

**BYLAWS
PRESBYTERY OF THE MID-ATLANTIC
EVANGELICAL PRESBYTERIAN CHURCH**

(As Amended April 29, 2016)

**ARTICLE I
NAME**

The name of this ministry shall be the Presbytery of the Mid-Atlantic of the Evangelical Presbyterian Church.

**ARTICLE II
PURPOSE**

The purpose of the Presbytery is to resource, train and hold accountable the leaders of member churches in order to fulfill the Great Commission (cf. Matthew 28:19-20) through spiritual and numerical growth. The motivation to fulfill the Great Commission will always be obedience to the Great Commandment (cf. Mark 12:29-31).

**ARTICLE III
MEMBERSHIP OF PRESBYTERY**

Section 1: Regular Members

The membership of Presbytery shall consist of all the Teaching Elders of the Presbytery, and of at least two Ruling Elders from each congregation within the bounds of Presbytery. Every congregation of Presbytery shall be represented by at least two Ruling Elders (Commissioners) for each Teaching Elder serving it. A congregation without a Teaching Elder shall be entitled to representation by at least two Ruling Elder Commissioners. A disproportionate ratio of Ruling Elders to Teaching Elders shall be corrected according to **The Book of Government, 19-2A.4(b)**.

Section 2: Corresponding Members

Teaching Elders, Ruling Elders and Ministers in good standing in other EPC Presbyteries, or in any denomination in fraternal relationship or correspondence with the General Assembly of the EPC, being present at a particular meeting of Presbytery, may be invited to sit as corresponding members. As such, they shall be entitled to voice, but not vote in the decisions of Presbytery.

Section 3: Observers & Others

Associate members, members of the permanent committees and commissions of Presbytery shall have the privilege of the floor to address matters relevant to their responsibilities, but cannot vote when not members of Presbytery. The Moderator may grant to those who register as Observers and other persons the privilege to address the Court unless there is an objection.

Section 4: Resignation from Membership

Any Teaching Elder or congregation desiring to resign from Presbytery membership for whatever reason(s) shall follow those procedures appropriate as indicated in **The Book of Government**.

ARTICLE IV MEETINGS OF PRESBYTERY

Section 1: Quorum

A quorum to conduct business shall be nine Teaching Elders and eighteen Ruling Elders. These provisions shall apply to both Stated and Called Meetings.

Section 2: Worship

All meetings of Presbytery shall be constituted and closed with prayer. There shall be a worship service at each Stated Meeting including the Sacrament of the Lord's Supper, by the arrangement and oversight of the Executive Council.

Section 3: Stated Meetings

- A. There shall be at least three Stated Meetings held each year: the last Friday and Saturday of January, April and September.
- B. The Executive Council shall determine the time and place of meetings. Notice of Stated Meetings shall be posted on Presbytery's website not less than ten days in advance to members of Presbytery.
- C. The Moderator and Administrative Director shall prepare the docket.
- D. *Robert's Rules of Order* shall be the standard in parliamentary procedure. The Administrative Director shall be the Parliamentarian of the Presbytery.

Section 4: Called Meetings

Called Meetings shall be held in accordance with **G.19-5B**. If both the Moderator and the Administrative Director are unable to act to call a meeting, any three Teaching Elders and six Ruling Elders, being from at least three congregations, shall have power to call a meeting. With approval of the Executive Council, a called meeting may be held by teleconference, videoconference or by electronic means in accord with the Bylaws.

