

Bylaws of the Congregation and Corporation
Buckhorn Presbyterian Church
Masonville, Colorado

Governance

- I. Buckhorn Presbyterian Church, Masonville, Colorado, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church is, in all of its provisions, obligatory upon it and its members.

2. The members of the Buckhorn Presbyterian Church put themselves under the leadership of their officers, whom they elect. The Session, which consists of the Pastor, and the Elders in active service, is the governing body in the Buckhorn Presbyterian Church. The law and government of the Presbyterian Church (U.S.A.) presupposes the fellowship of women, men, and children united in covenant relationship with one another and with God through Jesus Christ. The organization rests on the fellowship and is not designed to work without trust and love (*Book of Order 2017-19 G-1.0102*).
 - A. *The Session* is responsible to guide and govern the life of the congregation. The Session leads the congregation in fulfilling its responsibilities for the service of all people, for the upbuilding of the whole church, and for the glory of God love (*Book of Order 2017-19 G-1.0103*).
 - B. *Ruling Elders*, together with Teaching Elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships (*Book of Order 2017-19 G-2.0301*).
 - C. *The Ministry of Deacon* as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress (*Book of Order 2017-19 G-1.0103*).

3. *Active Membership*. Each member of the Session, the Board of Deacons and the Nominating Committee must be and remain active members of the church.

4. *Diversity*. The congregation shall elect men and women from among its active members, giving fair representation to persons of all ages and to all racial/ethnic members of the congregation, to the office of Elder and to the office of Deacon.

5. *Elders*.
 - A. The congregation shall elect at least six (6) elders divided into three classes with three-year terms of service.
 - B. No Elder shall be elected for a term of more than three years, nor shall an Elder serve for consecutive terms, either full or partial, aggregating more than six years. An Elder having served a total of six years shall be ineligible for re-election for a period of at least one year.
 - C. The Elders in active service in a church shall, by reason of their office, be the trustees of the corporation. The officers of the corporation – President, Secretary and Treasurer – shall be elected annually by the Session, and from the Session, acting as the Board of Trustees.

6. *Deacons.*
 - A. The congregation shall elect at least three (3) deacons divided into three classes with two-year terms of service.
 - B. A Deacon shall not serve for consecutive terms, either full or partial, aggregating more than four (4) years. A Deacon having served a total of four (4) years shall be ineligible for re-election for a period of at least one year.
7. *Vacancies on the Session or Board of Deacons* by reason of death, resignation, or removal, or ineligibility, shall be filled for the unexpired term at the next annual meeting, unless the Session determines to call a special meeting for that purpose.
8. *Unexcused Absences.* Any member of the Session, and the Board of Deacons, having three (3) unexcused absences at stated meetings shall be considered to have removed themselves from that office.

Meetings of the Congregation and Session

9. *Regular Meetings.* There shall be two regular meetings of the congregation held each year.
 - A. *The Meeting for Election of Officers.* Elders and Deacons, and the Nominating Committee, shall be elected, at a meeting of the congregation to be held for that purpose, ordinarily on the last Sunday in October or as set by the Session, at an hour determined by the Session.
 - B. *The Annual Congregational Meeting* shall ordinarily be held on the last Sunday in January or as set by the Session, at an hour determined by the Session, for the transaction of any business properly coming before such meeting.
10. *Special Meetings of the Congregation* may be called by the Session, by the Presbytery, or by the Session when requested in writing by twenty-five percent (25%) of the congregation members on the active roll. Such calls shall state clearly the purposes of such special meetings, and no other matters save that specified in the call may be considered.
11. *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. Business shall be limited to matters related to:
 - A. The election of Elders and Deacons;
 - B. The election of at-large members of the Nominating Committee
 - C. The calling of a Pastor or Pastors;
 - D. The pastoral relationship, such as changing the call, or requesting or consenting or declining to consent to the dissolution of the pastoral call;
 - E. The review of the adequacy of the compensation of the Pastor or Pastors upon report of the prior review by the Session;
 - F. Buying, mortgaging, or selling real property;
 - G. The permissive power 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 because of limited size;
 - H. The reception of reports of the Session along with plans for the coming year, the reception of reports from the Board of Deacons, and other organizations of the Church;

12. *Conduct of Meetings.*

- A. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on two successive Sundays, preferably from the pulpit, preceding the meeting.
- B. All meetings of the congregation, Session, session committees and the Board of Deacons shall be opened and closed with prayer.
- C. The Pastor shall be the moderator of all meetings of the congregation. When the church is without a Pastor, the moderator of the Session appointed by the Presbytery shall preside at all congregational 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 or member of the Presbytery's Committee on Ministry to preside.
- D. The Clerk of Session shall be secretary of the meetings of the congregation. If the Clerk is unable to serve, the congregation shall elect a secretary.
- E. *Quorum for Meetings.* A quorum for the congregational meetings shall consist of the moderator and twenty per cent (20%) of the active membership. The number shall be determined by the moderator and the secretary at the time of the meeting. A quorum of the Session shall be the Pastor or Moderator and three (3) or more members.
- F. All active members, of whatever age, in good standing shall be eligible to vote at a congregational meeting.
- G. Voting by proxy is not allowed.
- H. Meetings of the congregation, Session, Session committees, and the Board of Deacons shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where *The Book of Order* provides otherwise.
- I. All meetings of the Session are open unless the Session moves into executive session.

Election of Officers

13. Nominations shall be made by a representative Nominating Committee of active members of the church, which shall itself include both women and men, giving fair representation to persons of all age groups and to all racial/ethnic members of the congregation. The Nominating Committee shall be chosen annually and no member of the committee shall serve more than three years consecutively.
- A. Two (2) members of this committee shall be designated by and from the Session, one of whom shall be named by the Session as moderator.
 - B. One (1) member may be designated by and from the Board of Deacons.
 - C. Two (2) members shall be chosen by the congregation at large, none of whom may be in active service on the Session.
 - D. The Pastor shall be a member of this committee, serving *ex officio* and without the vote.
14. Nominations of qualified persons, in addition to those brought by the nominating committee, may always be made from the floor by any eligible voter, with the consent of the person being nominated.

Changes to Bylaws

15. These *Bylaws* are based on the *Constitution of the Presbyterian Church (U.S.A.)* and may be amended by a 2/3 affirmative vote of those present at any meeting of the congregation, provided that proposed amendments shall have been read in full (or written copies distributed) at the two Sunday worship services preceding such meeting, and provided that proposed amendments are in keeping with the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*

Adopted by the Session of Buckhorn Presbyterian Church on January 23, 1990.

Adopted by the Congregation of Buckhorn Presbyterian Church on February 11, 1990.

Amended by the Congregation of Buckhorn Presbyterian Church on May 5, 2013.

Amended by the Congregation of Buckhorn Presbyterian Church on January 28, 2018.

_____ Reverend Joseph Moore, Moderator

_____ Suzanne Weber, Clerk of Session