commissions may not be commissioners to presbytery, but shall be granted the speaking privileges of the floor; though they may not vote. Ruling elders commissioned by the presbytery may have voice and vote.

Certified Christian Educators employed by a church or agency of the presbytery, "are entitled to the privilege of the floor with voice only at all presbytery meetings, and in the case of Certified Christian Educators who are ruling elders, the privilege of voice and vote at all meetings." (G-2.1103b).

Youth Leadership seated on a Ministry Team shall be seated as Youth Advisory Delegates (YADs). YADs shall have the privilege of the floor without vote in order that the Presbytery may be assured of hearing and taking cognizance of their special viewpoints. YADs do not need to have been ordained as ruling elders and should not be confused with commissioners to Presbytery who are ruling elders.

- 2.4 Presbytery shall hold four (4) stated meetings a year. The meeting schedule will be as provided in the *Manual of Operations*.

The Moderator shall call a special meeting at the request, or with the concurrence, of two ministers of Word and Sacrament (teaching elders) and three ruling elders, the ruling elders being of different churches. Should the Moderator be unable to act, the Stated Clerk, shall, under the same conditions, issue the call. If both the Moderator and Stated Clerk are unable to act, any three ministers of Word and Sacrament (teaching elders) and three ruling elders, the ruling elders being of different churches, may call a special meeting. The Synod may direct the presbytery to convene a special meeting for the transaction of designated business. Notice of a special meeting shall be sent not less than ten (10) days in advance to each minister of Word and Sacrament (teaching elder) and to the session of every church. The notice shall set out the purpose of the meeting, and no other business than that listed in the notice shall be transacted.

The presbytery may vote at any stated meeting for the purpose of rescheduling or canceling any future stated meeting. The presbytery shall determine the location and hour of its meetings, ordinarily upon the recommendation of the Vision Team in consultation with the Stated Clerk. The Stated Clerk may change the location or hour of the next stated meeting, if circumstances require it, by giving ten (10) days notice to each member and each clerk of session.

- 2.5 Any properly called and constituted meeting of the Presbytery of Giddings-Lovejoy may consider and approve any corporation business permitted under state law, the *Constitution of the Presbyterian Church (U.S.A.)*, the *Bylaws* of the Presbytery of Giddings-Lovejoy, and *Robert's Rules of Order*. Such actions shall be considered actions of the Corporation.

- 2.6 The quorum of any meeting of presbytery shall be any three (3) teaching elders (ministers of Word and Sacrament) and as many ruling elders as may be present, providing that at least three (3) churches are represented by ruling elders.
- 2.7 Each stated meeting shall include a service of worship under the direction of Vision Team. The service at the last stated meeting of the year shall ordinarily include the preaching of the Word and the Sacrament of the Lord's Supper.
- 2.8 Meetings of the Presbytery of Giddings-Lovejoy should ordinarily be face-to-face. Telephone conference calls and electronic communications may, with approval of the Presbytery's Vision Team, be used for stated or called meetings, including voting on matters therein, unless a simple majority of the body request a face-to-face meeting. Meetings held by conference call or electronically abide by the same policies and procedures as a face-to-face meeting. (Adopted June 13, 2020)

Article III – Incorporation

- 3.1 The Presbytery of Giddings-Lovejoy is incorporated under the General Not for Profit Corporation Act, and the laws of the State of Missouri and Illinois as "Presbytery of Giddings-Lovejoy, Inc." in order to hold property and manage permanent special funds. In these matters the Presbytery is subject to the applicable laws of the State of Missouri and the State of Illinois and to the provisions of the corporation's *Articles of Incorporation*.
- 3.2 The members of the corporation shall be the duly constituted members of the presbytery as constituted under the *Book of Order*. Each member of the corporation shall have equal voting powers.
- 3.3 The Vision Team shall be the Trustees of the Presbytery. The voting members of the Vision Team shall be the Board of Directors of the Corporation and their election to the Vision Team shall constitute their election to the Board of Directors.