Section 5: Attendance

- A. It is the duty of all members of Presbytery to attend all meetings. It is the duty of each congregation to be represented by at least two duly commissioned Ruling Elders at each meeting.
- B. Presbytery shall be judicious in recognizing requests to be excused from all or a part of its meetings. Absences should be excused only for providential reasons. "Providential reasons" include those circumstances ordinarily out-of-one's control, such as serious illness, death in immediate family or church membership, extenuating circumstances due to accident and/or catastrophic occurrence. By way of example, but not by limitation, "providential reasons" shall not include scheduling conflicts over which a Teaching Elder and/or Session may have control. A request to be excused from all or part of a meeting shall be presented to the Chairman of the Ministerial Committee, with the reasons stated, as soon as possible by mail, email or fax, and in unforeseen circumstances, by phone, before the convening of the meeting. The Ministerial Committee, after consideration of such requests, shall make its recommendations to Presbytery.
- C. When a Teaching Elder has failed to attend three successive Stated Meetings, or when a congregation has failed to be properly represented for three successive meetings, the Ministerial Committee shall inquire as to the cause of the irregularity and may recommend to Presbytery a proper response.

ARTICLE V PRESBYTERY OFFICERS

Section 1: Officers

The officers of Presbytery shall be the Moderator, Administrative Director, Assistant Administrative Director, Church Development Coordinator, GO Center Executive Director and Treasurer.

Section 2: Moderator

- A. The Moderator shall be nominated by the Executive Council and elected at the fall meeting and shall take office at the end of that meeting. He shall serve for a one-year term and may be re-elected for an additional term. The Moderator shall serve until a successor takes office.
- B. Duties of the Moderator:
- 1) to discharge those duties prescribed in **The Book of Government** and these Bylaws, and also other special duties as may be required by action of Presbytery;
 - 2) to preside at all meetings of the Executive Council;
 - 3) to appoint any special committees, task forces, teams except those for which other provision is made by these Bylaws or by action of Presbytery;
 - 4) to maintain the order and dignity exemplary of the body of Christ at all meetings;
 - 5) to serve as an ex-officio member, without vote, of all permanent committees/teams of Presbytery.

Section 3: Church Development Coordinator

- A. The Church Development Coordinator shall be responsible for the leadership and management of Presbytery's efforts to fulfill its stated purpose (cf. Article II) through training, leadership development, team building, consulting, church planting initiatives, church revitalization efforts in coordination with the Church Development Committee. The Church Development Coordinator may or may not be a voting member of Presbytery, depending upon meeting requirements of membership as found in Article III of these Bylaws. He shall serve as Chairman of the Church Development Committee on a continuing basis subject to re-election as CD Coordinator by Presbytery every three years. The CD Coordinator shall be accountable to the Executive Council who shall conduct an annual performance review in an appropriate manner. The CD Coordinator shall serve as a voting member of the Executive Council and as an officer of Presbytery.
- B. The Church Development Coordinator shall be elected by Presbytery at the fall meeting of Presbytery for a term of three years and may be re-elected for an indefinite number of terms. The term shall begin on the first day of January following election. In case of the office becoming vacant, the Moderator, with the advice and consent of the Executive Council, may appoint an Acting Church Development Coordinator until a regularly elected Church Development Coordinator shall take office. When a vacancy occurs, the Executive Council shall nominate a search committee for the purpose of nominating a new Church Development Coordinator to be elected by Presbytery.
- C. The Church Development Coordinator shall be justly and appropriately compensated for his service to Presbytery as may be required by **The Book of Government**, the General Assembly and Acts of Presbytery, and be reimbursed for all expenses incurred in the proper discharge of his duties.
- D. The duties and responsibilities of the Church Development Coordinator are described, delineated in a position description on file in the office of the Administrative Director.

Section 4: Administrative Director

[*PLEASE NOTE*: This term is synonymous with and fulfills all the functions of the Stated Clerk in **The Book of Government 19-3B**, et. al.]

- A. The Administrative Director's primary responsibilities shall be for the accountability of Presbytery's life and work to the constitution of the EPC, and the administrative oversight of assigned areas in coordination with the Executive Council. If not ordained, the Administrative Director shall be eligible to

become an ordained Teaching Elder or Ruling Elder, with sufficient education and experience to qualify for the position.

