

BYLAWS

OF COLD SPRING PRESBYTERIAN CHURCH

Session Approved. Submitted for Congregational Approval January 30, 2022

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ARTICLE I— NAME

This church shall be known as Cold Spring Presbyterian Church.

ARTICLE II— STATEMENT OF PURPOSE AND MISSION

Cold Spring Presbyterian Church in Cold Spring, New Jersey, has been called by God and organized to worship and serve God as it delivers spiritual resources and experiences that are centered in God's love. This congregation shall proclaim the abundant life through Jesus Christ to improve the spiritual vitality and wellness of our congregation and community throughout the Cape May region through inspiring worship, practical teaching from God's word, innovative programs, and community-focused events and ministry, and to promote peace and justice in the world.

ARTICLE III— DENOMINATIONAL RELATIONSHIP TO THE PRESBYTERIAN CHURCH (U.S.A.)

The Cold Spring Presbyterian Church is a member congregation of the Presbytery for Southern New Jersey in the Synod of Northeast of the Presbyterian Church (U.S.A.).

ARTICLE IV— GOVERNANCE OF THE CHURCH

This 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. *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance and shall govern the congregational meetings, both ecclesiastical and corporate, in all cases to which they are applicable and in which they are not inconsistent with the *Constitution*.

*The *Constitution of the Presbyterian Church (U.S.A.)* consists of the *Book of Confessions (Part 1)* and the *Book of Order (Part 2)*.

ARTICLE V— MEMBERS

Congregation members are as defined by the usages and rules of the *Book of Order*. The session will maintain membership rolls as specified in *Book of Order* (G-1.04).

Individuals who have successfully completed a new members class and who have expressed their intention to become members of this church are received into it by the session and have such rights, privileges and duties as are defined by the *Book of Order* and these bylaws.

All prospective members are to appear before session at a regular or special session meeting. The session shall ask questions of the prospective members that would be appropriate, and then vote to accept the prospective new members, welcoming them into the mission and ministry of the church. The new members shall be received into the fellowship of the church during a regular worship service as scheduled by the session.

ARTICLE VI— MEETINGS OF THE CONGREGATION

There shall be an annual meeting of the congregation on the last Sunday in January, at which at least the following business shall be presented: annual reports from organizations and the session (information only), financial report for the preceding year, changes in the terms of call for the pastor(s), electing members to serve on the nominating committee.

There shall be a meeting of the congregation on the third Sunday in November at which the following business shall be presented: budget draft for the forthcoming year, nominating committee report for election of members of session and deacons for the forthcoming year..

Special meetings may be called by the session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call (G-1.0501).

The meetings of the congregation shall be held in the Red Brick Church or Price Hall, or such other place as the session shall designate. Both ecclesiastical and corporate business may be conducted at the same meeting of the congregation.

ARTICLE VII— NOTICE OF MEETINGS

Adequate public notice of all congregational meeting shall be given, including notice given at two consecutive Sunday services of worship prior to the meeting. (G-1.0502).

ARTICLE VIII— MODERATOR

The pastor shall moderate congregational meetings. If there are co-pastors, they shall alternately preside at meetings. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the presbytery to preside, he or shall shall invite, with the concurrence of the session, another minister of the presbytery to preside. When this is not expedient, the pastor or the moderator, with the concurrence of the session, shall invite a member of the session to preside. (G-1.0504)

ARTICLE IX— SECRETARY

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

ARTICLE X— MINUTES OF THE MEETING

The minutes of the meeting recorded by the secretary, shall be attested by the moderator and the secretary, and recorded in the minute book of the session.
(G-1.0505)

ARTICLE XI— QUORUM FOR THE MEETING AND VOTING

The quorum of a meeting of the congregation shall be the moderator, the secretary, and fifteen members, but under no circumstances shall it be fewer than 10% of the active members of the congregation. Consistent with the laws of the state of New Jersey, a quorum shall be 10% of members on corporate matters. The secretary shall determine that a quorum is present. Consistent with the laws of the state of New Jersey, voting is restricted to members age 21 or above and voting by proxy is not allowed.

ARTICLE XII— INCORPORATION

In accordance with the laws of the state of New Jersey, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation.
(G-1.0503)

ARTICLE XIII— CORPORATION OFFICERS

Since the pastor or moderator is not a member of the corporation, a member of session will be elected as president, clerk of session will be secretary; treasurer of the corporation will be church treasurer. Ruling elders currently serving on session will serve at the same time as trustees in corporate matters.

ARTICLE XIV— ECCLESIASTICAL OFFICERS

The officers of this church as an ecclesiastical body shall be the pastor, as moderator, clerk of session, church treasurer, the ruling elders, and deacons.

ARTICLE XV— PASTOR

The pastor is the head of the congregation and is responsible to the Presbytery for the discharge of the duties of office. As moderator, he/she shall preside at each meeting of the session, at each congregational meeting for ecclesiastical purposes and at any

joint meeting of the session. He/she shall be a member, ex officio, of all ecclesiastical committees and teams. In the absence of the pastor, moderator responsibilities will be handled in accordance with *Book of Order*. (G-3.0104)

ARTICLE XVI— CLERK OF SESSION

The clerk of session is elected by session and may remain in the office with the consent of session. The clerk shall record all proceedings of the session and shall present them for approval to the Presbytery when called upon to do so. The clerk shall record all proceedings of the corporate and congregational meetings. The clerk shall be a ruling elder but need not be a member of the session.

