

BYLAWS
THE FIRST PRESBYTERIAN CHURCH OF EVERETT
Everett, Washington

ARTICLE I – Statement of Purpose

The First Presbyterian Church of Everett, Washington has been called by God and organized to:

Proclaim and teach the good news of Jesus Christ,
Minister to members of the congregation and residents of the community, and
Exercise compassion and promote justice and peace in the world.

ARTICLE II – Relationship to the Presbyterian Church (USA)

The First Presbyterian Church of Everett is a member of the Northwest Coast Presbytery.

ARTICLE III – Governance of this Church

This church shall be governed in accordance with *The Constitution of the Presbyterian Church (USA)*, which consists of the “Book of Confessions” and the “Book of Order.” These Bylaws are subordinate to *The Constitution of the Presbyterian Church (USA)*. The current version of “Robert’s Rules of Order” shall be used for parliamentary procedure.

ARTICLE IV – Organization of this Church

Section 1. Members – Categories of membership shall be defined in the “Book of Order” at G-1.04. Active members shall have a voice and vote on all matters brought before the church.

Section 2. Pastoral Leadership – Categories of pastoral leadership shall be as defined in the “Book of Order” at G-2.05.

Section 3. Session – The session shall consist of nine ruling elders, elected in classes of three for a three-year term. Session shall have authority over, and responsibility for, all activities and aspects of this church, exercising the powers listed in the “Book of Order” at G-3.02. Ruling elders serving on the session shall also serve as directors of the corporation (see Article VII).

Together, session will:

- 1) Develop and maintain policies, expressed in a Policy Manual, through which the church shall be managed,
- 2) Create committees and task forces to which certain functions and responsibilities shall be delegated, and
- 3) Adopt operating budgets that reflect program plans for defined periods, publishing a review of program and budget results in the annual report.

Section 4. Deacons – The deacons shall consist of nine members, elected in classes of three for a three-year term. The deacons shall maintain an active program of ministry, for the congregation and for members of the local community, in accordance with the “Book of Order” at G-2.02. The session will authorize funds (raised from fund-raising activities and special church service offerings) to a Deacon’s Fund, which the deacons will operate for benevolent use.

Section 5. Other Internal Organizations – Such organizations may be authorized by session to fulfill necessary roles within or on behalf of the church. Authorized organizations, such as Presbyterian Women and Senior Presbyterian Adult Ministry (SPAM), shall be listed in the Directory.

ARTICLE V – Officers of this Church

Section 1. Ruling Elders and Deacons – Ruling elders and deacons are elected by the congregation and ordained to their respective roles in the church. They are representative of the congregation and exercise their prayerfully developed and independent judgment in all matters where they are involved. They are elected according to the “Book of Order” at G-2.04.

Section 2. Moderator of the Session – The pastor of a congregation shall be the moderator of the session of that congregation. In congregations where there are co-pastors, they shall both be considered moderators and have provisions for designating who presides at a particular meeting. If it is impractical for the pastor to moderate, they 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 if the installed pastor is unable to invite another moderator, the presbytery shall make provision for a moderator. (“Book of Order” G-3.0104)

Section 3. Clerk of Session – The clerk provides administrative support to the session, officially recording its meetings and transactions, keeping rolls of membership and attendance, and preserving records. The clerk must be an ordained ruling elder, either currently or during a prior term. The clerk of session must be elected by the session for such term as it may determine.

Section 4. Treasurer – The treasurer is elected annually by the session to perform the duties incident to the Office of Treasurer, including safekeeping of all funds and assets, overseeing all monetary transactions, and filing tax and other financial reports required by law.

Section 5. Terms of Office – The total membership of the session and of the deacons shall be divided into three classes, one class of which shall be elected each year for a three-year term. Officers who have served six continuous years shall be ineligible to be elected to the same office for one year following their active service.

Section 6. Election of Officers – Election of officers shall take place at least annually in a called meeting of the congregation. Candidates shall be placed in nomination by the nominating committee, and nominations of other willing candidates shall be accepted from the floor. All candidates shall be active members of this church.

ARTICLE VI – Nominating Committee

Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. (“Book of Order” G-2.0401)

Section 1. Committee Makeup – The nominating committee may include as many as seven voting members and two alternate members. The composition of the nominating committee shall meet the following requirements:

- 1) The committee shall consist of a minimum of three persons,
- 2) At least one member of the committee shall be a ruling elder currently serving on session, and
- 3) A majority of those persons on the committee who are eligible to vote shall not currently be serving on session.