- B. The Administrative Director shall be elected by Presbytery at the fall meeting of Presbytery for a term of three years and may be re-elected for an indefinite number of terms. The term shall begin on the first day of January following election. In case of the office becoming vacant, the Moderator, with the advice and consent of the Executive Council, may appoint an Acting Administrative Director until a regularly elected Administrative Director shall take office. When a vacancy occurs, the Executive Council shall nominate a search committee for the purpose of nominating a new Administrative Director to be elected by Presbytery.
- C. The duties of the Administrative Director are described, delineated in the Administrative Director position description on file in the Administrative Director's office.
- D. The Administrative Director shall be justly and appropriately compensated for his service to Presbytery as may be required by **The Book of Government**, the General Assembly and Acts of Presbytery, and be reimbursed for all expenses incurred in the proper discharge of his duties.
- E. The Administrative Director shall be accountable to the Executive Council who shall conduct an annual performance review in an appropriate manner. The Administrative Director shall serve as a voting member of the Executive Council and as an officer of Presbytery.

Section 5: Assistant Administrative Director

- A. An Assistant Administrative Director may be elected by the Presbytery upon recommendation by the Administrative Director. If not ordained, the Assistant Administrative Director shall be eligible to become an ordained Teaching Elder or Ruling Elder, with sufficient education and experience to qualify for the position.
- B. The Assistant Administrative Director may be elected at any stated meeting of Presbytery and shall serve for a three-year renewable term on an indefinite basis.
- C. The duties of the Assistant Administrative Director are described, delineated in a position description on file in the Administrative Director's office.
- D. The Assistant Administrative Director shall be justly and appropriately compensated for his service to Presbytery as may be required by **The Book of Government**, the General Assembly and Acts of Presbytery, and be reimbursed for all expenses incurred in the proper discharge of his duties.
- E. The Assistant Administrative Director shall serve under the oversight of, and the accountability to the Administrative Director. The Assistant Administrative Director shall serve, with vote, as recording clerk of the Executive Council and as an officer of Presbytery.

Section 6: GO Center Executive Director

- A. The GO Center exists to encourage, train, assist, equip and guide churches toward revitalization who are within this Presbytery and in churches and presbyteries outside the Presbytery of the Mid-Atlantic.
- B. The Executive Director of the GO Center shall be nominated by the Executive Council and elected at the fall meeting of Presbytery for a term of three years on a calendar year basis. He may be reelected for an indefinite number of terms. He shall take office on January 1 after election or immediately upon election in the case of filling a vacancy. In case of the office becoming vacant, the Executive Council may appoint an Executive Director pro-tem until the next stated meeting of Presbytery. The Executive Director shall serve under the oversight of, and accountability to the Executive Council.

- C. The Executive Director shall be a Teaching or Ruling Elder and member of Presbytery and be a voting member of the Executive Council.
- D. The duties of the Executive Director are described, delineated in a position description on file in the Administrative Director's office.
- E. Upon recommendation of the Executive Director, Presbytery may appoint additional persons to assist with the ministry and work of the GO Center.

Section 7: Treasurer

- A. The Treasurer shall be nominated by the Stewardship Committee and elected at the fall meeting of Presbytery for a term of two years on a calendar year basis. He may be reelected for an indefinite number of terms. He shall take office on January 1 after election or immediately upon election in the case of filling a vacancy. In case of the office becoming vacant, the Executive Council may appoint a Treasurer pro-tem until the next stated meeting of Presbytery. The Treasurer shall serve under the oversight of, and accountability to the Stewardship Committee.
- B. The Treasurer may or may not be a voting member of Presbytery, depending upon meeting requirements of membership as found in Article III of these Bylaws. This office may be outsourced to an independent accounting firm or business. When the Treasurer's responsibilities are outsourced, the person identified as the owner or chief financial officer of the independent agency contracted shall be recognized as Treasurer to fulfill any civil requirements relative to incorporation. In either case, the Treasurer must be bonded for a sum sufficient to protect the Presbytery from loss.
- C. Duties of the Treasurer:
 - 1) to receive, deposit, and disburse Presbytery's monies at Presbytery's direction;
 - 2) to keep proper books of account of all receipts and disbursements, which books shall be reviewed annually, with reports presented to Presbytery subsequent to their completion;
 - 3) to make reports to the Presbytery at least quarterly or as determined by the Stewardship Committee;
 - 4) to assist the Stewardship Committee in developing proposed annual church development and operating budgets for the Presbytery;
 - 5) to report annually to Presbytery's congregations the amount of their contributions to Presbytery's work;
 - 6) to maintain all payroll records in conformity with actions of Presbytery and all state and federal requirements.
- D. The fiscal year of the Presbytery shall be on a calendar year basis.
- E. The functions of this office may be fulfilled by the Administrative Director upon approval by two-thirds vote of the Presbytery at a stated meeting.
- F. Presbytery may elect an Assistant Treasurer to work under the direction of the Treasurer. The Assistant Treasurer shall meet the requirements of Treasurer, and shall assume the duties of Treasurer should the Treasurer become unable to discharge his official duties.