The ~~Vision Team~~ moderator **of the Presbytery** shall serve as President of the Corporation, the Vice-Moderator of Presbytery shall serve as Vice-President of the Corporation, the Stated Clerk shall serve as Secretary of the Corporation, and the Treasurer shall serve as Treasurer of the Corporation. The Treasurer and Stated Clerk of the Presbytery serve as members with voice and vote. The Presbytery Leader serves as an ex-officio member with voice and no vote.

- 3.4 The Board of Trustees of the corporation (Vision Team) is responsible for conducting, managing, and directing the business affairs of the presbytery corporation. This includes reviewing, supervising, and approving bookkeeping, auditing, and financial procedures in cooperation with the Finance Work Group of the Vision Team. The Board also reviews management affairs of civil entities related to presbytery.

- 3.5 Every duly called and constituted meeting of the presbytery shall constitute a duly and properly called meeting of the members of the corporation and all actions authorized to be taken by the corporation may be taken at any stated meeting of the presbytery without special notice to the members or at a special meeting called for the purpose of taking such action.

Article VI – Officers

- 4.1 The Officers of the Presbytery shall be Moderator, Vice-Moderator, Stated Clerk, Treasurer and Moderator of the Presbytery Vision Team (immediate past Moderator of Presbytery).
- 4.2 The Moderator shall ordinarily be elected and installed at the last stated meeting of the year for a term of one year. The Moderator shall serve, so long as he or she is a member of the Presbytery, until a successor is installed.

In the case of the Moderator's absence, death, or inability to serve, the Vice-Moderator, or another person as designated by Vision Team, shall preside. The duties of the Moderator shall be those provided for in the *Manual of Operations*.

- 4.3 The Vice-Moderator shall ordinarily be elected and installed at the last stated meeting of the year for a term of one year. The Vice-Moderator shall serve, so long as he or she is a member of the presbytery, until a successor is installed. The Vice-Moderator shall ordinarily succeed to the office of Moderator.
- 4.4 The Stated Clerk shall be elected to a three-year term (3) by the Presbytery upon the nomination of the Committee on Nominations from among those eligible for membership in the Presbytery. The Stated Clerk shall ordinarily be elected at the last stated meeting of each third year, and shall be installed to office upon election, if not previously installed. The Stated Clerk may be re-elected to succeeding terms. In the absence, death, or inability to serve as Stated Clerk, the Moderator shall appoint an Acting Stated Clerk who shall serve until further action by presbytery. The Stated Clerk shall perform those duties provided by the *Book of Order* and the *Manual of Operations*.
- 4.5 The Recording Clerk shall be elected by presbytery for a three-year (3) term, upon the nomination of the Vision Team through its Personnel Work Group and with the concurrence of the Stated Clerk. The Recording Clerk shall maintain the attendance rolls, record the minutes, and file any papers presented in the course of the meetings of Presbytery and present them to the Stated Clerk.

- 4.6 The Treasurer shall be elected by the presbytery for a three-year (3) term upon the nomination of the Committee on Nominations. The Treasurer shall ordinarily be elected at the last stated meeting of each third year and shall assume office upon election. The Treasurer may be re-elected to succeeding terms.

The Treasurer shall be responsible for all funds of the presbytery, receiving and disbursing them as directed by the presbytery or its appropriate committees; reporting all transactions and the status of all budget accounts to the Vision Team quarterly, and to the presbytery annually; and submitting the records annually for a full financial review as provided by the Book of Order, G-3.0113.

The Treasurer of the presbytery shall be an ex-officio member of the Board of Directors with voice and vote. The Treasurer shall, in consultation with the Finance Work Group and the Presbytery Leader utilize a system of accounting and reporting that is compatible with the operation of the presbytery.

- 4.7 The Presbytery Moderator, Presbytery Vice-Moderator, and ~~Mission Council~~ Vision Team Moderator shall be nominated for terms of one year. These officers shall ordinarily be elected and installed at the last stated meeting of the year and shall serve for one year or until a successor is installed. Opportunity shall be given for nominations from the floor. If there are nominations from the floor, the vote shall be by ballot. If there are no nominations from the floor, the presbytery may elect by acclamation. There shall be no limit to the number of consecutive terms an officer may serve if elected.
- 4.8 The Officers shall have those duties specified in the *Book of Order* (G-3.0104), these *Bylaws*, and the *Manual of Operations*.

