

**BY-LAWS OF PROVIDENCE FORGE PRESBYTERIAN CHURCH  
PROVIDENCE FORGE, VIRGINIA**

Approved by the Congregation on Sunday, October 10, 2004

1. The Providence Forge Presbyterian Church, being a particular church of the Presbyterian Church (U.S.A.), recognizes the Constitution of the Presbyterian Church (U.S.A.), Part I (*Book of Confessions*) and Part II (*Book of Order*) as obligatory upon it and upon its members.
2. These By-laws shall supersede all other by-laws governing the Providence Forge Presbyterian Church prior to the date these are approved.
3. Congregational Meetings. There shall be an Annual Meeting of the Congregation of the Providence Forge Presbyterian Church on the date decided by the Session, for the transaction of any business properly coming before such meeting.
  - a. Special Meetings of the Congregation may be called by the Session or the Presbytery. Such calls shall state clearly the purpose for such special meeting, and no other business, save that specified in the call to the meeting, may be considered.
  - b. Public notice of the time, place, and purpose(s) of all meetings of the Congregation shall be given on at least two Sundays prior to the meeting. The meeting may be called following the notice given on the second Sunday, except in the case of a meeting to consider calling a pastor. (see *Book of Order*, G-7.0301b)
  - c. The Pastor shall moderate meetings of the Congregation. When the church is without a Pastor, or if the Pastor and the Elders in active service on the Session agree that the subjects to be discussed make it impractical for the Pastor to preside, then he or she shall, with the concurrence of the Session, invite another minister member of the Presbytery of The James to preside. Such invitation shall be cleared through the appropriate committee of the Presbytery of The James. (see *Book of Order*, G-7.0306)
  - d. The Clerk of the Session shall be the secretary of the meeting of the congregation. If the clerk is unable to serve, the congregation may elect another of its members to serve as secretary.
  - e. The members of the church who are eligible for voice and vote at all congregational meetings shall be those who have confessed their faith in Jesus Christ as Lord and whose name appears on the Active Roll of the Providence Forge Presbyterian Church. Such members are eligible for voice and vote in any meeting of the congregation. Voting by proxy is not permitted.
  - f. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.
  - g. All meetings shall be opened and closed with prayer.
  - h. A Quorum of the Congregation shall be one tenth of the current active membership, plus the moderator and secretary. (See *Book of Order*, G-7.0305)

4. The Session shall consist of 12 members in three nearly equal classes. Elders are to be nominated by the Nominating Committee and elected by the Congregation. Terms of Office shall ordinarily be one, three-year term. Youth elders (25 years of age and under) may serve terms of one, two or three years (per *Book of Order* G-14.0201a) as negotiated by the Nominating Committee under guidance of the Session. Elders may serve no more than six consecutive years after which an elder must rotate off the session for at least one year.
5. The Board of Trustees shall consist of 5 members who shall serve for life or until they are no longer active members of the congregation or until by choice or through mental and physical disability they are no longer able to fulfill the requirements of the office. Trustees are to be nominated by the Nominating Committee and elected by the Congregation. The Trustees will designate a President for purposes of signing official documents and in other legal matters. The powers and duties of Trustees shall not infringe upon the powers and duties of the Session.
6. The Session shall elect each year a Clerk of the Session. The Clerk shall serve a one year term and may be elected to serve additional terms.
7. The Session shall also elect each year a Church Treasurer. The Treasurer shall serve a one year term and may be elected to serve additional terms.
8. Vacancies on the Session or the Board of Trustees may be filled at a Special Meeting of the Congregation or at the Annual Meeting of the Congregation, as the Session may determine.
9. A Quorum of the Session shall be the moderator and at least one half of the elders in active service on the Session. A Quorum of the Session for receiving new members shall be the moderator and at least three members of the Session.
10. Nominations for the Office of Elder shall be made by a representative Nominating Committee made up of the active members of the church, which shall include both men and women, giving fair representation to persons of all age groups and of all racial ethnic members and persons with disabilities who are members of that congregation. At least two members of this committee shall be elders designated by the Session, one of whom shall be currently on the Session and serve as chairperson of the committee. At least four but no more than six (exclusive of the pastor), shall be chosen by the congregation. None of these shall be an elder in active service on the Session.
11. The Pastor shall be a member of the Nominating Committee, serving ex-officio, and without vote.
12. The Nominating Committee shall be chosen annually, and no member of the committee shall serve more than three years consecutively.
13. In all cases the Congregation alone has the authority to elect persons to serve as Elders and Trustees and as members of the Nominating Committee. During the Congregational meeting for this election, nominations from the floor are always in order, with the requirement that persons nominated from the floor have been previously consulted about this nomination and are willing to serve.
14. These By-Laws may be amended subject to the Constitution of the Presbyterian Church (U.S.A.), Parts I and II, at any annual or special meeting of the congregation by a two-thirds (2/3) vote of the voters present, provided that a full reading of the proposed changes or a printed distribution of the same shall have been made in connection with the call of the meeting.

15. These By-Laws shall not be amended contrary to the provisions of the Constitution of the Presbyterian Church (U.S.A.) In cases of conflict, the Constitution shall always take precedence.