[NOTE: The former section on Presbytery Chaplain is deleted from this revision as the position has not been formally recognized in several years. By act of Presbytery, the position may be re-instated.]

**ARTICLE VI
PRESBYTERY ORGANIZATION**

Section 1: Definitions and Guiding Principles

- A. The definition of a committee and a commission are found in **G.21-1**
- B. Membership and Quorum
 1. Permanent committees and commissions of Presbytery shall consist of Teaching Elders and Ruling Elders of Presbytery. Special committees may be elected by Presbytery or appointed by the Moderator. Commissions may be established as defined by **G.21-1**, and these Bylaws, by three-fourths vote of the Presbytery. Committees and commissions shall have a quorum of one-half the membership.
 2. Membership of all permanent committees shall be composed of Teaching Elders and Ruling Elders with at least one more Ruling Elder than Teaching Elders on a committee. The Chairman, with the advice and consent of the committee, may appoint as many additional members as desired. Each member commits to a two-year renewable term up to a limit of ten years. Service beyond that limit may be extended on recommendation by the committee and approval of Presbytery. Vacancies may be filled as needed by appointment by of the Chairman with the advice and consent of the committee.
- C. Permanent committees shall determine its chairman and length of service, except for the Church Development Committee. The Presbytery shall determine chairmanship of all commissions.
- D. A committee is allowed to organize and structure itself as deemed necessary and desirable to accomplish its purpose.
- E. A written report and/or recommendations from all permanent committees shall be prepared and distributed prior to each Stated Meeting of Presbytery, normally via Presbytery's website. Commissions, when dissolved, shall file their minutes with the Administrative Director and report of their action recorded in Presbytery's Minutes.

Section 2: Executive Council

- A. Purpose: The Executive Council shall serve as a coordinating body to promote the fulfillment of Presbytery's missional purpose through regular communication among its members and monitoring the progress of each permanent committee to that end.
- B. Membership: The Executive Council shall consist of the Moderator, the Moderator-elect, the Chairman of each permanent committee, the Administrative Director, the Assistant Administrative Director and the GO Center Executive Director. Members of the Executive Council shall be Ruling Elders and Teaching Elders.
- C. Duties:
 1. To be guided in all its endeavors by Presbytery's missional purpose.
 2. To plan all meetings of Presbytery in coordination with the Resource Committee to promote a missional spirit and commitment among Presbytery members and commissioners.
 3. To review the proposed annual budget submitted by the Stewardship Committee, and upon approval recommend its adoption to Presbytery's fall meeting
 4. Approve all leaders and speakers, including compensation, of all Presbytery related activities.
 5. Provide accountability for all Presbytery staff members through an annual performance review (ordinarily conducted in January) and communicate; the results of such review to staff members.
 6. Upon notification by the Administrative Director that charges have been filed against a Teaching Elder of Presbytery (Cf. **D.5-1**), the Executive Council shall convene and act as a judicial investigative committee (Cf. **D.6-1C**). Upon completion of its investigation, the Executive Council shall report its findings and/or recommendations to the next immediate Stated Meeting or at a called meeting for that purpose.