The nominating committee should include a deacon.

Section 2. Election of Members – Elections shall take place at a congregational meeting. Nominations for members and alternates shall be received from the floor. An additional member position of youth deacon may be nominated at this time. The nominee shall be an active member of the congregation, aged 14 to 18 years. The period served is a single term which runs from January to December and is non-consecutive.

Section 3. Operation of the Committee – The nominating committee serves for one year. A currently serving member of session shall serve as moderator of the nominating committee. Alternate members are expected to attend committee meetings. Alternate members have no vote until they become active by replacing an elected member. The pastor shall be an ex-officio member. The committee provides nominations to fill classes of church officers, and to fill vacant unexpired terms if longer than one year. The committee is expected to familiarize candidates with the roles and responsibilities of the offices being filled and to verify the candidate’s willingness to serve.

ARTICLE VII – Incorporation

In accordance with the laws of the State of Washington, this church shall be maintained as a non-profit corporation in the State of Washington. The ruling elders shall be the trustees and/or directors of the corporation, electing its officers and reporting corporate matters annually to the congregation.

Section 1. Function of the Corporation – The corporation so formed, or the individual trustees, shall have the following powers:

- 1) To receive, hold, encumber, manage, and transfer property, real or personal, for the congregation, provided that in buying, selling, and mortgaging real property the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting
- 2) To accept and execute deeds of title to such property
- 3) To hold and defend title to such property
- 4) To manage any permanent special funds for the furtherance of the purposes of the congregation, all subject to the authority of the session and under the provisions of *The Constitution of the Presbyterian Church (USA)*

The powers and duties of the trustees shall not infringe upon the powers and duties of the session or the board of deacons. (“Book of Order” G-4.0101)

Section 2. Officers of the Corporation – The clerk of session shall be the secretary. The treasurer elected by the session shall be the treasurer. A president who is a ruling elder on the session shall be elected annually by the session.

ARTICLE VIII – Meetings of this Church

Section 1. Annual Meeting – There shall be an annual meeting of the congregation and corporation, held on a Sunday in January or February, with notice on two successive Sundays. The agenda focus shall be on Action and/or Informational content, such as the following:

For Action – Terms of call for the pastor, election of members to serve on the nominating committee, new or unfinished business

For Information – Annual reports from the session and/or other organizations of this church, financial reports of the preceding year, budget for the current year, designation of corporate officers

Section 2. Election Meetings – A meeting of the congregation shall be called by the session annually to elect ruling elders and deacons. Elections to fill vacant elder and/or deacon positions may also occur at a special meeting called for that purpose.

Section 3. Special Meetings – Meetings of the congregation shall be called by the session, by the presbytery, or by the session when requested by one fourth of the active members on the roll of the congregation. The call shall clearly state the purpose of the special

meeting, and the agenda shall be restricted to that specified in the call. Notice provisions (see Section 4) shall normally apply but may be reduced by session to meet extraordinary needs.

Section 4. Notice of Meetings – Public notice of the meeting shall state the purpose for the meeting and be given in printed and verbal form on at least two preceding Sundays. The meeting may be held on the day of the second notice.

Section 5. Conduct of Meetings – The meeting will be conducted according to the following:

- 1) Quorum shall be fifteen percent of the active membership of the church.
- 2) The minutes shall be recorded by the clerk of session, be attested by the moderator and the clerk of session, and be placed in the minutes of the session.

ARTICLE IX – Electronic Meetings

Meetings of the session and the congregation may be held by telephonic or electronic means. This is optional only if conditions provide for simultaneous aural communication among all participating members, equivalent to that of meetings held in a single room or area. Participation by this method constitutes presence in person at a meeting. Electronic meetings shall be subject to all rules adopted by the session to govern them, which may include any reasonable limitations on and requirements for participation.

ARTICLE X – Amendments

These Bylaws may be amended at a meeting of the congregation by a majority vote of no less than two-thirds of the members present. A printed distribution of the proposed amendments shall have been made in the notice of the meeting (see Article VIII, Section 4). Amendments to these Bylaws shall be subject to the Articles of Incorporation, the laws of the State of Washington, and *The Constitution of the Presbyterian Church (USA)*. Clarifications of ambiguity shall be resolved by the session.

ARTICLE XI – Effective Date

These Bylaws shall be effective on the date approved and shall supersede all prior versions. The effective date shall appear on each page.

ARTICLE XII – Documentation

A table of amendments with title, subject, and effective date shall be maintained as an attachment to these Bylaws.

End