Article V – Staff

- 5.1 The Administrative Staff of the Presbytery shall be the Presbytery Leader and such others as the Presbytery may determine within the provisions of the Book of Order, Section G-3.0110.
- 5.2 The duties of the Presbytery Leader shall be as presbytery may determine.

The Presbytery Leader shall be presented to the presbytery for a call of an indefinite period by a special committee of presbytery elected by the presbytery to search for an Presbytery Leader. If there is a vacancy in the office of Presbytery Leader, the Vision Team through the Personnel Team shall appoint an Acting Presbytery Leader to function until presbytery elects an Transitional Presbytery Leader.

The duties of other administrative staff members shall be determined by the presbytery upon recommendation of the Vision Team in consultation with the Synod of Mid-America.

Article VI –Commissions and Committees of the Office of the Stated Clerk

- 6.1 The presbytery shall have such standing committees as may be required by the *Book of Order* and as necessary and appropriate to carry out its work of mission and ministry. Such committees/commissions are enumerated and described in the *Manual of Operations*.
- 6.2 The membership, responsibilities, organization, and reporting relationships shall be those required by the *Book of Order* and the *Manual of Operations*.
- 6.3 The quorum of the Commissions and Committees of the Office of the Stated Clerk shall be established by the *Manual of Operations* if not set by the *Book of Order*.

Article VII – Ministry Teams

- 7.1 The Presbytery shall upon the recommendation of the Vision Team approve Ministry Teams and Work Groups and Standing Work Groups.
- 7.2 The membership, responsibilities, organization, and reporting relationship shall be those required by the *Manual of Operations*.
- 7.3 The quorum of Ministry Teams and Work Groups and Standing Work Groups shall be established by the *Manual of Operations* if not set by the *Book of Order*.

Article VIII – Policies and Standing Rules

- 8.1 Upon recommendation of Vision Team, Presbytery may adopt resolutions labeled as “Policies” or “Standing Rules.” Such policies and standing rules shall be compiled by the Stated Clerk and shall constitute the Manual of Operations. Presbytery policies and standing rules may be suspended by majority vote of the presbytery without notice.

Presbytery policies and standing rules may be amended by majority vote of presbytery on the recommendation of Vision Team, provided that written notice of the proposed amendment was given with the call of the meeting.

- 8.2 Presbytery Commissions and Committees of the Office of the Stated Clerk and Ministry Teams may establish policies and guidelines for the purpose of accomplishing their work. Such policies and guidelines shall be presented to presbytery for its concurrence before they are implemented. Presbytery may direct

that a Commission or Committee of the Office of the Stated Clerk or Ministry Team change any policy consistent with the *Book of Order* and these *Bylaws*. Commissions and Committees of the Office of the Stated Clerk and Ministry Team policies and guidelines may be suspended or amended by the Commissions and Committees of the Office of the Stated Clerk or Ministry Team provided that any suspension is reported to the next stated meeting of presbytery and that any amendment receives the concurrence of presbytery before it is implemented. All Commissions and Committees of the Office of the Stated Clerk and Ministry Team policies and guidelines shall be compiled by the Stated Clerk and included as addenda to the *Manual of Operations*.

Article IX – Amendment and Suspension of Bylaws

- 9.1 These *Bylaws* may be amended at any Stated Meeting by a two-thirds (2/3) vote of the members present, providing notice of such proposed amendment shall have been read and filed with the Stated Clerk at the preceding Stated Meeting of the Presbytery or providing such proposed amendment shall have been sent to each pastor and Clerk of Session in the Presbytery at least thirty (30) days prior to the meeting of Presbytery at which the proposed amendment is to be considered and voted upon. Every proposed amendment shall be reviewed by the Vision Team and its recommendation heard before the presbytery votes on the amendment.
- 9.2 These *Bylaws* may not be suspended, except for those sections that provide for their own suspension.
- 9.3 The Stated Clerk is authorized to revise references to the *Book of Order* in order to reflect subsequent amendments made by the General Assembly.