7. The Executive Council is authorized to act as an administrative commission of Presbytery in the event a local church requests to be dissolved or dismissed in accord with G.5-9 and 5-10 (cf. G.21-1C.1.b). [Proposed first reading at 84th Stated Meeting, Sept. 23-24, 2016]

FOUNDATIONS: While Presbytery has been fortunate through the years to have had few such requests, it is the Executive Council's collective wisdom that a continuing unit of Presbytery's structure be identified to respond to a local church's request for dissolution or dismissal in a timely and effective manner. As an administrative commission, the Executive Council would assume, on behalf of Presbytery, a pastoral and administrative role to execute all necessary procedures to bring an appropriate closure to a request.

- D. Meetings: The Executive Council shall meet at least three times a year and at other times either in regular meeting or video or phone conferencing as determined by the Moderator, but not by email. Called meetings can be held upon 72 hours' notice by the Moderator and Administrative Director. A quorum for all meeting shall be one over half of its members.

Section 3: Permanent Committees

A. Ministerial Committee

1. Membership: There shall be a limit of members as determined by the committee and approved by Presbytery. There shall be at least two more Teaching Elders than Ruling Elders on the committee due to the nature of its work.
2. Duties: To have those responsibilities as defined in **The Book of Government**, and additional responsibilities as may be assigned by Presbytery.
3. This committee may be appointed by Presbytery to serve as a judicial or administrative commission (cf. **G.21-1**).

B. Church Development Committee

1. Core Values:
 - a) The mission of the Church Development Committee is to take primary leadership in the implementation of Presbytery's missional purpose: to resource, train and hold accountable the leaders of member churches in order to fulfill the Great Commission through spiritual and numerical growth. In consultation with the Church Development Coordinator, it shall identify new strategic ministry areas within the Presbytery and establish, nurture and support churches within the areas for the purpose of reaching the lost, and through the power of the Holy Spirit, transform members into Christ-like maturity.
 - b) We believe that a church of any size can expand, grow and advance the Kingdom of God, and its leadership can become passionate about sharing the Gospel of Jesus Christ. The Church Development Committee is most zealous to fuel financially those churches that demonstrate such zeal and which set, and accomplish specific strategies and goals to reach the world for Christ.
2. Membership: Cf. Article VI, Section I, B.2.
3. Duties of the Committee are delineated in the *CDC Manual* on file in the AD's Office. The Committee shall make regular reports at all Stated Meetings of Presbytery, as required, of its work.

C. Resource Committee

1. Purpose: The primary purpose of the Resource Committee shall be to offer opportunities for the encouragement, training, equipping, and inspiration of the Elders and churches of Presbytery, including planning and execution of those opportunities to fulfill the Great Commission.
2. Membership: Cf. Article VI, Section I, B.2.
3. Duties:
 - a) To coordinate and partner with the GO Center Director in the execution of the order of the day at Presbytery meetings to encourage fulfillment of the Great Commission and Presbytery's missional purpose.

- b) To develop and manage resources that inform and equip members of Presbytery and those interested in the PMA by way of the website.
- c) Take the lead in the forming, recruiting and resourcing of networks and network point persons that provide encouragement for members of the PMA.
- d) To perform additional duties as required by Presbytery.

[Amended on second reading at 84th Stated Meeting, Sept. 24, 2016]

D. Stewardship Committee

- 1. The Stewardship Committee shall be responsible for encouraging the Scriptural practice of giving in support of Presbytery’s work, and for oversight of all financial operations of the Presbytery.
- 2. Membership: Cf. Article VI, Section I, B.2. The Treasurer shall serve as an ex officio member of the Committee.
- 3. Duties shall include the following (other duties as may be assigned by the Presbytery):
 - a) To develop an annual proposed budget in consultation with all permanent committees, Presbytery staff and the Executive Council prior to its submission to Presbytery for approval.
 - b) To provide oversight of the Treasurer and all financial operations of the Presbytery.
 - c) To review the Treasurer’s records for the preceding year and report its findings to Presbytery at its spring stated meeting.
 - d) To nominate the Treasurer in accord with Article V, Section 6 of these Bylaws.
 - e) To establish policies for committee expenses, including mileage allowance for Presbytery work and ministry.

