

Bylaws of
Trinity Presbyterian Church
Berwyn, Pennsylvania
Adopted January 24, 2021

Article I – Name

Trinity Presbyterian Church in Berwyn, Chester County, Pennsylvania, is a member of the Presbytery of Donegal in the Synod of the Trinity of the Presbyterian Church (U.S.A.).

Article II – Statement of Purpose

Trinity Presbyterian Church in Berwyn, PA answers the call of God passionately by sharing with all people the Good News of Jesus Christ, growing in a relationship with Christ and with one another, and dedicating our church to service in His name.

Article III – Relation to the Presbyterian Church (U.S.A.)

The 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. The latest edition of *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

Article IV – Governance of the Church

The bylaws of Trinity Presbyterian Church in Berwyn, Chester County, Pennsylvania, as a congregation and corporation, shall always be subject to the *Constitution of the Presbyterian Church (U.S.A.)* in all its provisions. Trinity Presbyterian Church is registered in the Commonwealth of Pennsylvania as a nonprofit organization.

Article V– Membership

The congregation welcomes all persons who respond in trust and obedience to God’s grace in Jesus Christ and who desire to become part of the membership. No person shall be excluded because of race, ethnic origin, gender identify, worldly condition, or any other reason not related to profession of faith. Only active members of this particular church, in good and regular standing, shall be entitled to vote at the congregation and corporation meetings.

Article VI– Ruling Elders (the Session)

The congregation shall elect for a three-year term twelve elders from among the members of the congregation. The session shall be divided into three equal classes. In cases of vacancies due to unexpired terms, additional elders may be elected to fill the vacancies. The aggregate terms shall not exceed six years. Elders who have served for two consecutive full terms of three

years each, or for any combination of full and/or unexpired terms aggregating six years, shall not be eligible for re-election until one year has elapsed from the previous term of office.

Elders shall be elected annually at a meeting called for the purpose of electing officers for elder. Terms shall begin on July 1. The duties of the elders shall be those given to them by the *Book of Order of the Presbyterian Church (U.S.A.)*. Ruling elders exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of the congregation as well as the whole church, including ecumenical relationships.

A quorum to transact business at any session meeting shall consist of a simple majority of elders. The pastor shall serve as the moderator of the session.

Electronic voting shall be allowed when it is deemed by the moderator and the clerk of session to be a situation that requires a time-sensitive decision and does not need the required deliberative process; e.g. elder-commissioner election to presbytery meetings or baptism approval. The email vote shall be reported at a subsequent face-to-face session meeting and recorded in the minutes.

Article VII- Board of Deacons

The congregation shall elect for a three-year term twelve deacons from among the members of the congregation. The board of deacons shall be divided into three equal classes. In cases of vacancies due to unexpired terms, additional deacons may be elected to fill the vacancies. The aggregate consecutive terms shall not exceed six years. Deacons who have served for two consecutive full terms of three years each, or for any combination of full and/or unexpired terms aggregating six years, shall not be eligible for re-election until one year has elapsed from the previous term of office.

Deacons shall be elected annually at a meeting called for the purpose of electing officers for deacon. Terms of office shall begin on July 1. The duties of the deacons shall be those given them by the *Book of Order of the Presbyterian Church (U.S.A.)*. The deacons shall exercise ministries of compassion, witness and service as delegated by the authority of the session.

Article VIII- Officers of the Corporation

Officers of the corporation shall be:

- A. The president of the corporation shall be chosen annually by the session for a one-year term.
- B. A clerk of session shall be chosen annually by the session for a one-year term. An assistant clerk may be elected by the session for a one-year term. The clerk of session shall be the secretary of the corporation.

- C. A treasurer shall be chosen annually by the session for a one-year term. An assistant treasurer may be elected by the session for a one-year term. The treasurer shall be the treasurer of the corporation.

Article IX -- Nominating Committee

The congregation shall form a nominating committee in the following manner:

There shall be at least four (4) active members on the nominating committee.

One of the members shall be a ruling elder currently serving on the session, one shall be a deacon currently serving on the board of deacons and two (2) members shall be elected from members not currently serving on the session or board of deacons. Terms shall begin on July 1.

The pastor shall serve ex officio and without vote. A majority of those persons on the committee who are eligible to vote shall consist of persons not currently serving on session.

Article X-- Vacancies

Vacancies on the session and the board of deacons may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

Article XI – Meetings of the Church

The annual meeting of the congregation and corporation shall be held during the month of January of each year, on a date and time determined by the session for the transaction of any business regularly presented. Public notice of the meeting shall be given on two successive Sundays by written and verbal announcement in worship. The meeting may be convened following the notice given on the second Sunday. All business shall be conducted subject to the authority of the Presbyterian Church (U.S.A.) and the Commonwealth of Pennsylvania. The following business shall be presented:

- Meetings will begin with prayer
- Receive minutes of all congregational meetings held since the last annual meeting, inclusive of reception of annual reports of staff, session, committees and other organizations
- Review and approval of changes in the terms of call
- Reception of the budget
- Reception of financial reports
- Meetings will adjourn with prayer

Any other business to be conducted at the annual meeting must be included in the call for that meeting, and no other business than that specified in the call for an annual meeting will be in order.

The annual meeting of the congregation for the election of officers and the nominating committee shall be held during the month of June of each year, on a date and time determined by the session. The meeting may be convened following the notice given on the second Sunday.

All business shall be conducted subject to the authority of the Presbyterian Church (U.S.A.) and the Commonwealth of Pennsylvania. The following business shall be presented:

- Meetings will begin with prayer
- Election of elders
- Election of deacons
- Election of a nominating committee as specified in the *Book of Order of the Presbyterian Church (U.S.A.)*
- Meetings will adjourn with prayer

Any other business to be conducted at this meeting must be included in the call for that meeting, and no other business than that specified in the call for an annual meeting will be in order.

A. Secretary

The clerk of session shall serve as secretary for congregational and corporation meetings. If the clerk is not present or is unable to serve, the congregation shall elect a secretary.

B. Minutes of the Meeting

The minutes of the meeting recorded by the secretary may be approved by session at the subsequent meeting and received by the congregation at the next meeting of the congregation. The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary and recorded in the minutes book of the session.

C. Quorum for Meetings

A quorum to transact business at any meeting of the congregation shall consist of 10% of the active membership of Trinity Presbyterian Church. Should a quorum not be present, the meeting will be adjourned to a given day not more than three weeks from the date of the original meeting.

Article XII: Miscellaneous

Books and Records

The books, records and accounts of the session, treasurer, and assistant treasurer shall be kept as the property of the congregation and corporation, and shall at all times be accessible to the session. They are not open to individual inspection, except that any active member of the Trinity Presbyterian Church congregation may inspect these documents as permitted by the session. Documents shall remain on church property during the process of review.

Article XVI: Amendments

These bylaws may be amended or altered when adequate public notice shall have been given, in writing, setting forth the change or changes, at any annual congregational meeting, to be acted upon at the next annual meeting, or by a vote of two-thirds of the active members present, at a meeting to be held for that purpose not less than thirty days after the change or changes have been submitted, or when adequate public notice shall have been given, in writing, setting forth the change or changes, at a special congregational meeting called in accordance with the *Book of Order of the Presbyterian Church (U.S.A)* to be acted upon at a meeting to be held for that purpose not less than thirty days after the change or changes have been submitted.