The clerk is responsible for maintaining the member, baptized, and affiliate rolls; (G-1.0401; G-1.0403). It is the duty of the clerk to keep registers of marriages, baptisms, and officers as per G-3.0204b of the *Book of Order*.

ARTICLE XVII— SESSION

The session is the leadership team of the congregation and shall perform all the duties required by the *The Book of Order*.

The congregation shall elect nine ruling elders divided into three equal classes, one class of whom shall be elected each year at a congregational meeting for a three-year term. No elder shall 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 reelection to the session for a period of at least one year.

The session, at its first meeting of the year shall elect an elder to serve as clerk and shall elect a treasurer. The session shall form teams that will meet regularly between session meetings as necessary to carry out its work. Each team shall appoint a team leader. Each ruling elder shall serve on at least one team of their choice.

A quorum for the session shall be the moderator and the majority of the ruling elders. The session will meet monthly. Special meetings may be called as needed following the provisions of the *Book of Order*.

ARTICLE XVIII— CEMETERY GOVERNANCE

The Cemetery Committee, also known as the Cemetery and Grounds Team (the “Cemetery Committee”) shall be a committee of the Session consisting of not less than one Session member who serves as chairperson, and not less than five (5) total members, who need not be members of the church, to be responsible for ensuring that

the church, in connection with the operations of the Cold Spring Presbyterian Cemetery (the "Cemetery"), fully complies with all statutory requirements set forth in the New Jersey Cemetery Act, N.J.S.A. 45:27-1 et seq. (the "Cemetery Act"), together with all rules and regulations promulgated thereunder.

The Session shall appoint the Cemetery Committee members, who shall have staggered terms of three (3) years. The Session shall determine the terms of the initial members so as to create the staggering of terms. No member shall serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for reelection to the Cemetery Committee for a period of at least one year.

The duties and responsibilities of the Cemetery Committee shall be to ensure that the church, as the Cemetery Company complies with all requirements of the Cemetery Act including, without limitation:

1. Holding an annual meeting of the Cemetery Committee, with proper notice, to report to and address any concerns of the Cemetery members, who shall be the owners of a grave, crypt or niche pursuant to the Cemetery Act;
2. Filing an annual report to the New Jersey Cemetery Board; and
3. Maintaining adequate trust funds for the maintenance and preservation of the grave sites and mausoleums.

The Cemetery Committee shall also meet as often as needed, but not less than annually, and shall report on the activities of the Cemetery and in its management of the Cemetery to the Session at the Session's regular stated meetings.

ARTICLE XIX— EMAIL VOTING

The session may, from time to time cast binding votes through email or other commonly used but individually addressed electronic tool. Email voting is limited to action items believed to be routine and not controversial. If any member of the Session disapproves of using this method for a particular action, consideration would be postponed until such time as the session can hold a face-to-face meeting, or the next stated meeting. When email voting, the clerk of session in consultation with the moderator shall forward a motion as consensus following a session meeting, or from a session team leader (a second is not required) by sending the motion's text and any significant background material to all members of the session. The clerk of session or moderator will also include any announcement which clearly indicates the deadline for receipt of responses. Members of the session will use the "respond all" facility of email or otherwise respond in a way by which all participants can see all the votes. Email voting produces a valid action when the number of voters responding meets or

exceeds the group's normal quorum, and the measure being voted on receives positive responses from a majority of those members who respond. The clerk of session will report the result of the email vote, and it will be recorded in the minutes of the next meeting.

ARTICLE XX— DEACON BOARD

The board of deacons is the care team of the congregation and shall perform all the duties required by *The Book of Order*.

The congregation shall elect nine deacons divided into three equal classes, one class of whom shall be elected each year at a congregational meeting for a three-year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A deacon having served a total of six years shall be ineligible for reelection to the board of deacons for a period of at least one year.

The board of deacons, at its first meeting of the year shall elect a moderator, a secretary, and a treasurer from among its members. The pastor shall be an advisory member to the board of deacons. A quorum for the board of deacons shall be the majority of the members including the moderator; (G-2.0407)

The deacons will meet monthly, or upon the call of the moderator, or when directed to meet by session. The board of deacons shall be supervised by the session. The records of the deacon's meetings will be submitted to the session at least annually and at other times upon request of session. The session may void or amend any action of the deacons or direct the board to reconsider such action; (G-2.0202)

ARTICLE XXI— ANNUAL JOINT MEETING OF SESSION AND DEACON BOARD

Deacons will meet jointly with the session in the month of March to confer on matters of common interest, with the moderator of session presiding.

ARTICLE XXII— CHURCH TREASURER

The church treasurer is the treasurer for ecclesiastical and corporate matters. The treasurer shall be elected annually by the session. The treasurer must be a member of the church, but need not be a member of session. The Treasurer shall be bonded. An informal annual examination of all church accounts shall be completed by a committee of two to three members of the congregation.

ARTICLE XXIII— NOMINATING COMMITTEE

The congregation shall form a nominating committee of representative members of the church. There shall be five members on the nominating committee. One of the members shall be ruling elder who is currently serving on the session who shall be named as chairperson. One of the members shall be a deacon who is currently serving on the deacon board. Three of the members shall be at large, not currently serving on the session or the deacon board. The pastor shall be a member ex officio and without vote. Full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any member of the congregation. A majority of all active members present and voting shall be required to elect. The committee shall be chosen annually and no member of the committee shall serve more than three consecutive terms.

ARTICLE XXIV— VACANCIES

Vacancies on the session or 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 XXV— AMENDMENTS

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of New Jersey and the Book of Order by a two-thirds vote of the voters present, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.