E. World Missions Committee

- 1. Membership and Reporting to Presbytery. The membership of the Committee will conform to appropriate requirements stated in Article IV, Section 1 of these Bylaws. The Committee will report to Presbytery as described in Article VI, Section 1, E of these Bylaws.
- 2. Duties.
 - A. Inform and mobilize people in PMA churches to pray for World Outreach missionaries.
 - B. Serve as a primary network of Presbytery’s churches to promote and foster local, national and world missions’ awareness so they are involved on some level.
 - C. To serve as a clearing house of information of common interest; policy and strategy issues or concerns; encourage and recruit people to engage short-term/long-term missions opportunities, conferences, training seminars, courses, and/or workshops.
 - D. To lead the Presbytery in the adoption of un-engaged Muslim peoples.
 - E. Serve as a missions advisory group to church mission committees as invited.
 - F. Develop programs for support of missionary members of Presbytery.
 - G. Provide liaison between the PMA with EPC World Outreach Committee.
 - H. Engage in any endeavor that will assist congregations accelerate local, national and world evangelism.
- 3. The Chair of the Committee shall serve as a voting member of the Executive Council.” ***[Added by amendment, 82nd Stated Meeting, April 29, 2016]***

**ARTICLE VII
TRUSTEES**

Section 1: Membership

The Trustees shall be the voting members of the Executive Council whose terms shall be concurrent with their respective terms of office or service.

Section 2: Duties:

- A. To act as agents for Presbytery, to take and hold all property, real or personal, which may be acquired by or be devised, bequeathed, transferred, or conveyed to the Presbytery or the Trustees for use and benefit of the Presbytery or the denomination which it represents within its bounds;

- B. To manage and dispose of such property according to the directions of Presbytery subject to such restrictions as might be imposed by the terms of the will, deed, or other instrument by which such property was acquired.
- C. These and other duties as may be designated by Presbytery shall always be guided by the principles contained in **G.6-8**.

Section 3: Reporting:

Trustees shall report to Presbytery immediately following the discharge of any of its duties described by these Bylaws. Trustees shall also report at other times at their discretion or upon request by Presbytery.

**ARTICLE VIII
DUTIES OF SESSION & CONGREGATIONS TO PRESBYTERY**

Sessions and congregations of Presbytery are expected to exercise those rights, responsibilities, duties, and powers designated by **The Book of Order** of the Evangelical Presbyterian Church. In addition, each Session should be responsible to fulfill its ministry of oversight in the following:

- A. To insure proper representation at all meetings of Presbytery through the election of principal and alternate Ruling Elder commissioners, and if none can attend, to request Presbytery through its Ministerial Committee for an excused absence;
- B. To submit Session minutes for annual review to the Assistant Stated Clerk according to a schedule determined by that office;
- C. To encourage its members in their financial support of the program and mission of the Evangelical Presbyterian Church through the work of the Presbytery and the General Assembly;
- D. To be responsible for the incorporation of the congregation under the laws of the State, if incorporation is necessary or desirable;
- E. To regularly review the congregation's insurance program, including fire, liability, hospitalization, and extended coverage, Social Security, workmen's compensation, and pensions.

**ARTICLE IX
OPERATION OF BYLAWS**

These Bylaws may be amended at a Stated Meeting of Presbytery, by a two-thirds vote, and only when notice of the proposed change has been given at a previous Stated Meeting. These Bylaws in part may be suspended at a Stated Meeting for that meeting only by a three-fourths vote.

(Amended on second reading at the 82nd Stated Meeting, April 29, 2016)