

Bylaws of the Webster Presbyterian Church

Article I – The Organization

The Webster Presbyterian Church, of Webster, Texas, (WPC), organized for the purpose of the worship of God and instruction in the Christian religion, is a non-profit corporation, originally chartered by the State of Texas under the name, style, and title of the trustees of the Webster Presbyterian Church. WPC is a congregation of the Presbytery of New Covenant, Presbyterian Church (USA) and recognizes that the Constitution of said Church is, in all provisions, obligatory upon it and its bylaws.

Article II – Congregational Meetings

- A. There shall be two meetings of the congregation annually, in January and in the fall, for the transaction of ecclesiastical and corporate business.
- B. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such meeting and no matter save that specified in the call may be considered.
- C. Public notice of the time, place, and purpose of all meetings of the congregation shall be given at least two successive Sundays prior to the day of such meeting.
- D. The moderator of the Session shall preside over all congregational meetings. In the case that the moderator of the Session is unable to preside, or if the moderator of the Session and elders agree that the subjects to be discussed require it, or in the case the office of pastor is vacant, the associate pastor shall preside, or a minister of the Presbytery of New Covenant shall be invited by the Session to preside. This invitation shall be cleared through the appropriate committee of the Presbytery of New Covenant. A ruling elder of the church may preside as provided for in the Book of Order.
- E. The clerk of Session shall be the secretary of the meetings of the congregation. In the event of the clerk's inability to serve at the meeting, the congregation shall elect a secretary.
- F. A quorum shall consist of the moderator, secretary and 10% of eligible active members.
- G. All communicant members in good and regular standing shall be entitled to vote at congregational meetings. Voting by proxy is not allowed.
- H. Meetings shall be conducted in accordance with the Book of Order, so far as it applies, and when it does not apply, according to "Robert's Rules of Order – Revised Edition."

Article III - Church Officers and Responsibilities

- A. Session
 1. The Session shall consist of the pastor, associate pastor(s), and ruling elders.
 2. The Session shall be responsible for the mission and government of the church and shall call for committees/teams to provide information and support to help run the church, its programs and to keep the church property in good order.
 3. The creation of new paid church staff positions must be approved by the Session.
 4. The Session will be responsible for establishing and keeping current the following guidelines:
 - a) Session Operating Guidelines

- b) Board of Deacons Operating Guidelines
- c) Church Operation Policies and Procedures Manual
- d) Personnel Policies and Procedures Manual
- e) Financial Policies and Procedures Manual

B. Ruling Elders

1. There shall be not less than thirteen (13) or more than twenty-eight (28) ruling elders. A youth elder under the age of twenty-one shall serve a one-year term, with the option for reelection to no more than two consecutive terms. The remaining ruling elders shall serve three-year terms and will be divided into three (3) equal classes. Ruling elders shall be elected each year during the regular fall meeting of the congregation.
2. The ruling elders, together with the pastors, exercise leadership, government and discipline and have responsibilities for the life of WPC as well as the church-at-large, including ecumenical relationships. They shall serve faithfully as members of Session and committees of the church.

C. Trustees

1. There shall be three (3) trustees. They shall serve three-year terms and will be divided into three (3) classes. One trustee shall be elected each year during the regular fall meeting of the congregation.
2. The trustees of the corporation shall carry out the legal responsibilities of the corporation as required by the State of Texas and directed by the Session. Trustees have the power and authority to buy, sell, or mortgage property for the church, to accept and execute deeds as such trustees, to hold and defend titles to the same, to manage any permanent special funds entrusted to them for the furtherance of the purposes of the church, provided that such duties do not infringe upon the powers and duties of the Session or the Board of Deacons. In buying, selling and mortgaging real property, the trustees shall act solely under authority of the corporation, granted in a duly constituted meeting.
3. The trustees shall serve as members of the Special Gift and Endowment Fund of Webster Presbyterian Church. Together with two ruling elders elected by the Session, the trustees shall:
 - a) interpret the Special Gift and Endowment Fund to the congregation,
 - b) manage, invest, transfer funds and properties of the Fund, and
 - c) authorize an annual audit of the Fund.

