

THE BYLAWS
SECOND PRESBYTERIAN CHURCH
404 N. PRAIRIE STREET
BLOOMINGTON, ILLINOIS
FOUNDED 1855

ARTICLE I — NAME

The name of this church shall be the SECOND PRESBYTERIAN CHURCH of BLOOMINGTON, ILLINOIS.

ARTICLE II — PURPOSE

The Second Presbyterian Church shall exist to share the heart of Christ in the heart of the community, praying that God, the Father, the Son and the Holy Spirit will use the body of Christ embodied in this particular church to transform lives. By relying on the Spirit's strength to witness to Christ in both word and deed, the church strives to live out the Great Commandment (Matthew 22:34 – 40) and the Great Commission (Matthew 28:18 – 20). In doing so, Second Presbyterian Church seeks to follow the way of the cross by serving its neighbors in Bloomington – Normal and throughout the world.

ARTICLE III – AFFILIATION

This church recognizes and will be governed by the Book of Order of the Presbyterian Church (U.S.A.), and the decision of its General Assembly, the Synod of Lincoln Trails, and the Presbytery of Great Rivers, or their successor governing bodies. Any provision of these By-Laws which is now or may be at any future time be found in conflict with the Book of Order, shall be null and void. Wherever the word “church” appears in these By-Laws, it shall mean the congregation/corporation of Second Presbyterian Church of Bloomington, Illinois.

ARTICLE IV — MEMBERSHIP

1. Qualifications

A baptized person of any situation who, in the judgment of the Session, has reached years of discretion, has met with the Session, or a Session member and a Pastor, for examination, has made profession of faith in and promise of obedience to the Lord Jesus Christ and has expressed a sincere desire to unite with the church, may be received by the Session into the communicant membership of this church:

- a. By Profession of Faith
- b. By Letter of Transfer from another particular Presbyterian church or other Christian church which is recognized by the Presbyterian Church, U.S.A. as part of the one catholic Church of Christ, of which he or she is a member in good standing
- c. By Reaffirmation of Faith

2. Eligibility to Vote

Members of this church on the active roll are privileged to vote on all questions brought before congregational meetings, except on corporate matters on which those voting shall meet the requirements of the laws of Illinois, providing that such members are present at the time of the vote.

ARTICLE V — CONGREGATIONAL AND CORPORATION MEETINGS

1. Annual Meeting

The congregation of this church shall assemble annually within the first two months of the calendar year (January or February) at such hour and place as the Session shall determine, and its order of business shall be:

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- a. Constituting prayer
 - b. Appoint tellers, balloting, telling the vote; all elections shall be by voice vote, except when a written ballot is requested; a majority of votes cast shall be necessary to elect. Voting by proxy is not allowed.
 - c. Approve annual reports of all church organizations and special committees
 - d. Action on terms of call for all installed pastors
 - e. Action on number of Deacons and Elders for the next service year, if a change is recommended by Session
 - f. Old business, if any
 - g. New business
 - h. Adjournment and benediction
2. Election Meeting
- The congregation of this church shall assemble annually to elect church officers, at such hour and place as the Session shall determine, and its order of business shall be:
- a. Constituting prayer
 - b. Receive the Leadership Development and Nominations ministry team's slate of nominations
 - c. Appoint tellers, balloting, telling the vote; all elections shall be by voice vote, except when more than one person is nominated for a particular office, in which case a written ballot shall be cast. A majority of votes cast shall be necessary to elect. Voting by proxy is not allowed.
 - d. Any business approved by Session and advertised before the meeting
 - e. Adjournment and benediction
3. Special Meetings
- Special meetings of the Congregation and/or Corporation may be called by the Session, or by the Session when requested in writing by $\frac{1}{4}$ of the members on the active roll of the congregation, or by the Presbytery at such times as needed; the call shall clearly state the purpose of the meeting, no other business shall be transacted except that specified in the call, and its order of business shall be:
- a. Constituting prayer
 - b. Appoint tellers, balloting, telling the vote; all motions shall be by voice vote, except when a written ballot is requested; a majority of votes cast shall be necessary to elect. Voting by proxy is not allowed.
 - c. Action on business specified in the call
 - d. Adjournment and benediction
4. Meeting Requirements
- a. Notice of any Congregation and/or Corporation meeting shall be given as soon as reasonably possible.
 - b. At the annual meeting, congregational meetings, or Congregational/Corporation meetings of Second Presbyterian Church, a quorum shall consist of 5% of the active membership on the rolls of the church.
 - c. The Pastor (Head of Staff) shall moderate all congregational meetings, except as otherwise provided in the Book of Order.
 - d. The Clerk of Session shall be the Clerk at all Congregation meetings; in the Clerk's

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- absence, the congregation shall elect a secretary.
- e. Minutes of the meeting shall be approved by the Session at its next regular meeting.