D. Deacons

1. There shall be not less than nineteen (19) or more than thirty-seven (37) deacons. A youth deacon under the age of twenty-one shall serve a one-year term, with the option for reelection to no more than two consecutive terms. The remaining deacons shall serve three-year terms and will be divided into three (3) equal classes. Deacons shall be elected each year during the regular fall meeting of the congregation.
2. The responsibility of the Board of Deacons shall be the task of ministering to the families of the church in times of need, sickness or crisis; to provide care and nurture; and to keep in communication with all members. They may assume other duties as assigned by the Session.

E. Vacancies

- Vacancies may be filled at a regular or special meeting of the congregation as the Session may determine.

F. Limitations

1. Subject to the exception noted below, no two members of the same household shall serve as church officers on the same board at the same time.

2. Subject to the exception noted below, when a person completes a term on a church board, another member from the same household shall not be considered for a position on the same board until one year has passed.
3. Subject to the exception noted below, any officer shall be ineligible to be elected to a second complete term until one year shall have elapsed from the time of his/her last full term.
4. The exception to the above limitations is the youth elder and deacon.
5. An officer who is placed in a class for less than three (3) years in order to fill a vacancy in such class shall be eligible for immediate re-nomination at the end of the short term. However, no officer shall serve more than six consecutive years of full and partial terms.

G. Officer Training

The pastor, with cooperation from established resources, shall develop suitable and timely training programs for new and existing church officers.

Article IV – Election of Officers

A. Formation of a Nominating Committee

1. A Nominating Committee shall be constituted each year to assist the congregation in bringing before it nominees for elder, deacon and trustee in a manner authorized by the Form of Government. The Committee shall be composed of the following:
 - a) Two members of the Session, elected by the Session, one of whom shall chair the Committee.
 - b) One member of the Board of Deacons selected from the Board of Deacons and approved by the Session.
 - c) Three congregational members, who are not current officers, selected by the Session from active committee/team participants.
 - d) One senior high youth, selected by the communicant youth up through, and including, 12th grade.
 - e) Two representatives-at-large, who are not current officers, nominated by the outgoing Nominating Committee and elected by the congregation at the January meeting.
 2. The pastor shall be a member of the Nominating Committee, serving ex officio and without vote.
- B. Rules for Nominating Committee**
1. The Nominating Committee shall bring to the congregation nominations of one eligible person for each office of Elder, Deacon and Trustee to be filled.
 2. The names of the nominees to be proposed to the congregation shall be printed in a public place at least two weeks before the fall meeting.
 3. The Nominating Committee shall make diligent efforts to encourage suggestions for nominations for the congregation as a whole.
 4. The following are non-binding guidelines for qualifications of candidates to serve as elder, deacon and trustee:
 - a) Regular attendance at worship services
 - b) Identifiable financial contributions to WPC.
 - c) Minimum of one year of membership at WPC.
 - d) Not a member of the current Nominating Committee.
 5. Each nominee shall first have been consulted to determine willingness to serve, before the nomination is presented.

C. Formation of Pastor Nominating Committee


1. If there is an occasion for the formation of a Pastor Nominating Committee to seek a new Pastor, the Nominating Committee shall be responsible for presenting to the congregation, for its approval, a slate of nominees for the Pastor Nominating Committee.
2. The same procedures used for selecting officer nominees shall be followed.

Article V - Amending the Bylaws

These bylaws, with the exception of those rules required by the Constitution of the Presbyterian Church (USA), may be amended at any congregational meeting by a two-thirds vote of eligible voters present. In the event it is deemed necessary to amend the bylaws at a special meeting, prior notice of intention to change the bylaws including the content of the amendments shall be read with calls of the meeting.

- Voted upon and approved by the congregation of Webster Presbyterian Church on June 26, 2005.
- Amended and approved by the congregation of Webster Presbyterian Church on November 18, 2007.

Signed: Clerk of Session


Gene R. Fisseler 11/18/07