ARTICLE VI – CHURCH OFFICER

1. Election and Term
 - a. Terms of Service for ruling elders and deacons shall follow the Book of Order (G-2.0404).
 - b. Each officer's term shall begin on June 1.
 - c. When a person is elected to fill an unexpired term, that term shall begin as soon as the person is installed to office; the officer shall be eligible for a full term of his/her own, immediately succeeding the unexpired term served.
2. Size
 - a. The number of members on Session or Board of Deacons may be changed by vote of the Congregation at the Annual Meeting or at any special meeting called for that purpose.
3. Vacancies
 - a. Vacancies occurring on the Session shall be filled at the next stated Congregational meeting, or at a special meeting called for that purpose.
 - b. The Session shall determine when vacancies on the Standing Ministry teams shall be filled.

ARTICLE VII — SESSION, BOARD OF DEACONS, AND CHURCH MINISTRIES

Session

1. Purpose - The Session is responsible for the mission and government of the church.
2. Membership
 - a. The Session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, including all installed pastors and associate pastors. All members of the session are entitled to vote. (G-3.0201)
 - b. Members and staff may attend meetings of the Session but without vote; Session may give voice at its discretion.
3. Officers
 - a. The pastor shall be the moderator of the Session, and the Session shall not meet without the pastor or designated moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provisions for a moderator. Presbyteries shall provide by rule for moderators when the Session is without a moderator for reasons of vacancy or inconvenience. (G-3.0201) The Moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the Session. The Moderator shall convene and adjourn the Session in accordance with its own action.
 - b. The Clerk of Session shall be elected by Session. The Clerk of Session should have an affinity with the Heritage Committee as the Clerk represents this committee at Session. The Clerk shall also serve as the liaison from the church to the Presbytery.

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4. Rights and Duties

- a. The rights and duties of the Session of the church shall be those set forth in the Constitution of the Presbyterian Church (U.S.A.)
- b. The Session shall ensure there is a document that accurately reflects the mission of Second Presbyterian Church; drafted by members of the congregation, with input from ministers of the Word and Sacrament, Elders, endorsed by the Session, and approved by the congregation.

5. Meetings

- a. Stated Meetings - The Session shall meet monthly on a designated night of the month determined as soon after the annual meeting as feasible.
- b. Special Meetings - Special meetings may be called on reasonable notice by the Moderator at his or her own discretion or by two or more active Elders through the Moderator who shall convene the Session when so requested, or by the Presbytery. In case of the sickness or absence of the Pastor with his or her consent and with the concurrence of the Session, another minister of Presbytery may preside.
- c. Executive Session – Executive Session is closed to the public. Session may enter Executive Session whenever circumstances indicate the wisdom of doing so by motion and approval of the Session being present; action to enter and exit Executive Session will be documented in minutes of stated or special meeting.
- d. Quorum - A simple majority of the Session being present shall constitute a quorum.
- e. Meeting representation – Each ruling elder, who has responsibility for a ministry team, board, or committee shall ensure the ministry team, board, or committee is represented at Session meetings. In the event the ruling elder cannot attend a Session meeting, a team, board, or committee member shall attend the Session meeting, be given voice without vote. With regard to Executive Sessions, representatives other than elders will not attend unless specifically invited by a majority of Session members and may be given voice without vote.

6. Nominations

The Leadership Development and Nominations ministry (LDN) shall place in nomination eligible people for the open positions on the Session and Board of Deacons. The congregation will elect individuals for such positions.

7. Specific Nomination Requirements

- a. The elected members of the Session will represent the various ministries of the church or may serve as elders without a specific ministry team
- b. LDN will select members for the following standing church ministries:
 - i. Finance and Stewardship
 - ii. Foundation
 - iii. Leadership Development and Nominations (LDN)
 - iv. Personnel
 - v. Trustees (Assets)
 - vi. Withers Fund Board

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- c. Ruling Elders may serve as moderator of one ministry team and members of up to two (2) congregational life ministry teams, or liaisons to any ministry teams established by Session.

Board of Deacons

The office of Deacon as set forth in Scripture is one of sympathy, witness and service after the example of Jesus Christ. The duty of the Deacons is to minister to those who are in need, to the sick, to the friendless and to any who may be in distress both within and beyond the community of faith. The Deacon's Ministry has oversight over church-directed efforts to minister to those who are in need, both within and outside the church. The Withers Board reports to Session through Deacons.

Church Ministries

- 1. Ministry Team Structure
 - a. Moderator – The Moderator will be elected annually by each ministry team and will possess the authority necessary for preserving order and for conducting efficiently the business of the ministry team. The Moderator shall convene and adjourn the meeting in accordance with its own action. The ruling elder is generally elected as the moderator.
 - b. Vice Moderator – The Vice Moderator will be elected annually by each ministry team and will serve as moderator in the absence of the Moderator.
 - c. Secretary – One member of the team shall be elected annually to serve as secretary. Such individual shall be responsible for maintaining an accurate record of the actions of the Ministry team from each meeting.
- 2. Standing Church Ministries
 - a. Finance & Stewardship – The purpose of the Finance & Stewardship ministry is to be responsible for all financial aspects of the church's operations as follows:
 - i. Stewardship process for operational pledges
 - ii. Vision budgeting process
 - iii. Expense Management process
 - iv. Financial statements and tracking processes
 - v. Audit of church finances
 - b. Foundation – The purpose of the Foundation is to afford persons the opportunity to contribute to an organization carrying out the principles, work and interest of the Second Presbyterian Church of Bloomington, Illinois, and in doing so, respect the donor's intent; Foundation membership and officers are defined in the *Second Presbyterian Church Foundation Bylaws*.
 - c. Leadership Development and Nominations (LDN) – The purpose of the LDN ministry is to build up the Body of Christ (Ephesians 4:11-13) by identifying, training, and mentoring leaders to understand the vision of the church, lead change, and encourage their spiritual maturity and formally nominate eligible members to the leadership positions.
 - d. Personnel – The purpose of the Personnel Ministry is to champion the right person into the right position by facilitating the match of the staff's spiritual gifts with the written job description and shall make recommendations to the Session on compensation, personnel

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policies, employee benefits, grievance issues, hiring and termination issues, and other matters related to the personnel of the church.

- e. Trustees (Assets) – The purpose of the Trustees ministry is to be responsible for all physical assets of the church including real and personal property and for technology.
 - f. Withers Trust Fund – The purpose of the Withers Trust Fund is to support women 65 and older with their needs to keep them in their own home or apartment.
3. Congregational Life Ministries
- a. Session may establish additional ministry teams as needed to fulfill the mission of the church. A listing of Congregational Life Ministries, currently represented on the Session can be found in Section 1 of the Second Presbyterian Church Manual of Operations.
 - b. Purpose, mission, quorum requirements, reporting requirements, and responsibilities will be documented in the Second Presbyterian Church Manual of Operations.
 - c. Session will review, annually, and, potentially, authorize additional or fewer ministry teams, and liaison elders to serve on the Session; any changes to the number of ministry teams will be communicated to the congregation prior to implementation.
 - d. Membership on these ministry teams is open to any active members of the congregation.
 - e. Ministries will use the ministry team structure defined above.

ARTICLE VIII — PERSONNEL AND VOLUNTEER STAFF

- 1. Membership
 - a. The staff of the church shall consist of such laypersons and ministers of the Word and Sacrament as may be needed in accomplishing the mission and vision of the church. The staff may be composed of paid staff and volunteer staff members who contribute their services without pay. All staff, whether paid or volunteer, shall have stated hours, authority and accountability.
- 2. Head of Staff
 - a. The Moderator of the Session shall be recognized as the Head of Staff. Any directives touching upon the conduct or duties of the staff shall be prepared by Head of Staff in consultation with the appropriate Session ministries.

ARTICLE IX – ELECTRONIC VOTING

Electronic voting is permissible for the Session (and/other committees) as is allowed through Robert's Rules.

- 1. The Clerk of Session and the Moderator will work together to determine if the electronic vote is appropriate.
- 2. The Moderator will send out the e-vote to all Session members and give a time limit in which the voting must take place.
- 3. The first person to respond will motion the vote and vote yes or no.
- 4. The second person to respond will second the motion and vote yes or no.
- 5. The remaining members will respond with a yes or no.
- 6. If anyone asks a question or votes “no”, the e-vote immediately stops and must be discussed within a special called meeting or the next stated meeting.
- 7. All e-votes, their responses, and outcomes are recorded by the clerk who will then present them at

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the next stated meeting to be ratified and placed into the permanent minutes.

ARTICLE X — SEXUAL MISCONDUCT POLICY

The Policy and Procedures Relating to Sexual Misconduct is available as a separate document and was approved by the Session on September 24, 2013.

ARTICLE XI — DESIGNATION OF PARLIAMENTARY MANUAL to govern all cases not covered in these Bylaws.

Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in contradiction to the Constitution of the Presbyterian Church (U.S.A.)—*The Book of Order*, which shall prevail.

ARTICLE XII — PROVISION FOR EXCEPTION TO OR AMENDMENT OF THESE BYLAWS

These Bylaws may be amended by two-thirds of the voting members of the congregation at a congregational meeting called by the Session for the purpose of acting upon proposed amendments to the Bylaws. During the two weeks prior to the congregational meeting, copies of the proposed amendments shall be available to active members of the church at the church office.

Recommended by Session on December 18, 2018

Approved by the Congregation on TBD